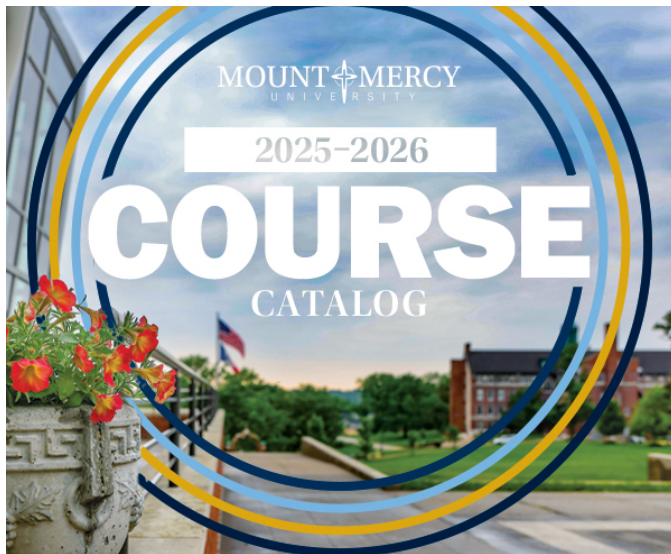


# 2025-2026

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# Academic and Student Resources

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Mount Mercy strives to provide all the resources students need to succeed on their educational journey. This section provides information about admission, tuition, financial aid, services, and policies of the University. It also includes a directory of University administration and faculty.

## Welcome to Mount Mercy University

### Mount Mercy University Mission and Goals

*Mount Mercy is a Catholic University providing student-focused baccalaureate and graduate education in the spirit of the Sisters of Mercy.*

As a Catholic university founded and sponsored by the Sisters of Mercy, Mount Mercy welcomes women and men of all beliefs to join our community in the pursuit of baccalaureate and graduate education and service to those in need.

Mount Mercy promotes reflective judgment, strategic communication, the common good, and purposeful living through a core curriculum, liberal arts and professional majors, and student development programs.

We strive for excellence in accomplishing our mission through our four interdependent goals:

#### Using Reflective Judgment

The abilities to think clearly and carefully, argue coherently, and evaluate competing truth claims critically are fundamental to a college education. Reflective judgment requires a knowledge of basic fact, examination and evaluation of assumptions, adequate justification for drawing a conclusion, and understanding implications of drawing that conclusion. With these skills, individuals can solve problems creatively and integrate knowledge across disciplines.

1. Students will demonstrate a knowledge of content, assumptions, terminology, and methodology of a broad range of academic disciplines needed for informed and meaningful participation in society, including literature, fine arts, history, mathematics, science, philosophy, religious studies, and social sciences.
2. Students will demonstrate a depth of understanding in their major field that successfully prepares them for graduate study or a career following graduation.
3. Students will evaluate their points of view by analyzing multiple perspectives.
4. Students will integrate knowledge across the disciplines.
5. Students will apply creative, logical, and scholarly processes in the pursuit of truth to form reasoned judgments and explain the implications of drawing those conclusions.

#### Engaging in Strategic Communication

Strategic communication requires selecting from a range of options in order to accomplish a chosen goal in an ethical manner. These options include construction and interpretation of messages in the written, oral, and aesthetic forms using appropriate technology.

1. Students will generate, collect, organize, and present ideas and information in written, oral, and visual modes for chosen purposes and audiences.
2. Students will meet appropriate standards of quality when they communicate.
3. Students will demonstrate respect and responsibility in communication with others.

### Serving the Common Good

The common good is at the heart of Catholic social teaching.

Because persons are social by nature, every individual's good relates necessarily to the common good, the sum of social conditions that allows all people to reach their human potential more fully. It includes respect for and ethical interaction with every person and the natural environment and, in the spirit of the Sisters of Mercy, service for the well-being of all humanity and action in the cause of justice in the world.

1. Students will recognize the challenges and opportunities of living in a changing, complex, global society and demonstrate inclusivity and sensitivity to the diverse human conditions.
2. Students will explain the significance of personal and social responsibility and be prepared to take action in modes of service, civic participation, advocacy, and system change.
3. Students will articulate an ethical framework based on a respect for all human beings and the natural environment.
4. Students will examine the core values of social justice, particularly the Mercy commitment to advocate for persons who are vulnerable and marginalized.

### Promoting Purposeful Living

A liberal education enables persons to achieve a greater degree of freedom upon which to act purposefully. Since development of purpose entails planning for life based on a set of priorities, Mount Mercy University provides opportunities for spiritual growth, intellectual engagement, vocational clarity, social development, physical well-being, emotional maturity, and responsible community leadership.

1. Students will discern and clarify their vocational choices.
2. Students will recognize the services and support available to assist them and others in determining which commitments will guide their lives.
3. Students will demonstrate the ways in which their abilities and knowledge enable them to be responsible leaders or participants.
4. Students will acknowledge the importance of a healthy and balanced life including social, physical, emotional, and spiritual well-being.
5. Students will recognize the importance of life-long learning.
6. Students will analyze the evolving nature of relationships in their lives, professions, and communities.

### Statement of Values

*As members of the Mount Mercy University community, grounded in the tradition of the Sisters of Mercy and our Catholic identity, we are committed to:*

#### Lifelong Learning and Education of the Whole Person

We believe that education is a lifelong experience where learning empowers the whole person, intellectually, spiritually, emotionally, and physically.

## Pursuit of Truth and Dignity

We foster free inquiry in a compassionate culture where our dedication to faith, truth, and mercy supports the dignity of each person within the human community.

## Commitment to Students

We acknowledge and affirm that our students' needs are central to decisions that affect community life.

## Justice

We advocate for equality by actively creating just and healthy relationships in our learning community and in our global society.

## Gratitude

We celebrate with humility all gifts and talents bestowed by God and faithfully share these blessings with the wider community.

## Hospitality

We accomplish our work in the spirit of Catherine McAuley's graciousness and inclusion that welcomes all people and perspectives.

## Service

We instill a sense of responsibility and caring that calls us to serve the common good.

## Accreditation

Mount Mercy University is accredited by the Higher Learning Commission (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; phone: 800-621-7440), the Council on Social Work Education (333 John Carlyle Street, Suite 400, Alexandria, VA 22314-3457), and the Commission on Accreditation for Marriage and Family Therapy Education (112 South Alfred Street, Alexandria, VA 22314-3061). The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice program at Mount Mercy University Martin-Herold College of Nursing & Health are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>) (<http://www.ccnaccreditation.org/>), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791). The baccalaureate, master's, and Doctor of Nursing Practice programs are approved by the Iowa Board of Nursing (<https://nursing.iowa.gov/>) (400 S.W. 8th Street, Des Moines, IA 50309).

Mount Mercy University is approved by the Iowa Department of Education (Grimes State Office Bldg., 400 E 14th St., Des Moines, IA 50319-0146) to offer programs leading to teacher certification in both elementary and secondary education and endorsements in several areas.

## Equal Opportunity

Mount Mercy University does not discriminate based on race, color, creed, religion, national origin, age, disability, sexual orientation, gender identity or genetic information in regard to admissions, programs, activities or employment. Any person having inquiries concerning Mount Mercy University's compliance with local, state and federal laws and regulations is directed to contact the Equal Opportunity Officer, Mount Mercy University, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402-4797, 319-363-8213, who has been designated by Mount Mercy to coordinate the institution's efforts to comply with the federal and state regulations concerning equal opportunity in admissions, programs, activities and employment.

## History of Mount Mercy University

The Sisters of Mercy of Cedar Rapids, Iowa, founded Mount Mercy as a two-year college for women in 1928. Its mission is based on the

heritage of its founders, a religious community of women who came to Cedar Rapids in 1875. Catherine McAuley started the order in Dublin, Ireland, in 1831. One of her concerns was the education of women and the service of human needs as they exist.

In 1957 Mount Mercy began a four-year program, awarded the first bachelor's degrees in 1959, and was accredited by the North Central Association of College and Schools as a baccalaureate institution in 1960. Since then, Mount Mercy has become coeducational, has established new academic programs, including new graduate programs in 2008, and has tripled its enrollment, drawing its board members, faculty, staff, and students from all faiths and backgrounds. Through their ongoing sponsorship, the Sisters of Mercy, through the Conference of Mercy Higher Education, continue to support Mount Mercy in carrying out Catherine McAuley's original vision of service. Mount Mercy University has close ties with the Cedar Rapids community, placing interns and graduates in profit and non-profit institutions and using the city's cultural, religious, political, and economic resources to enhance the institution's programs.

## University Admission

Mount Mercy University is a nationally recognized, private Catholic university founded in the spirit of the Sisters of Mercy. We seek qualified applicants who have prepared themselves academically for the rigors of a challenging liberal arts-based education and have demonstrated leadership in their school activities and community involvement. Mount Mercy does not consider race, color, creed, religion, national origin, gender, age, marital status, or handicap unrelated to ability in admission or access to, treatment or employment in, its programs and activities.

## Readmission

Students who withdraw or were academically dismissed from Mount Mercy and are interested in returning to the institution must apply for readmission. The Readmission application is available online at [www.mtmercy.edu](http://www.mtmercy.edu) (<http://www.mtmercy.edu>). The readmission process includes verification of no remaining balances from previous attendance and clearance from various campus departments (which could include, but are not limited to: academic programs, business office, residence life, and student affairs). If students complete coursework at other institutions during their time away, those official transcripts must be sent directly to the Office of Admissions for review. All required documents for re-admission should be received by the Office of Admissions at least two weeks prior to the start of classes.

## Non-Degree seeking (Special populations)

Students who are interested in taking one or two courses at Mount Mercy are categorized as non-degree students. This can include students that are involved with any of the following:

- Mustang U (pre-designated coursework offered through specific Iowa private high schools)
- PSEO (for High School students looking to take college coursework not offered at their high school)
- PREP (for students looking to complete an endorsement)
- Coe Exchange (current Coe students looking to take coursework)
- Those taking courses for professional/personal development

If the student currently is pursuing a degree at another institution, it is recommended that permission be obtained from the home institution before enrolling at Mount Mercy. Students interested in any of these areas must complete the Non-Degree application available online



at [www.mtmercy.edu](http://www.mtmercy.edu) (<http://www.mtmercy.edu>). If a prerequisite course is required for the course, an official transcript must be sent to the Office of Admissions to show successful completion of that prerequisite. All required admission documents for non-degree students should be received by the Office of Admissions at least two weeks prior to the start of classes.

Courses are not guaranteed and are open to full and part-time Mount Mercy students first. Any student that wishes to continue at Mount Mercy after completing two courses must complete the standard application process.

## PSEO – Post Secondary Enrollment Opportunity for High School Students

Students currently enrolled as 11th or 12th graders in high school (and 9th or 10th graders who are deemed talented and gifted by the state of Iowa) are eligible to participate in the PSEO program if they meet the requirements below. Homeschool students must also satisfy these requirements. To be eligible, students must:

- Have a cumulative GPA of 3.25 on all high school coursework.
- Be ranked in the top 25% of their class (when ranked).
- Have exhausted the high school curriculum and meet the necessary prerequisites for the desired course.
- (Optional) Submit a national standardized test score on the ACT with a 20 composite or higher and/or SAT score of 1030 or higher (verbal and math) or PSAT score of 114 (verbal, math, and writing)

Students interested in taking coursework through PSEO will need to fill out the Non-Degree application available online at [www.mtmercy.edu](http://www.mtmercy.edu) (<http://www.mtmercy.edu>). Deadline to submit applications for PSEO are August 1st for the fall semester and December 1st for the spring semester. High school students are recommended to complete their application before summer break due to school counselor availability. Courses are not guaranteed and are open to full and part-time Mount Mercy students first.

## Academic Degree Programs

Students may not simultaneously be admitted to, or concurrently enrolled in, multiple academic degree programs. Undergraduate, post-baccalaureate, non-degree, and graduate student designations, and related sub-categories, are mutually-exclusive.

## First Year Student

### First Year Student Admission Process and Requirements

A First-Year applicant is considered to be anyone who has yet to graduate from high school, homeschool, or its equivalent. Applications may be obtained online at [www.mtmercy.edu](http://www.mtmercy.edu) (<http://www.mtmercy.edu>). Mount Mercy is a test-optional institution which means students are not required to submit standardized test scores in order to be considered for admission (but can submit scores if they feel it will strengthen their application to the institution). Admissions files are reviewed on a rolling basis. Students applying for admission must submit their application for undergraduate admission (<http://www.mtmercy.edu/apply/>) at least two weeks prior to the start of classes in order to be considered. The Admission Committee evaluates all applications on an individual basis. Strong consideration will be given to applicants with the following:

- Minimum 2.5 cumulative GPA (on a 4.0 scale)
- Class rank in the top half of graduating class (if provided)

Students who do not meet posted criteria may be required to submit a personal statement and transcripts. If you are required to submit a personal statement, information will be sent to you by email. If you have questions, please contact your counselor or the admission office at [admission@mtmercy.edu](mailto:admission@mtmercy.edu).

Mount Mercy evaluates all files on an individual basis. Each entering student needs to be a graduate of an accredited high school or its equivalent. Since the application is a self-reporting application, official transcripts (high school and college, if applicable) are not required for initial review but will be required for verification before a student can enroll. Specific courses are not required for admission, but you're encouraged to complete the following high school coursework:

- Four years of English
- Three years of Mathematics\*
- Three years of Social Studies
- Three years of Science\*

Students who do not meet the published standards are still welcome to apply for admission consideration and may be asked to submit additional information for review.

\* The following science and math courses are recommended for students interested in nursing or pre-health majors: Science courses should include biology, chemistry, physics, and any AP-level science courses offered. Math courses should advance at least through algebra II (nursing majors) and at least through pre-calculus (pre-health majors).

## Admissions Committee

The Admissions Committee will review all admission files for students who do not meet the minimum published admissions standards or whose application materials warrant closer examination. Students who demonstrate strong potential and motivation for undergraduate success may be admitted to Mount Mercy by providing additional information to the Admissions Committee for use in the review process. (Could include but not limited to: most recent transcripts, personal statement, letters of recommendation, personal interview, etc.). Any admission conditions and/or course recommendations will be determined on an individual basis by the Committee.

## Offer and Acceptance of Admission

An offer of admission to Mount Mercy University is contingent upon the student maintaining a satisfactory record and completing graduation requirements – as noted on the final high school transcript (official transcript to be sent upon completion of the diploma). Mount Mercy University reserves the right to rescind an offer of admission if new information emerges following the original admission decision that indicates the student no longer meets the institution's academic or behavioral standards, or if, in the judgment of the Admissions Committee or Director, the student is no longer considered a suitable fit for the University community.

Students will accept their admission offer through their student portal.

## Transfer

### Transfer Student Admission Process and Requirements

A Transfer applicant is considered to be anyone who has obtained a high school diploma, GED, or equivalent and has attempted college coursework following graduation. Credits earned at fully accredited institutions of higher education are evaluated by the registrar and

considered as potential credit toward graduation from Mount Mercy. However, some majors have requirements beyond general admission requirements. Please consult individual department information included in this *Catalog* for further explanation.

Applications are found online at [www.mtmercy.edu](http://www.mtmercy.edu) (<http://www.mtmercy.edu>) and are reviewed on a rolling basis. Mount Mercy reviews all files on an individual basis. While specific courses are not required for admission, transcripts will be evaluated to ensure that a strong college curriculum has been successfully completed. Students applying for admission must submit the following at least two weeks prior to the start of classes in order to be considered:

- Application for undergraduate admission
- Minimum 2.5 cumulative GPA (on a 4.0 scale)
- Official transcripts from all previous institutions of higher education attended. For currently enrolled students, updated transcripts noting final grades need to be sent once coursework is complete and prior to starting coursework at Mount Mercy.
- Official high school transcripts or equivalent (for applicants who have not earned an associate degree or higher from an accredited college or university)

In accordance with articulation agreements with all Iowa community colleges, Students with an Associate Degree with a minimum cumulative GPA of 2.0 will be automatically accepted for admission. Students graduating with an A.A.S. in Business Administration from Kirkwood with a minimum 2.0 GPA are also automatically accepted for admission.

Students who do not meet the published standards are still welcome to apply for admission consideration.

## Admissions Committee

The Admissions Committee will review all admission files for students who do not meet the minimum published admissions standards. Students who demonstrate strong potential and motivation for undergraduate success may be admitted to Mount Mercy by providing additional information to the Admissions Committee for use in the evaluation process. (Could include but are not limited to: updated transcript of college-level work, personal statement, letters of recommendation, personal interview, etc.). Some students may be admitted to Mount Mercy with conditions, which must be satisfied during their first year at the institution in order to remain an enrolled student at Mount Mercy. Conditions and specific recommendations will be determined on an individual basis by the Admissions Committee.

## Offer and Acceptance of Admission

An offer of admission to Mount Mercy University is contingent upon the student maintaining a satisfactory record and completing graduation requirements – as noted on the final high school transcript (official transcript to be sent upon completion of the diploma). Mount Mercy University reserves the right to rescind an offer of admission if new information emerges following the original admission decision that indicates the student no longer meets the institution's academic or behavioral standards, or if, in the judgment of the Admissions Committee or Director, the student is no longer considered a suitable fit for the University community.

Students will accept their offer of admission through their student portal.

# International

## International Student Admission Process and Requirements

Applications for international undergraduate admission are found online at [www.mtmercy.edu](http://www.mtmercy.edu) (<http://www.mtmercy.edu>).

Admissions files are reviewed on a rolling basis. Student academic entry status is defined as follows:

- First-Year (Freshman) - students currently in high school or students who have graduated and have not taken college-level coursework
- Transfer - students who have graduated from high school or equivalent and taken college-level coursework at another college or university

All required documents listed below must be on file by the following deadlines for admission consideration:

**Fall Semester – August 1st**

**Spring Semester – January 2nd**

Mount Mercy is a test-optional institution which means that students are not required to submit standardized test scores (ACT/SAT) in order to be considered for admission but can submit scores if they feel it will strengthen their application to the institution.

Admission files are reviewed on a rolling basis. Students applying for admission must submit the following in order to be considered:

- Application for undergraduate admission
- Minimum GPA on a 4.0 scale of
  - 3.0 for First-Year (Freshman) students based on high school coursework
  - 2.5 for Transfer students based on college-level coursework
- Official international credit evaluation of high school transcripts and international college or university, if applicable
- Certificate of Finance or letter/affidavit from the bank certifying minimum of 50% of published tuition funds are available
- Scanned copy of the information page of the passport
- Official scores from English proficiency tests that will be considered for admission into the university include:
  - TOEFL (550 PBT, 213 CBT, 79 IBT)
  - IELTS (6.0)
  - STEP Eiken (Grade 1)
  - Duolingo: Minimum score of 115 (no sub-scores lower than 85)
  - ACT: Minimum English section score of 20
  - SAT (1020)

Other ways to show English proficiency:

- Student attend a US high school for a minimum of 3 years and graduates from a US high school.
- Student's country of origin lists English as the official language.

Those countries are listed below:

*(Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada, Dominica, Gambia, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Namibia, New Zealand, Nigeria, Sierra Leone, South Africa, St. Christopher & Nevis, St. Lucia, St. Vincent & the Grenadines, Tanzania, Trinidad & Tobago, Uganda, United Kingdom, Zambia, Zimbabwe)*

**\*\*Students who do not meet the published standards are still welcome to apply for admission consideration. A variety of additional factors are also considered (the quality and nature of the courses taken,**



extracurricular and community involvement, strength of the personal statement, motivation, personal circumstances, etc.) to ensure that the students admitted to the institution are those who are the best fit for Mount Mercy and whose preparation and experiences suggest that they have the best likelihood of succeeding here.

## Online Accelerated

### General Admission Requirements to Mount Mercy University Online Programs

**For students with less than 12 graded semester hours of prior college coursework:**

- Complete the application for admission (<https://www.mtmercy.edu/online/admissions/index/>).
- Official transcripts from all institutions of higher education previously attended
- High school transcript
- Minimum 2.75 cumulative H.S. GPA (on a 4.0 scale)
- (Optional) Composite score of at least 20 on the ACT (1030 SAT) with sub-scores of 17 or higher (scores not required for students age 24+)
- Class rank in the top half of graduating class (if school provides rank)
- Mount Mercy applicants are encouraged to complete the following high school coursework:
  - Four years of English
  - Three years of Mathematics
  - Three years of Social Studies
  - Three years of Science

**For students with 12 or more graded semester hours of prior college coursework:**

- Complete the application for admission (<https://www.mtmercy.edu/online/admissions/index/>).
- Official transcripts from all institutions of higher education previously attended. Updated transcripts noting final grades need to be sent prior to actual enrollment if the student applies while currently enrolled at another institution
- Official high school transcripts or equivalent (for applicants who have not earned an associate degree or higher from an accredited college or university)
- Minimum 2.5 cumulative (on a 4.0 scale)\*
- Official Joint Services Transcripts, if applicable

\*In accordance with articulation agreements with all Iowa community colleges, associate degree holders with a minimum cumulative 2.0 GPA will be automatically accepted for admission.

Any student who does not meet the above criteria will be evaluated by the Admissions Committee for closer examination. Admission conditions and/or course recommendations will be determined on an individual basis by the Committee.

### Home Schooled Students

In lieu of high school transcripts, applicants must submit records of high school or college-level studies, either in a transcript form (if available) or a detailed account of the subjects studied and materials

used. Standardized test scores\* (ACT or SAT) also are required and must be submitted directly to the Office of Admissions.

\*Students over the age of 21 may submit college coursework in lieu of test scores.

\*Students over 21 with 5 years of full time work experience may have their ACT/SAT requirement waived.

### Readmission

Students must apply for readmission (<https://www.mtmercy.edu/online/admissions/index/>) if they withdraw (do not attend for one or more consecutive semesters), were academically dismissed or have graduated and wish to pursue a second major, second degree or add a minor. The readmission process includes verification of no remaining balances from previous attendance and clearance from various campus departments. If students completed coursework at other institutions during their time away, those official transcripts must be sent directly to Office of Admissions.

### Non-Degree Seeking (special populations)

Students interested in taking just one or two courses at Mount Mercy are categorized as non-degree students. If the student is currently pursuing a degree at another institution, it is recommended that permission be obtained from the home institution before enrolling at Mount Mercy. Students must first complete application for admission (<https://www.mtmercy.edu/online/admissions/index/>). If a prerequisite course is needed for the course(s) selected to be taken through Mount Mercy, an official transcript must be sent to the Office of Admissions to verify successful completion of that prerequisite. Any non-degree student that wishes to continue at Mount Mercy must complete the regular admission process.

Courses are not guaranteed and are open to full and part-time Mount Mercy students first.

### Admission to the RN to BSN Program

Applicants to the RN to BSN program must meet the following admission criteria:

1. Hold an Associate's Degree or Diploma in nursing from a regionally accredited college or an equivalent degree from an accredited institution outside of the United States.
2. Hold a current and active RN license in the United States.
  - a. Submit a copy of current nursing license.
  - b. Nursing courses with a clinical component may not be taken by a person: a) who has been denied licensure by the Board; b) whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction; c) whose license/registration is currently suspended, surrendered or revoked in another state or country due to disciplinary action.
3. Currently working at least part time in nursing while in nursing (NU) courses. (Requirement can be waived at the discretion of the program chair.)
4. Registered nurse applicants must have an admission cumulative grade point average (GPA) of 3.0. Students with an admission cumulative GPA less than a 3.0 may be admitted to the university and conditionally admitted to the Nursing Major. In order to continue, all RN-BSN students must successfully complete NU 242 Concepts in Baccalaureate Nursing Education, earning a minimum grade of C. All students must achieve a minimum of C (C- does not count) in all nursing courses.
  - a. Official transcripts from all previously attended schools must be submitted to Mount Mercy University
5. Complete a background check, including Dependent Adult and Child Abuse, completed by a third party company selected by the

Martin-Herold College of Nursing and Health. Any concerns will require a meeting with the RN-BSN Chair.

6. RN-BSN students who are not currently working as an RN will be required to have a physical exam. Students working as an RN will not be required to have a physical exam, as the majority of clinical activities will occur within the student's own work environment. All students, regardless of their work setting, will be required to provide documentation of current immunizations.
7. Proof of current certification for Basic Life Support (BLS).
8. Proof of health insurance coverage.
9. Proof of nursing liability insurance coverage (beyond coverage provided by your employer).

## Graduate

### Admission as a Degree Seeking Student to a Master's Degree Program

Applicants desiring admission to a master's degree program apply through the Graduate Admissions Office and must meet the graduate admissions criteria. To be considered for admission, an applicant must:

1. Hold an undergraduate degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Submit official transcripts from all colleges/universities previously attended
3. Have a minimum cumulative grade point average of 3.00 and an undergraduate record that reflects ability to be successful in graduate studies. (Students with a GPA less than 3.00 will be considered on a case-by-case basis.)
4. Provide a personal statement that demonstrates solid writing skills and motivation for graduate studies. (See application form for further instruction.)\*
5. Submit two letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant's ability to be successful in graduate studies. (See application form for further instruction.)\*
6. Complete any requirements from the specific area of study.

**Final admission decisions rest with the program director. In all cases, admission requirements can be waived at the discretion of the program director.**

\* Not required for all programs. Check with program director for final requirements.

### Program specific requirements are as follows:

#### Master of Arts in Education & Master of Science in Education

1. Bachelor's degree in education
2. A valid Iowa teaching license or be eligible for an Iowa teaching license if seeking an endorsement in Special Education, Reading, Early Childhood Inclusive Classroom, ESL, or Educational Leadership & Administration.
3. Resume that lists past and current teaching or work experience.

#### Master of Arts in Marriage and Family Therapy

1. Personal interview with program director.
2. Resume that documents volunteer or professional experience in a human service area.
3. Personality inventory test.

#### Master of Business Administration

1. A student may be admitted to the MBA program prior to completing the prerequisite courses. Upon admission, the student will meet with an academic advisor who will provide the student with an advising form that indicates the prerequisite courses that need to be completed and in what order. However, the MBA grading policies will be in effect for all MBA and prerequisite classes taken at Mount Mercy.

#### Master of Science in Nursing

1. Current and valid registered nurse (RN) license. NOTE: Nursing courses with a clinical component may not be taken by a person:
  - a) Who has been denied license by the Board; b) Whose license is currently suspended, surrendered, or revoked in any U.S. jurisdiction; c) Whose license or registration is currently suspended, surrendered, or revoked in another country due to disciplinary action. International students without current RN license may be admitted based on review by Program Director.
2. Bachelor of Science in Nursing (BSN) from an accredited nursing program, other undergraduate degree from a regionally accredited college or university, or an equivalent degree from an accredited institution outside of the United States. Undergraduate record should reflect ability to be successful in graduate studies. If undergraduate degree is not a BSN, students may be admitted with a BA or BS, an associates degree in nursing, and the Mount Mercy RN-BSN courses, NU 470 Extending the Journey: Population Based Nursing, NU 471 Professional Aspects of Nursing, and NU 472 RN-BSN Practicum Seminar completed with a minimum grade of B (B- not acceptable).
3. An undergraduate statistics course with a minimum grade of C (C- not acceptable). A student may be admitted to the MSN program at the discretion of the Program Director prior to completing this prerequisite.
4. Have a minimum cumulative grade point average of 3.25.
5. Two letters of recommendation addressing professionalism, clinical skills, critical thinking, and communication skills.
6. All Master of Science in Nursing (MSN) students must meet administrative requirements including criminal background check, health insurance coverage, immunization status compliance, CPR, and malpractice liability insurance prior to completion of the first MSN course.
7. All non-native English speakers are required to take TOEFL or equivalent English language proficiency assessment and complete interview with Program Director.

#### Master of Strategic Leadership

1. Three years of full-time work experience (recommended).

### Admission as a Degree Seeking Student to a Doctoral Degree Program

*The following requirements in addition to those listed above:*

## Doctor of Nursing Practice

### All DNP applicants:

1. Hold a Master of Science in Nursing degree from a regionally accredited college or university.
2. Current & valid Iowa registered nurse (RN) license. Cannot be denied, suspended, surrendered or revoked in any U.S. or international jurisdiction.
3. Current resume/CV
4. Have a minimum cumulative grade point average of 3.5 in all Graduate and Undergraduate course work.
5. Three letters of recommendation addressing professionalism, clinical skills, critical thinking, and communication skills.
6. An undergraduate statistics course with a minimum grade of C (C- not acceptable) within the last 5 years is a prerequisite for admission. If not completed prior to admission, course can be completed in DNP curriculum.
7. Personal interview with DNP program director.
8. All non-native English speakers are required to take TOEFL or equivalent English language proficiency assessment and complete interview with Program Director.
9. All DNP students must meet administrative requirements including criminal background check, health insurance coverage, immunization status compliance, CPR, and malpractice liability insurance prior to the first day of class.

### Additional Admission Requirements (for NP applicants):

1. Letter from NP program documenting clinical hours completed in NP education (course work & clinical hours are subject to adjustment based on gap analysis - must have minimum of 1000 hours for DNP).
2. Current & valid Iowa registered nurse (RN) and advanced practice registered nurse (ARNP/APRN) licenses. Cannot be denied, suspended, surrendered or revoked in any U.S. or international jurisdiction.
3. Current NP certification in any specialty area.

## Doctor of Philosophy in Marriage and Family Therapy

1. Hold a Master's degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Have a minimum cumulative grade point average of 3.00 in Graduate level course work.
3. Submit three letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant's ability to be successful in graduate studies. (See application form for further instruction.)
4. Personal interview with program director.

## Other Policies

### An application is complete when the applicant submits the following required items:

1. A completed Mount Mercy application, including personal statement and two letters of recommendation.
2. Official transcripts of all previous academic work from which undergraduate and graduate grade point averages can be

computed. Transcripts should be mailed directly to the Graduate Admissions Office. Official transcripts must be submitted in a sealed envelope and display the appropriate seal and signature of the institution.

**Final admission decisions rest with the program director. In all cases, admission requirements can be waived at the discretion of the program director.**

## International Students

Mount Mercy welcomes international students to its campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social, and cultural diversity of the Mount Mercy community. The following additional items are required for admission for international students:

1. Official or true certified copies of the applicant's post-secondary academic record (transcripts, examination scores, mark sheets, etc.) evaluated by a foreign credential evaluation agency, which is a member of NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm) (<http://www.naces.org/members.htm>). If a transcript is evaluated, a course-by-course evaluation is required to register.
2. Official or true certified copies of the applicant's diploma or degree certificate in both English and the original language needed to register.
3. Documentation of English language proficiency for all non-native speakers of English.
  - a. TOEFL 79 iBT; 213 CBT; 550 paper-based
  - b. IELTS - 6.5
  - c. STEP - Eiken (Grade 1)
  - d. Completed ELS Level 112
  - e. Program Directors may waive the English language proficiency test scores upon interviewing a student who meets one of the following criteria:
    - i. Undergraduate education in English
    - ii. Worked in United States in a professional job for more than 1 year
    - iii. Studied for at least two semesters in the United States
    - iv. English is native language
4. Students who need Mount Mercy to issue an I-20 form for the F-1 (student) visa must also provide a Certificate of Finance ([http://www.mtmercy.edu/sites/default/files/uploads/MMU\\_Certificate%20of%20Finance.pdf](http://www.mtmercy.edu/sites/default/files/uploads/MMU_Certificate%20of%20Finance.pdf)) form or letter with affidavit from their bank stating that they have sufficient funds to study in the U.S.
5. Copy of the information page of the passport for the student and any dependents who seek an F-2 visa.

## Submitting Digital Transcripts/Proof of Degree

For international candidates only, we are able to review your application using unofficial, digitally duplicated copies of your transcript submitted from a Mount Mercy partnered international recruiting service.

These records must be legible and include:

- The subjects you studied by year, with grades, marks, or percentages;
- Grades, marks, or percentages earned in year-end examinations;
- Proof that the degree was conferred. I.E., diplomas, titles, degrees, or certificates awarded.

**If you are offered admission, the offer will be contingent upon receipt and verification of official transcripts. You will not be able to register until this has been completed.**

## Graduate Special Student Status (or Non-degree Status)

A student with a baccalaureate degree who wishes to earn graduate credit, but not a graduate degree, may be accepted for admission to study as a graduate student with special status. Up to 9 semester hours earned as a graduate student with special status with a grade of "B" or above may be applied to a graduate degree at Mount Mercy upon admission to the program and with the approval of both the Program Director. Special student status students are not eligible for financial aid.

## Transfer Policies

Upon admission to the program, students may transfer in graduate courses with the approval of the Program Director. The maximum number of transferable credit hours is 12. Credit allowance for graduate courses is considered on an individual basis; however, students must have earned a "B" or higher for the course to be considered. Course syllabi, college catalog, and a sample of previous course work may be requested for consideration of a class. While enrolled at Mount Mercy, students should not enroll for academic credit at other institutions without the permission of the Provost. Approval, via a petition, must be granted prior to a course being taken at another institution and will only be granted for extenuating circumstances.

## Readmission

When a student withdraws or is terminated from any of the graduate programs at Mount Mercy, a recommendation will be made by the Program Director at the time of withdrawal or termination about whether the student will be eligible for readmission. Documentation of this recommendation will be maintained. The student who has withdrawn or has been terminated from any graduate program and wishes to be readmitted will be considered for readmission by the Program Director according to the following criteria: the recommendation made by the Program Director at the time of the student's withdrawal or termination and evidence the student has improved in all needed areas. Students who wish to be readmitted to a graduate program must complete the application process. Letters of recommendation and personal statement can be waived by Graduate Program Director.

## Delayed Admissions

Students have one year from date of acceptance to begin classes. Students who do not enroll for classes within the year deadline must reapply for admission.

# 2025-2026 Academic Calendar

## Fall Semester 2025

### August 20 - December 11, 2025

Description	Date
Classes begin	August 20
Last day to add classes	August 27
Last day to declare pass/fail	August 27
Labor Day - no classes	September 1
Midterm	October 3
Fall break*	October 8-10
Last day to drop classes (W grade)	November 21
Thanksgiving break	November 26-November 30

Pass/Fail opportunity (Must declare by August 27) December 1-5

Last day of classes December 5

Final exams December 8-11

Graduation date - Degree conferral December 14

\* Fall break is not observed for accelerated courses following the block schedule.

## Winter Semester 2026

### January 5 - January 23, 2026

Description	Date
Classes begin	January 5
Last day to add classes	January 6
Last day to declare pass/fail	January 6
Last day to drop classes (W grade)	January 16
Pass/Fail opportunity (Must declare by January 6)	January 20
Last day of classes	January 23
Graduation date - Degree conferral	February 8

## Spring Semester 2026

### January 26 - May 15, 2026

Description	Date
Classes begin	January 26
Last day to add classes	February 2
Last day to declare pass/fail	February 2
Midterm	March 13
Spring break	March 16-20
Good Friday - no class	April 3
Easter Monday - classes held	April 6
Last day to drop classes (W grade)	May 1
Pass/Fail opportunity (Must declare by February 2)	May 4-8
Last day of classes	May 11
Final exams	May 12-15
Commencement ceremony	May 17
Graduation date - Degree conferral	May 17

## Summer Semester 2026

### June 8 - August 13, 2025

## Term I

Description	Date
Classes begin	June 8
Last day to add classes	June 9
Last day to declare pass/fail	June 9
Juneteenth - no class	June 19



Last day to drop classes (W grade)	July 2
Independence Day - no class	July 3
Pass/Fail opportunity (Must declare by June 9)	July 7-8
Last day of classes	July 10

## Term II

Description	Date
Classes begin	July 13
Last day to add classes	July 14
Last day to declare pass/fail	July 14
Last day to drop classes (W grade)	August 7
Pass/Fail opportunity (Must declare by July 14)	August 10-11
Last day of classes	August 13
Graduation date - Degree conferral	August 16

Block	Start	End	Last day to add/drop*	Holidays/no class
Block 01	8/18/2025	9/27/2025	8/15/2025	9/1/2025 (Labor Day)
Block 12	8/18/2025	11/1/2025	8/15/2025	9/1/2025 (Labor Day)
Block 13	8/18/2025	12/13/2025	8/15/2025	9/1/2025 (Labor Day)
Block 02	9/29/2025	11/1/2025	9/26/2025	
Block 23	9/29/2025	12/13/2025	9/26/2025	11/26-11/30/2025 (Thanksgiving)
Block 03	11/3/2025	12/13/2025	10/31/2025	11/26-11/30/2025 (Thanksgiving)
Block 04	1/5/2026	2/7/2026	12/12/2025	1/19/2026 (Martin Luther King, Jr. Day)
Block 05	2/9/2026	3/14/2026	2/6/2026	
Block 56	2/9/2026	5/2/2026	2/6/2026	3/16- 3/20/2026 (Spring Break); 4/3/2026 (Good Friday)
Block 57	2/6/2026	6/6/2026	2/6/2026 <sup>1</sup>	3/16- 3/20/2026 (Spring Break); 4/3/2026 (Good Friday)
Block 06	3/23/2026	5/2/2026	3/20/2026	4/3/2026 (Good Friday)
Block 67	3/23/2026	6/6/2026	3/20/2026 <sup>1</sup>	4/3/2026 (Good Friday); 5/25/2026 (Memorial Day)
Block 07	5/4/2026	6/6/2026	5/1/2026 <sup>1</sup>	5/25/2026 (Memorial Day)

Block 08	6/8/2026	7/11/2026	6/5/2026	6/19/2026 (Juneteenth); 7/3/2026 (Independence Day)
Block 89	6/8/2026	8/15/2026	6/5/2026	7/3/2026 (Independence Day)
Block 09	7/13/2026	8/15/2026	7/10/2026	

\* Friday prior to the start of every block. Dates subject to change depending upon program. Check with Program Director or Registrar's Office for final date.

<sup>1</sup> Graduation date for students completing a course in block 7: June 7, 2026

## College Expenses

Students will receive eBills monthly to their Mount Mercy University email account while they are attending Mount Mercy. It is the student's responsibility to check their eBill online each month. Fall tuition, food, housing and fees must be paid in full by September 10<sup>th</sup> and Spring tuition, food, housing and fees by February 10<sup>th</sup>, unless the student enrolls in the Mercy Payment Plan. If the student is not enrolled in the Mercy Payment Plan and their tuition, food, and housing is not paid in full, the student will be subject to monthly late fees and their future registration will be at risk. If additional financial aid is received after the full payment has been made, the student will receive a refund of the credit balance of his/her account. Payments may be made by cash, check, debit, or credit card (Visa, MasterCard or Discover). Payments made by US credit or debit card are subject to a 2.95% convenience fee with international credit or debit cards being subject to a 4.25% convenience fee.

If payments are not received by their due date, late fees will be added to the student's account. Late fees will only be waived due to University responsibility causing a delay in payment or the failure to act by a student because of sudden disabling illness or accident.

### Late Fees

Type	Cost
< \$999.99 Outstanding Balance	\$0 Late Fee
\$1,000 - \$2,500 Outstanding Balance	\$30 Late Fee
\$2,501 - \$5,000 Outstanding Balance	\$50 Late Fee
\$5,001 - \$7,500 Outstanding Balance	\$75 Late Fee
\$7,501 - \$10,000 Outstanding Balance	\$100 Late Fee
>\$10,001 Outstanding Balance	\$150 Late Fee

Because of rapidly changing economic conditions, it may become necessary to alter the tuition and fee structure before the next edition of this *Catalog* is published.

## Tuition, Food and Housing, Estimated Cost of Attendance and Other Fees 2025-26

### Full-time Traditional Students - Total Billed Cost

A student is considered full-time if she or he is registered for 12 or more hours per semester. Enrollment in more than 16 credit hours will result in additional tuition being charged at a rate equivalent to the part-time tuition rate per hour.

Full-time Fees	Fall semester	Spring semester	Total
Tuition (12-16 hours)	\$20,886	\$20,886	\$41,772
Food & Housing*	\$6,075	\$6,075	\$12,150
Total	\$26,961	\$26,961	\$53,922

\* VIP Meal Plan and Double Occupancy Room.

Please see the Good Book (p. 403) for housing and residency requirements.

### Part-time Traditional Students - Total Billed Tuition

A student is considered part-time if he or she is enrolled in less than 12 hours per semester. Tuition for part-time students is assessed based upon the number of hours for which a student is registered.

Type	Cost
Part-time tuition (1-11.5 semester hours)	\$1,263/semester hour

### Estimated Cost of Attendance

The estimated cost of attendance is a combination of billed campus expenses and estimated living expenses that students may or may not incur during their time in school.

### On-Campus Billed Expenses

Full Time	Cost	Part Time	Cost
Tuition	\$41,772 (\$14,621 average net tuition)*	Tuition	Charged per credit
Food & Housing (Living Expenses)**	\$12,150	Food & Housing (Living Expenses)**	\$6,075
SGA Student Fee	\$200	SGA Student Fee	\$200
Technology Fee	\$500	Technology Fee	\$250
Wellness Fee	\$300	Wellness Fee	\$150
Total billed expenses	\$54,922	Total billed expenses	\$6,675 + per-credit tuition
Average total net \$27,771 price			

\* Average Net Tuition After University, State, Federal Financial Aid Applied

\*\* Calculated for normal capacity room/VIP Plan. ED requires the official Cost of Attendance used to award aid will use the average

of all on-campus residents. That average to be used in the COA is \$12,382 for full-time and \$6,191 for part-time.

### On-Campus Estimated Expenses

Other estimated expenses	Full Time	Cost	Part Time	Cost
Books		\$1,200		\$600
Personal Expenses		\$3,300		\$1,650
Transportation		\$1,700		\$850
Loan Fees		\$70		\$35
Total		\$6,270		\$3,135

Data was used from [www.commongoodiowa.org](http://www.commongoodiowa.org) (<http://www.commongoodiowa.org/>) for Linn County for 2022, reviewed on 12/10/2024. Personal expenses are approximately 12 months of health care and 3 months of clothing/household expenses lines. Included \$300 for average cost of computer for education purposes. Transportation is approximately 3 months of transportation line.

### Off-CAMPUS BILLED EXPENSES

Full Time	Cost	Part Time	Cost
Tuition	\$41,772 (\$14,621 average net tuition)*	Tuition	Charged per credit
SGA Student Fee	\$200	SGA Student Fee	\$200
Technology Fee	\$500	Technology Fee	\$250
Wellness Fee	\$300	Wellness Fee	\$150
Total billed expenses	\$42,772	Total billed expenses	\$600 + per-credit tuition
Average total net \$15,621 price			

\* Average Net Tuition After University, State, Federal Financial Aid Applied

### Off-CAMPUS ESTIMATED EXPENSES

Other estimated expenses	Full Time	Cost	Part Time	Cost
Living Expenses (Food & Housing)		\$10,000		\$5,000
Books		\$1,200		\$600
Personal Expenses		\$4,300		\$2,150
Transportation		\$6,000		\$3,000
Loan Fees		\$70		\$35
Total		\$21,570		\$10,785

Data was used from [www.commongoodiowa.org](http://www.commongoodiowa.org) (<http://www.commongoodiowa.org/>) for Linn County for 2022 reviewed on 12/10/2024. Living expenses are approximately 12 months of rent/utilities and food lines. Personal expenses are approximately 12 months of health care and 12 months of clothing/household expenses



lines. Included \$300 for average cost of computer cost for educational purposes. Transportation is approximately 12 months of transportation line.

## Other Tuition and Fee Details

### Winter SEmester (JTerm) Tuition

Winter (Jterm) semester tuition for three credit hours is included in the full-time tuition rate for traditional students who are enrolled full-time in both fall and spring semesters. Students must be enrolled and billed as a full time Mount Mercy student both semesters. (This does not apply to students in Accelerated or Graduate programs). Students enrolled in a winter (Jterm) semester course that are not full time in both the fall and spring semester will be billed at the part time tuition rate. Students taking more than three credit hours will be responsible for the cost of the additional credit hours. Students who are full time both fall and spring semesters and are taking a winter (Jterm) semester course at no additional charge, are still responsible for any course related fees such as lab fees. There will be no refunds issued for J-Term food and housing if a full-time student chooses not to enroll in winter term.

### Accelerated Program Students

Tuition for students in the Accelerated Program is due the first night of the course. If you are reimbursed by your employer, and have a completed Deferred Payment Plan Enrollment Form on file with the Student Accounts team, tuition is due 45 days from the end of each block. Please refer to the Accelerated section of this *Catalog* for a description of this program.

Type	Cost
Accelerated	\$610/semester hour
PREP and TEACH Program	\$610/semester hour

### Graduate Program Students

Tuition for students in the Graduate Program is due the first night of class. If you are reimbursed by your employer, and have a completed Deferred Payment Plan Enrollment Form on file with the Student Accounts team, tuition is due 45 days from the end of each block. Please refer to the Graduate Programs section of this *Catalog* for a description of these programs.

Type	Cost
Master of Arts in Education	\$610/semester hour
Master of Arts in Marriage and Family Therapy	\$610/semester hour
Master of Business Administration	\$773/semester hour
Master of Science in Education	\$610/semester hour
Master of Science in Nursing	\$773/semester hour
Master of Science in Supply Chain Management	\$773/semester hour
Master of Strategic Leadership	\$773/semester hour
Doctor of Nursing Practice	\$995/semester hour
PhD in Marriage and Family Therapy	\$834/semester hour

## FOOD AND HOUSING Options

Academic Year:

Students have a number of options regarding both food and housing. Please note that the charges below are adjustments to the food and housing charges previously detailed.

Residence Halls:

Housing Type	Amount per semester
Regina Double and McAuley Triple/Quad	\$3,006
Andreas Triple	\$3,006
Lower Campus Double	\$3,766
Medical Single Room, McAuley or Regina	\$3,006
McAuley Double-in-Triple	\$3,757
Andreas Double-in-Triple	\$3,757
Single-in-Double Regina, McAuley, Andreas, and Lower Campus	\$5,519

Food Plans:

Food type	Amount per semester
Mustang Meal Plan - an average of 7 meals per week (only eligible for Juniors, Seniors, and Graduate students)	\$2,500
VIP Meal Plan - unlimited swipes for personal use	\$3,069

## Other Housing Options

**Summer Housing:** Current Mount Mercy students (were enrolled spring semester) who are enrolled in summer courses or have pre-enrolled for fall semester classes may choose to live on campus in either Andreas or Lower Campus. There is no food plan for the summer. Summer housing rates:

Housing Type	Amount per semester
Double Room	\$944
Single-in-Double	\$1,415

If the student ceases enrollment during the summer, he or she will be asked to move out of campus housing. Students new to Mount Mercy must be enrolled in summer courses in order to choose summer housing on campus.

## Special Fees

(All fees are non-refundable except where noted.)

Student Cost	Amount
Anatomy Lab Fee	\$100
Art Fees	Varies by course, see individual course description
Assessment of Prior Learning Experience Assessment Fee	\$60 per semester hour
Audit Fee for Center of Learning for the Church	\$150
Audit Fee for a Regular Course	\$100
Audit Fee for Activity or Lab Course	\$150
Challenge Exam Fee	\$25/semester hour for credit; \$10/semester hour for waiving credit
Lab Course Fee (applies to all lab courses except Education, Nursing and Anatomy)	\$50
Meal Plan Change (after Aug 1st)	\$25
Medical Laboratory Science Fee	\$100
Mercy Payment Plan Enrollment Fee	\$75 per semester

Mount Mercy I.D. Card Replacement Fee	\$15
Music Lesson Fee	Refer to Curriculum/Music section of catalog
Nursing Undergraduate Fee - Sophomore, Junior, and Senior	\$800 per semester
Nursing DNP Fee	\$500 annual
Official Transcript	\$11
Parking Fees	See the Good Book
Replacement Diploma	\$75
Returned Check	\$25
Room Contract Cancellation Fee	\$500 - \$1000
Student Government Association (SGA) Fee - Traditional Students Only (Full Time and Part Time)	\$100 per semester
Technology Fee - Full Time Traditional Student	\$250 per semester
Technology Fee - Part Time Traditional Student	\$125 per semester
Tuition Deposit for all Full-time Students (paid at time of acceptance and credited to tuition)	\$200
Wellness Fee - Full Time Traditional Student	\$150 per semester
Wellness Fee - Part Time Traditional Student	\$75 per semester
Other student costs include:	
Books and Supplies	est. \$1,200
Transportation (full-time students living on campus)	est. \$1,400
Transportation (full-time students living with parents)	est. \$2,280
Transportation (full-time students living off campus)	est. \$3,360

## Mercy Payment Plan

The Mercy Payment Plan allows each semester's tuition, food, housing and fees to be paid in 4 equal installments due on the 10th of September, October, November, and December for Fall semester and the 10th of February, March, April, and May for Spring semester. If the 10th of the month falls on a weekend, payment is due the following business day. The Mercy Payment Plan can only be used for the payment of tuition, food, and housing. Students must enroll in the payment plan by September 10th and February 10th respectively to avoid being charged late fees. Students who have not paid their account in full by September 10th for the Fall semester or by February 10th for the Spring semester, and have not enrolled in the Mercy Payment Plan, will be charged monthly late fees starting on September 15th and February 15th respectively. There is an enrollment charge of \$75 per semester to participate in the payment plan. Enrollment in the Mercy Payment Plan must occur each semester; participation doesn't carry over from one semester to the next.

All enrolled students are eligible for the Mercy Payment Plan unless:

1. The student is reimbursed by their employer.
2. The student's account is considered delinquent (see below).
3. A student has declared bankruptcy at any time in which a Mount Mercy account has been written off.

## International Student Accounts

International students must have their student account balance paid, in full, by the start of the semester. Students are encouraged to use Flywire to complete international payments ([www.flywire.com](http://www.flywire.com)) for convenience in tracking the payment from start to finish.

## Delinquent Accounts

All students, except those receiving employer reimbursement, are required to have their entire account paid in full by the end of the semester (December 10th for Fall semester, May 10th for Spring semester, and by the end of all other semesters). Any balance remaining after the dates listed above will be considered delinquent. Students who are reimbursed by their employers are required to have their entire account paid in full within 45 days from the end of the course or their account will be considered delinquent. Students with delinquent accounts may be subject to the following actions until the balance is paid in full.

1. All current and future registrations will be cancelled.
2. All financial aid for future terms will be cancelled.
3. Student will no longer be able to reside in student housing.
4. Reimbursed students will be required to have their account paid in full before class starts.
5. Delinquency may be reported to a credit bureau.
6. Account may be referred to a collection agency for the full amount due plus all collection costs and legal fees.

## Graduation Policy

No diplomas will be issued until all financial obligations to Mount Mercy have been paid in full.

## Refunds

### Tuition and Fees

#### Fall and Spring Semesters

A student's final bill will be determined on the last day to add classes for each semester. This is generally seven days after the beginning of the semester and is referred to as the final bill date. Before the final bill date students may adjust their class schedules and necessary tuition adjustments will be made. Students who drop classes after the final bill date will not be eligible to receive a refund for any of the tuition charged for that class unless they withdraw from Mount Mercy. Students who withdraw from Mount Mercy after the final bill date may be eligible to receive a refund of a portion of the tuition charged for the semester. Please contact the Student Accounts team for more information regarding tuition refund amounts.

#### Winter (J-Term) and Summer Semesters

A student's final bill will be determined on the last day to add classes for each term which is generally one to two days after the beginning of the semester (final bill date). Students may adjust their class schedules and necessary tuition adjustments will be made. Students who drop classes after the final bill date will not be eligible to receive a refund of any of the tuition charged for that class unless they withdraw from Mount Mercy.

## Food and Housing

The food and housing terms and conditions are stated in the contract signed by the student. During the semester there may be a proportional refund of food and housing charges if the student officially withdraws from Mount Mercy and/or moves off campus with the approval of the Director of Residence Life. There is a \$500 - \$1,000

contract cancellation fee that will be imposed on any student who does not fulfill the food and housing contract.

## Financial Aid

### Financial Aid Awards

It is the goal of the Financial Aid Office to make it financially possible for all qualified students to attend Mount Mercy. The financial aid programs at Mount Mercy are administered in conjunction with the policy that the family is the primary and responsible resource for helping students meet their educational costs. The financial aid programs are available to assist in meeting the difference between potential resources and college expenses.

### Financial Aid Award Notification

The amount of the financial aid award (federal, state, and institutional grants, scholarships, and loans) depends on the student's enrollment status. The amount will vary depending on full-time (12-16 credit hours); three-quarter time (9-11 hours); half-time (6-8 credit hours); or less than half-time status (1-5 credit hours). Within an academic year, students must complete at least 50% of their coursework in their chosen program.

If there are any questions about the amount of aid to which the student is entitled, please contact the Financial Aid Office for a review of the student's awards. The student should retain the award offer for their records and to use as a reference whenever there are questions about the financial aid package.

### Incoming Students

Mount Mercy's financial aid award offer will serve as official notification of the student's financial aid eligibility. The award offer, while not a commitment of funds, is an initial indication of state, federal, institutional, and outside agency funds available. The award offer will include the amounts of federal, state, and institutional aid for which the student is awarded and the award period.

The award offer is extremely important. A student's aid will not be applied to his or her billing account until the student has accepted the award. To accept an offer, the student should log into their online financial aid portal, review their awards and accept those they wish to keep and decline those they do not want or need. Awards that are declined will not be replaced with other sources of aid. If financial aid awards are not accepted by the first day of class, the student's financial aid may be canceled, and the student will be responsible for paying all tuition, food, housing and fee charges. If a student's account becomes delinquent prior to the first day of class, his or her course registration will be canceled.

Accepting the awards by the due date reserves funding in the student's name. Mount Mercy does not guarantee that funds will be available to the student beyond the due date. Mount Mercy supports the National Candidate Reply Date, which allows admitted students to choose, without penalty, among offers of admission and financial aid until May 1<sup>st</sup>.

The financial aid award offer is designed to give the student a complete summary of their financial assistance. Scholarships and grants listed on the award offer may be contingent on the maintenance of a specific grade point or other academic or performance benchmarks. Please be aware that the award offer may be revised if the student does not achieve specific scholarship or grant criteria.

### Continuing Students

Mount Mercy's financial aid award offer for continuing students will serve as official notification of the student's financial aid eligibility. The

award offer, while not a commitment of funds, is an initial indication of state, federal, institutional, and outside agency funds available. The award offer will include the amounts of federal, state, and institutional aid for which the student is awarded and the award period.

There is no need for a student to accept all awards via their online financial aid portal. If the student wishes to reduce or decline any of the awards, they should notify the Financial Aid Office via email. Awards that are declined will not be replaced with other sources of aid.

The financial aid award offer is designed to give the student a complete summary of his or her financial assistance. Scholarships and grants listed on the award offer may be contingent on the student maintaining a specific grade point average or performance benchmarks. Please be aware that the award offer may be revised if the student does not achieve specific scholarship and grant criteria.

### Enrollment Changes

Changes in enrollment status can affect financial aid awards. Please contact the Financial Aid Office prior to increasing or reducing a course load. It is the student's responsibility to notify the Financial Aid Office of any changes. Notification prior to the beginning of the term will facilitate proper disbursement of financial aid. For example, the academic award is based on whether the student's enrollment status is half-time (6-8.5 hrs.), three-quarter time (9-11.5 hrs.) or full-time (12 hrs. or more). Awards are prorated and reduced to 25% for half-time and 33% for three-quarter time of the full-time amount. For example, if an academic award for full-time is \$8,000, the award will be \$2,000 if the student changes to half-time, or \$2,640 if the student changes to three-quarter time.

Students who are enrolled in the accelerated or graduate programs (block programs) should speak with a Financial Aid Counselor prior to dropping any courses. Any enrollment change may result in a change in financial aid eligibility and require an aid adjustment. If the enrollment change is dropping all credits within a current block, students will need to confirm future enrollment with the Financial Aid Office to avoid being withdrawn from the university. Per federal regulations for the accelerated program, we are required to revise Pell grants any time a student adds or drops a course throughout the semester, regardless if the student attended the course or not. For example, if a student is enrolled in 9 credit hours for the semester and they are eligible for \$1500 in Pell grant funds, then drops to 6 credit hours, the Financial Aid Office will be required to reduce the Pell grant to \$1000. This may result in a balance being owed to Mount Mercy.

### Funding

A student's financial aid offer is based on projected funding from institutional, state, and federal sources and is therefore subject to change. Employer reimbursement must be taken into account when determining your eligibility for these funds.

### Pell Grant

The amount shown on an award offer is an estimate of the grant a student will receive. This amount can change as a result of any federal regulation.

### Iowa Tuition Grant

In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award. The amount of grant money you receive from the Iowa Department of Education may change based on available state funding.

## TEACH Grant

The amount shown on an award offer is an estimate of the grant a student will receive. This amount can change as a result of any federal regulation or failure to maintain a cumulative GPA of 3.25 or higher.

## Employer Reimbursement

It is the student's responsibility to notify the Financial Aid Office if they will be receiving employer reimbursement. Per Federal regulations, this must be used in calculating other eligibility.

## Verification

Federal regulations require that designated applicants for financial aid must complete a verification process. Students may be selected for this process by the U.S. Department of Education or, in limited cases, by Mount Mercy. If a student is selected for the verification process, the student is required to provide the Financial Aid Office with supporting documents (i.e. copies of the student's and their parent's, if applicable, federal 1040 form or IRS tax transcripts, W-2's, verification worksheet, proof of child support paid, etc.) that confirm the information reported on the Free Application for Federal Student Aid (FAFSA). It is important to provide Mount Mercy with any requested materials as soon as possible. A student's financial aid offer is not final until all requested materials have been submitted to the Financial Aid Office. The Financial Aid Office will verify the information reported and make any necessary corrections. The student will receive a new student aid report if corrections are made. The financial aid offer is subject to change if verification procedures result in a different calculation of need. If the student is selected for verification, financial aid will not be posted to their billing account until the process has been completed.

## Types of Financial Aid

Financial aid consists of two types of assistance: gift aid and self-help aid. Gift aid is in the form of scholarships, grants, and awards that do not need to be repaid. The sources of gift aid are Mount Mercy, the federal government, the State of Iowa, and private donors. Self-help aid refers to student employment and loans. A student assisted by employment must work a specific number of hours in order to receive the aid. Loans will need to be repaid. The following is a description of various programs that are available.

## Deadlines for Institutional Assistance

In order to be eligible for institutional aid from Mount Mercy, the Financial Aid Office must receive all necessary documents for processing aid by October 1<sup>st</sup> for the Fall Semester and March 1<sup>st</sup> for the Spring Semester. This policy applies to incoming students as well as continuing students.

## Institutional Assistance

Mount Mercy institutional financial aid is available for only the fall and spring semesters. If a student receives 100% tuition reimbursement or VA Vocational Rehabilitation, they are not eligible for institutional funds.

## Academic Scholarships, Grants, and Awards\*

Academic scholarships and awards are awarded to accepted students on the basis of their previous academic performance and potential for achievement at Mount Mercy. These awards include the Presidential Scholarship, Distinguished Scholarship, Dean's Scholarship, Collegiate Scholarship, and Founder's Scholarship.

A student who is currently enrolled in their first semester of college after graduation from high school or who has completed only one semester of college after graduation from high school will be awarded academic scholarships based upon his or her high school GPA and ACT.

A student must be enrolled for at least 6 semester hours to be eligible for an academic scholarship or grant.

Academic scholarships and awards are available for only fall and spring semester. A separate application is not required.

Scholarships and awards are generally available for four, full-time academic years as long as the renewal criteria are met.

\* A student's Academic scholarship or award may be funded, in whole or part, by Mount Mercy's endowed and annual funds. These funds are a result of the generous contributions made to the institution by both individuals and corporations. To encourage the continued support of these donors and to obtain funding for future students, some students may be asked to write a thank you to those that have helped fund the student's academic award.

## Catherine McAuley Scholarship

Catherine McAuley scholarships are a need-based free tuition award open to new, first year students entering the University directly from high school. To be eligible for the scholarship a student must be an Iowa resident, have graduated from an Iowa high school, have completed the Free Application for Federal Student Aid (FAFSA), and have a family income (both student and parent income are considered) of approximately \$50,000 or less annually as determined by the FAFSA form. Recipients are also required to be Pell grant and Iowa Tuition Grant eligible, file the FAFSA prior to July 1, and reside all four years on Mount Mercy's campus during the academic year.

## Art and Design Scholarships

Art and Design scholarships are open to new, first-year students entering the University from high school and transfer students. The scholarship is based on the students' potential skills and interest in the visual arts which are evidenced by performance in high school courses. Students must provide a portfolio of 10-12 artworks (any medium) plus any sketchbooks and complete an interview session to review these. Digital images of artworks may substitute for actual artworks. An application must be submitted along with a personal statement that speaks to creative interests and experiences and contact information for a reference (teacher, coach, or instructor who is familiar with the student's work).

## Creative Writing Scholarships

Creative Writing scholarships are open to new, first-year students entering the University from high school and transfer students. An application must be submitted along with a personal statement that speaks to creative interests and experiences and contact information for a reference (teacher, coach, or instructor who is familiar with the student's work). A demonstration of skill and achievement is also required. This includes submitting three to ten pages of sample work. This submission may include more than one piece, and the samples may be from different categories of writing (fiction, editorials, poetry, features, essays about literature, etc).

## Instrumental Music Scholarships

Instrumental Music Scholarships are open to new, first-year students entering the University from high school and transfer students. The scholarship is based on the students' potential skills and interest. An application must be submitted along with a personal statement that



speaks to creative interests and experiences and contact information for a reference (teacher, coach, or instructor who is familiar with the student's work). A demonstration of skill and achievement is also required. This includes an in-person audition or recording of your performance.

### **Show Choir and Vocal Music Scholarships**

Show Choir and Vocal Music Scholarships are open to new, first-year students entering the University from high school and transfer students. The scholarship is based on students' potential skills and interest. An application must be submitted along with a personal statement that speaks to creative interests and experiences and contact information for a reference (teacher, coach, or instructor who is familiar with the student's work). A demonstration of skill and achievement is also required. This includes an in-person audition or recording of your performance.

### **Social Work Scholarships**

Social Work scholarships are awarded to entering full or part-time students intending to complete a major in Social Work. Selection of recipients is based on academic ability, demonstrated interest in issues relevant to social work, and involvement in social services. A major purpose for the scholarship is to support students from groups that have been under represented in the department, including those experiences and perspectives that can add diversity to the classroom experience. Scholarship application deadline is February 1<sup>st</sup>. However, scholarships will be awarded until funding is exhausted.

### **Holland honors Scholarships**

Holland Honors Scholarships are available to students entering from high school (new freshmen) who are enrolled full-time. Students eligible for the Honors Program are generally from the upper quarter of their high school class, have ACT scores of 26 or above, and have high school GPA's of 3.60 or above. To participate in the program students are expected to complete honors-designated coursework. Students must apply by March 1 for consideration.

### **Phi Theta Kappa**

Open to incoming transfer students only who have a college GPA of 3.3 or higher and a member of Phi Theta Kappa. Applicants must be seeking full-time enrollment at Mount Mercy. The award is renewable annually for up to four years.

### **Athletic Scholarships**

Athletic Scholarships are awarded each year to entering, full-time students who are academically eligible to compete in NAIA athletic events, based on the student's current and potential ability. Coaches of each sport will work with the Athletic Director and Financial Aid Office to award the scholarships. Students will keep their scholarships for the length of their stay at Mount Mercy as long as they remain a member of their respective team and are in good standing. If a student chooses to leave the team or is removed from the team for disciplinary or academic reasons (as determined by NAIA by-laws), his or her athletic scholarship will be withdrawn immediately. The scholarship will be prorated at the time of dismissal. A student will have the right to appeal the decision to withdraw the Athletic Scholarship by a committee composed of the Director of Athletics, Vice President for Enrollment and Student Life, and the Faculty Athletics Representative.

### **Catholic Scholarship**

The Catholic Scholarship is available to incoming freshmen or transfer students who enroll full-time and who identify as Catholic, as indicated on their admission application.

## **Legacy Scholarships**

Legacy Scholarships are available to entering full-time students completing their first baccalaureate degree. The student must have a sibling who is currently attending or is an alum, or have a parent or grandparent who is an alum. Online application is required.

### **Engagement Grant**

The Engagement Grant is available to incoming freshmen and transfers who enroll full-time and who attends an official visit to the Mount Mercy campus prior to July 1 (fall entry) or December 1 (spring entry) and also who submits the FAFSA (Free Application for Federal Student Aid) to Mount Mercy.

### **Out-of-State Grant**

Out-of-State Grants are need-based awards available for students whose state of legal residency is not the state of Iowa. Students must file the FAFSA by July 1<sup>st</sup> to determine eligibility.

### **Campus Employment**

Employment is available to students not eligible for federal work-study. The procedural guidelines for campus employment are the same as for the federal work-study program.

### **AmeriCorps Matching Scholarship**

To be eligible for the AmeriCorps Matching Scholarship, a student must have completed one year of service after July 1, 2008. Supporting documentation of service may be required. The maximum award is \$1200 per academic year.

### **Federal Programs**

To receive aid from the major federal student aid programs, a student must:

1. Be enrolled as a regular student in an eligible program. A regular student is someone who is enrolled for the purpose of obtaining a degree.
2. Have a high school diploma or its recognized equivalent or pass a U.S. Department of Education-approved test. Home-school students are also eligible under certain circumstances.
3. Be making satisfactory academic progress as defined later in this section.
4. Be a U.S. citizen or eligible non-citizen.
5. Certify that he or she is not in default on any Federal Student Aid (FSA) loan or owe an overpayment on any FSA grant or loan.
6. Provide a correct Social Security number.
7. Register with Selective Service, if required.
8. File the Free Application for Federal Student Aid (FAFSA). The result yielded from this form is a Student Aid Index (SAI).
9. Provide federal tax returns, W-2's verification worksheets, and any other information if requested.
10. Attend class on a regular basis.

All federally funded programs are subject to change as a result of legislative action.

### **Federal Pell Grant**

This grant is available to undergraduate students who meet certain financial need qualifications and meet the other FSA requirements as stated above. Application is made by filing a FAFSA. The final amount a student receives is determined by the number of credit hours that he or she is enrolled in at the end of the refund period and the Student Aid Index (SAI). No repayment is required unless the student

changes credit hours or withdraws from school. The maximum grant is determined by federal legislation.

## **Federal TEACH Grant**

To be eligible for the Federal TEACH Grant a student must be a U.S. citizen enrolled in a qualified teacher education program. Students must also sign an Agreement to Serve (ATS) that obligates them to teach for 4 years within 8 years of completing or ceasing enrollment in a TEACH grant eligible program. A student must teach in a low income elementary or secondary school in a high need field. A cumulative GPA of 3.25 must be maintained. Students should contact the Financial Aid Office to begin the application process.

## **Federal Supplemental Education Opportunity Grant (FSEOG)**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduates with exceptional financial need, that is, students with the lowest Student Aid Index. There is no guarantee every eligible student will be able to receive a FSEOG. Awards are based on the availability of funds at Mount Mercy.

## **Federal Work-Study (FWS)**

The Federal Work-Study program is based on need. Application is made by filing the FAFSA. The student's eligibility depends upon the need for employment to defray educational expenses, with preference given to those with the highest financial need. Many students are offered employment as part of their financial aid award. The student is expected to work during those hours agreed upon with the supervisor and cannot work while they are scheduled for class. Every effort will be made to place the student in a job related to her or his field of interest and/or past experience. However, there is no guarantee of employment or the amount the student will earn. There is no guarantee to earn the amount awarded, that will depend on hours worked. Funds are NOT applied directly to a student's account; they will be paid via direct deposit and can then use those funds to pay towards their student account.

## **William D. Ford Federal Direct Loan Program**

The Direct Loan Program helps students meet their education costs. The Direct Loan Program offers both Federal Direct Subsidized and Unsubsidized Stafford Loans.

A subsidized loan is awarded on the basis of financial need. If the student qualifies for a subsidized loan, the federal government pays interest on the loan ("subsidizes" the loan) until the student begins repayment and during authorized periods of deferment thereafter. An unsubsidized loan is not awarded on the basis of need. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest or allow it to accumulate. If the student allows the interest to accumulate, it will be capitalized. This means interest will be added to the principal amount of the loan and will increase the amount repaid. If the student pays the interest as it accumulates, the student will repay less during the loan repayment period.

The student can receive a subsidized and an unsubsidized loan for the same enrollment period.

If the student is a regular (degree-seeking) student enrolled in an eligible program of study at least half-time, the student may receive a Direct Loan. The student also must meet other general FSA eligibility requirements as noted previously.

The current interest rate is fixed at 6.53% for undergraduate subsidized and unsubsidized loans and 8.08% for graduate unsubsidized loans.

Each loan has an origination fee. The subsidized and unsubsidized loans have a fee of 1.057% which will be subtracted from the loan proceeds.

A dependent student can borrow on a subsidized loan up to: \$3,500 if the student is a first-year student; \$4,500 if the student has completed 30 semester hours; \$5,500 a year if the student has completed 60 semester hours and the remainder of the program is at least a full academic year. Students may also borrow up to \$2,000 per academic year on an unsubsidized loan. Graduate level students may borrow up to \$20,500 on an unsubsidized loan per academic year. However, students are encouraged not to take a loan for an amount larger than necessary.

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS loan, the student can borrow an additional amount in unsubsidized loan: \$4,000 a year if the student has earned less than 60 semester hours; \$5,000 a year if the student has earned at least 60 semester hours. This is in addition to the original \$2,000 awarded.

The total debt the student can have outstanding from all Direct Loans is: \$31,000 for a dependent undergraduate student (no more than \$23,000 of this amount may be in subsidized loans); \$57,500 as an independent undergraduate student (no more than \$23,000 of this amount may be in subsidized loans); \$138,500 as a Professional or Graduate student (no more than \$65,000 of this amount may be in subsidized loans).

The student must complete the required Master Promissory Note and entrance interview session online. Instructions for these procedures will be sent from the Financial Aid Office. The loan proceeds will be applied to the student accounts in two or three disbursements – one each semester. The loan proceeds will first be applied to any outstanding balance on your student account. Any excess funds can be obtained by requesting a check through the Financial Aid Office.

## **Federal Direct PLUS Loans**

For parent or graduate student borrowers, the Direct Loan Program offers the Federal Direct PLUS loan (Direct PLUS Loan). This enables a parent or graduate student with good credit history to borrow to pay for educational expenses. For a parent borrower, a PLUS loan can be used for each child who is a dependent undergraduate student enrolled at least half-time. A graduate student must be enrolled at least half-time.

To be eligible to receive a Direct PLUS loan, the student's parent or graduate student borrower will be required to pass a credit check. If the credit check is not passed, the borrower might still be able to receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to co-sign the loan, promising to repay it if the borrower should fail to do so. The student and/or parent must also meet other general federal student aid eligibility requirements.

The yearly limit on a PLUS loan is equal to the student's cost of attendance less any other financial aid for which the student is eligible. For example, if the student's cost of attendance is \$18,000 and the student is eligible for \$15,000 in other financial aid, the student's parent or graduate student borrower could borrow up to, but no more than \$3,000.

The current interest rate is 9.08% and subject to change.

The PLUS loan has a fee of 4.228% which will be subtracted from the loan proceeds.



Repayment begins within 60 days after the loan is fully disbursed, unless a deferment condition applies. More information on the loan can be obtained by contacting the Financial Aid Office.

## State Assistance

To be eligible for state financial aid programs, a student must be: a resident of Iowa (as defined by the State Board of Regents) and a United States citizen; or residing in the United States on a permanent visa; or a refugee (as defined by the U.S. Citizenship and Immigration Services); and currently enrolled or planning to enroll at least part-time (3 hours minimum) in an undergraduate degree program.

## Iowa Tuition Grants

The Iowa Tuition Grant is based on financial need with priority given to the most needy applicants. The maximum grant is set annually by the State Legislature. The grant is available for up to four years of full-time undergraduate study and may be adjusted for less than full-time study. The maximum grant award is contingent on available state funds and is subject to modest across-the-board reductions. To be considered for an Iowa Tuition Grant, the Department of Education processor must receive the student's FAFSA form no later than July 1<sup>st</sup>.

## Additional Financial Aid Programs

### Special Programs

The Division of Vocational Rehabilitation of the Iowa Department of Public Instruction or a similar division in other states make assistance available to physically and mentally challenged students who are residents of the state. More information is available from the Iowa Vocational Rehabilitation Services, 510 East 12th St., Des Moines, IA 50309, or the student's home state office.

Veterans or dependents of veterans planning to enroll should contact their Regional VA office and the Registrar's Office at Mount Mercy to ensure proper certification of status and benefits.

## Outside Scholarships

An outside scholarship is one awarded by an independent grant source such as a civic organization or a foundation. This scholarship is considered a part of the student's financial assistance award and must be reported to the Financial Aid Office.

Scholarships and grants administered and regulated by the State of Iowa and the federal government are not considered outside scholarships.

If the student's financial aid is based on financial need and contains federal and/or state funds, the financial aid award cannot exceed the student's financial need from any source. If a student's financial need has not been met in full, the outside scholarship will be added to a student's financial aid award. If the student's need has been met in full, reductions will be made in the Federal Direct Subsidized loan. If the financial aid award does not contain a Federal Direct Subsidized loan, but does contain federal or state funds, and the need has been met in full, the federal or state funds will be reduced by the value of the outside scholarship. This is mandatory in order that the institution not exceed the student's financial need and stay in compliance with state and federal regulations.

A student receiving Mount Mercy scholarships or grant aid will receive the outside scholarship in addition to any financial aid offered by the institution, providing the total financial assistance award does not exceed the cost of attendance at Mount Mercy for the academic year awarded.

It is the responsibility of the student receiving the outside scholarship or the donor of the scholarship to notify the Financial Aid Office of all the details pertaining to the scholarship. At that time, the appropriate

adjustments will be made in the student's financial aid award. No student may receive financial aid in excess of the budgeted cost of attending Mount Mercy.

## Private Loans

Privately-funded loans from various agencies are available to students who require additional financial aid in order to fund their education. For further information about these loans, please contact the Mount Mercy Financial Aid Office.

## Summer Financial Aid

Summer financial aid eligibility is based on the preceding academic year's FAFSA and aid already awarded during that academic year. Students seeking financial aid through the Federal Direct Stafford and/or Federal Direct Plus Loan programs must be enrolled in at least six credit hours, while students may be eligible for Federal Pell Grants with only three credit hours of enrollment. Mount Mercy does not award institutional or state financial aid for the summer term. However, summer campus employment opportunities are available.

## Student Accounts

Student accounts are maintained by the Business Office. Tuition, food and housing are charged to your student account each semester.

Students are also able to charge books.

## Applying Financial Aid to a Student's Account

Upon completion of a student's financial aid file, institutional, federal, and state scholarships and grants are credited directly to the student's account in two equal installments, once each semester. This happens approximately ten (10) days prior to the start of each semester. Federal Work Study awards reflect a student's eligibility. Until a student secures a job on campus and works the assigned hours, he or she will not receive these funds. First year students will receive an award if they have completed the student employment application for working on campus. A student employment application will be included with the student's award letter. The application must be returned to the Financial Aid Office so that the student may be assigned a work-study position. Notification of the student's placement will be mailed out during the summer months. For returning students, it is the student's responsibility to secure a student employment position prior to leaving school each spring. Student employment is earned by working an average of 6 - 10 hours per week. Payments for campus employment are paid directly to the student by direct deposit or check each month for the hours the student has worked. Work study earnings are not automatically applied to student accounts. If a student would like their earnings to be applied to their student account, they will need to make a payment to the University.

Students awarded a loan through the William D. Ford Federal Direct Loan Program must have a Master Promissory Note (MPN) on file with the Department of Education. An entrance interview must be completed prior to the first disbursement of funds. The loans are disbursed in two equal installments, once each semester. Any outside scholarships the student has earned will not be credited to his or her account until the check is received. Vocational Rehabilitation funds are available when the funds are received from the state. This usually occurs after the mid-point of the semester.

## Student Account Credit Balances

Federal regulations authorize Mount Mercy to apply Title IV federal financial aid funds to allowable charges on a student's billing account. These allowable charges include tuition, lab fees, food and housing.

During the year, a student may also have other non-allowable charges such as bookstore charges, library fines or parking tickets added to the student's account. Without the student's authorization, Title IV financial aid funds can not be applied to these non-allowable charges.

Federal regulations require Mount Mercy to refund all excess Title IV financial aid funds to the student within 14 days of Title IV funds being applied to the student's billing account. To help a student manage his or her account, the student may authorize the institution to hold the excess funds on the student's account to pay for any future charges that may be added during the semester.

## Payment Options

Please see the tuition and fees section of the catalog.

## Satisfactory Academic Progress

The U.S. Department of Education and the State of Iowa require students to maintain satisfactory academic progress toward their degree objectives to be eligible for federal, state, and institutional aid. In compliance with prescribed regulations, Mount Mercy has established guidelines that are designed to ensure students successfully complete courses and advance toward degree objectives. These requirements serve as standards against which to evaluate student progress, grade point average and overall time period in which a student must complete their program.

Mount Mercy's Satisfactory Academic Progress standards apply to all students who want to establish or maintain financial aid eligibility.

These standards apply to a student's entire academic transcript, including terms for which financial aid was not applied or disbursed.

These standards require that students successfully complete a specific number of credit hours each academic school year and maintain a minimum grade point average as defined by the standards. These are minimum standards that must be attained. **Specific aid programs or department standards may require more than these minimum standards.**

The academic progress of financial aid recipients is monitored a minimum of once each academic year. Students should contact the Financial Aid Center with questions regarding the intent and/or interpretation of these standards.

## Completion Rate and Grade Point Average (GPA) Requirements

Full-time students (students attempting 12 or more credit hours each semester) must progress according to the following schedule:

Year	Minimum Credits Successfully Completed	Minimum Required Cumulative GPA
Year 1	24	2.00
Year 2	48	2.00
Year 3	72	2.00
Year 4	96	2.00
Year 5	123	2.00

These credit hours must be earned during the academic year (fall, winter, and spring). However, if a student does not meet these required hours, they may be earned during the following summer session(s). Failure to achieve this standard by the end of the summer will result in the loss of financial aid eligibility until the completed cumulative hours meet the minimum standards. Loss of aid is not the same as academic suspension, which is handled by the Provost's Office. It is the responsibility of the student to notify the Financial Aid Office if they complete courses during the summer and would like us to review their progress.

Part-time students must successfully complete 67% or two-thirds of the credit hours they attempt. Students blending terms of full- and part-time enrollment must achieve a cumulative total that satisfies the combined full- and part-time standards.

Students will be notified by letter if they fail to meet Satisfactory Academic Process and may be eligible to appeal the decision.

## Maximum Timeframe

Undergraduate and graduate students will be considered for financial aid eligibility for up to 150% of their program time. At the end of each academic year, each student's credits earned are reviewed to ensure that satisfactory academic progress is occurring at the required rate. If, at the time of the official satisfactory academic progress point, Mount Mercy learns a student cannot complete their program within the maximum time-frame, the student immediately becomes ineligible for Title IV funds for the upcoming award year.

## Incomplete Coursework

Courses with a grade of incomplete must be completed in the following semester. For students enrolled in an undergraduate program an Incomplete grade will not be considered as credits completed toward qualitative or quantitative academic progress until the faculty member assigns the grade. Financial aid may be revoked until a satisfactory letter grade has been assigned.

Students enrolled in a Ph.D program may receive a grade of Incomplete on their dissertation writing course and continue to receive financial aid because the coursework being done is somewhat different every semester.

## Withdrawals

Withdrawal from courses that result in a grade of "W" will be included in the calculation of the completion rate. For example, if a student withdraws from a course after the add/drop period, this course will be assigned a "W" grade and will be counted toward completion rate.

## Grade Changes

If we receive notification of a grade change after Satisfactory Academic Progress (SAP) has been reviewed, we will recheck SAP utilizing the updated grade information.

## Changing Majors

When students change majors, all attempted coursework will be included when assessing academic progress. All coursework, regardless of changing majors, must be completed in a reasonable length of time, which is defined as no more than 150% of the credit hours required for graduation in that program.

## Additional Degrees

Coursework applicable to the additional degree will be taken into consideration in determining satisfactory academic progress compliance.

## Transfer Students

Transfer students will be assumed to be maintaining satisfactory academic progress at the time of admission. Transfer credits and GPA that are accepted at Mount Mercy are counted toward the total attempted credits and cumulative GPA in determining satisfactory academic progress compliance.

## Repeated Coursework

When students repeat a course, the most recent grade received is used in the calculation of the cumulative grade point average. The credit hours for the class are not counted in the minimum credit requirement.

## Non-credit Coursework

Non-credit coursework is not counted in the minimum credit requirement.

## Appeal Process, Probation, Suspension

Extenuating circumstances that result in a student failing to achieve the minimum completed credit hours and/or GPA requirements are evaluated by Committee. To appeal, a student must request an appeal form from the Financial Aid Office, complete the form as instructed, and submit it with documentation to the Financial Aid Office. The student will receive written notification of the appeal decision.

If a student's appeal is approved, he or she will be placed on Financial Aid Probation, and their financial aid eligibility will be reviewed each semester for continued aid eligibility until minimum SAP requirements have been achieved. For full-time students, failure to complete a minimum semester GPA of 2.00 and 12 credits each of these semesters will result in immediate suspension of future financial aid. Part-time students must maintain a minimum semester GPA of 2.00 and complete at least two-thirds of the credits attempted in order to retain future financial aid.

In certain cases, a student may be placed on probation for more than one semester and will be required to develop an academic plan. The student's progress will be reviewed at the end of one semester to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan, the student will be eligible to receive aid as long as they continue to meet those requirements and are reviewed according to the requirements specified in the plan.

A student may file a SAP appeal form on the basis of the following reasons; death of a relative, injury or illness of the student, or other special circumstances, such as; difficult transition to Mount Mercy, family issues, legal troubles, work, or budget problems, etc.

*Please Note:* Up to three appeals may be accepted. Per federal financial aid regulations, appeals are not automatically accepted and may be denied based on the failure to maintain the Satisfactory Academic Progress standards set forth at Mount Mercy University.

## Reestablishing Eligibility

Students who have lost financial aid eligibility after failing to successfully complete their probationary period will have their aid revoked. However, they can regain eligibility by achieving the minimums established in this policy. In cases where the student's aid has been revoked, it is the student's responsibility to notify the Financial Aid Office when this has been accomplished in order to request the aid to be reinstated.

## Renewal of Awards

Each year the student must fully complete the FAFSA. Electronic filing is also available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You may fill out the FAFSA anytime after October 1st for the upcoming school year.

We encourage students to apply early so they do not miss the state deadline of July 1st. We will begin to process awards for the upcoming school year after students have registered.

Renewal of aid is also contingent on all Financial Aid forms and documents being received by the Financial Aid Office by October 1<sup>st</sup> for the Fall Semester and March 1<sup>st</sup> for the Spring Semester.

## Presidential, Distinguished, Dean's, Honor and Collegiate Scholarships

The student must maintain a minimum cumulative Mount Mercy grade point of 2.0 at the end of each year.

## Catherine McAuley Scholarship

The student must maintain a minimum cumulative Mount Mercy grade point of 2.0 at the end of each year, file the FAFSA by May 1st, be Pell grant and Iowa Tuition Grant eligible, and reside on campus.

## Honors Program, Holland, Special Talent, and Other Scholarships and Grants

The appropriate departments or committees determine the renewal of the Honors Program, Art & Design, Creative Writing, Instrumental Music, Social Work, Show Choir, and Vocal Music Scholarships. Honors Program Scholarships may be renewed annually contingent upon continuing successful participation in the Honors Program. Students must maintain full-time status.

Art & Design Scholarship recipients are required to be an active member in the Art Club and participate in Art Club events and receptions. Students must also take at least one class per year that focuses on fine arts, graphic design, or art education.

Creative Writing Scholarship recipients are required to serve on, and contribute to, at least one student publication each year, such as the creative writing magazine, literary journal or newspaper. Students must take one writing or literature class per year beyond composition and participate in at least two *Visiting Writer Series* events per year.

Instrumental Music Scholarship recipients are required to be a member of the University Band and participate in ensembles every semester. Social Work Scholarship recipients are expected to maintain a minimum cumulative grade point average of 2.75 and be working toward the completion of a social work major. Scholarship recipients who fall below those expectation will be reviewed on an individual basis.

Sustainability Scholarship recipients are expected to be an active member of the Sustainable Scholars Program, be enrolled full time and make satisfactory academic progress.

Vocal Music Scholarship recipients must be a member of the University Choir and participate in ensembles every semester. Out of State Grant eligibility is determined annually upon meeting the July 1<sup>st</sup> FAFSA deadline, demonstrating specific financial need, and whether the student is residing on or off campus.

Athletic, Legacy, and Sibling Scholarship recipients are required to maintain full-time status.

Federal and state aid will be determined each year by filing the FAFSA. Thus, this aid can change each year depending on the family's financial situation.

In addition to the above requirements set by the federal government, department, or committee, students must maintain satisfactory academic progress.

## Financial Aid Refund Policies

### Return of Title IV Funds – Semester Based Programs

A student earns aid based solely on the length of time he or she attends. Until a student has passed the 60% point in the semester, only a portion of the student's disburseable aid has been earned. If a student completely withdraws or is expelled prior to the 60% point, then the Return of Title IV funds policy applies.

Title IV funds refer to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Direct Unsubsidized loans, Direct Subsidized loans, Direct Plus loans, Federal Pell Grant, Federal SEOG, and Federal TEACH Grant. Though the Federal Work-Study Program is

also included in Title IV funds, it is not included when calculating the Return of Title IV funds.

A student starts the withdrawal process in the office of Academic Affairs. This can be done either in person or over the phone. The withdrawal date is the date on which the student starts the withdrawal process or the date that the student otherwise provides official notification to Mount Mercy of his or her intent to withdraw. However, if Mount Mercy can document an academically related activity different than the date the student officially withdrew, that date may be used. If a student leaves school and fails to follow the withdrawal process or fails all of their courses, it is assumed the student withdrew at the midpoint of the period of enrollment, unless academically related activity can be documented past the 60% point. The Financial Aid Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The software provided by the Department of Education is used and review of the software is available upon request from the Financial Aid Office.

Mount Mercy will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant over-payment, the student must make satisfactory repayment arrangements with the Financial Aid Office at Mount Mercy.

In accordance with Federal regulations, the student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Perkins Loan, Direct PLUS Loan, Pell Grant, FSEOG, and other Title IV programs.

## Example of Return of Title IV, State, and Institutional Funds Calculation

This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is an example of a return of funds for a student who totally withdrew from classes on the 42<sup>nd</sup> day of a 102 day fall term ( $42/102 = 41.2\%$ ).

The student would have earned 41.2% of the financial aid for the fall semester.

The remaining amount would have to be returned to the appropriate source.

Original Financial Aid	Loan Name	Revised Financial Aid	Total Original Aid	Total Revised Aid
\$1,698	Direct Stafford Loan (received amount)	\$0		
\$1,000	Mount Mercy Grant	\$700		
\$700	Pell Grant	\$700		
\$2,000	Iowa Tuition Grant	\$1,176		
\$4,500	Deans Scholarship	\$2,646	\$9,898	\$5,222

## Return of Mount Mercy and State Aid

In calculating the unearned Mount Mercy and State aid, the procedure for determining the withdrawal date is the same as the federal policy. Once the federal policy has been applied, the Mount Mercy and State aid will be returned using the same unearned percentage as calculated in the federal policy.

## Partial Refunds

Partial refunds will be calculated during the add period each semester as posted in the academic calendar. After that time, if a student withdraws from a class, no financial aid adjustment will be made. For periods of enrollment that are less than the full semester, partial refunds will be calculated during the add period as posted in the academic calendar.

## Refund of Institutional Charges

A description of the refund of institutional charges when a student withdraws is available from the Financial Aid Office or on the Mount Mercy web site.

## Return of Title IV Funds – Block Programs

A student earns aid based solely on the length of time he or she attends. Until a student has passed the 60% point of the days they are scheduled to attend only a portion of the student's aid has been earned. If a student completely withdraws prior to the 60% point, then the Return of Title IV Funds policy applies.

Title IV funds refer to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Direct Unsubsidized loans, Direct Subsidized loans, Direct PLUS loans, Federal Pell Grant, Federal SEOG, and Federal TEACH Grant. Though the Federal Work Study program is also included in Title IV funds, it is not included when calculating the Return of Title IV Funds.

A student starts the withdrawal process with their Program Director. This can either be done in person or over the phone. The withdrawal date is the date on which the student starts the withdrawal process or the date that the student otherwise provides notification to Mount Mercy of his or her intent to withdraw. However, if Mount Mercy can document an academically related activity different than the date the student officially withdrew, that date may be used.

If a student leaves school and fails to follow the withdrawal process or fails all of their courses, it is assumed the student withdrew at the midpoint of the period of enrollment unless academically related activity can be documented past the 49% point. The Financial Aid Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The software provided by the Department of Education is used and review of this software is available upon request from the Financial Aid Office.

Mount Mercy will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant over-payment, the student must make satisfactory repayment arrangements with the Financial Aid Office at Mount Mercy.

In accordance with Federal regulations, the student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in order: Direct Unsubsidized Stafford loan, Direct Subsidized Stafford loan, Direct PLUS loan, Pell Grant, FSEOG, and other Title IV programs.

## Example of Return of Title IV Calculation

This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is an example of a return of funds for a student who totally withdrew from classes. This student was enrolled in Blocks 1, 2, and 3 so the total days of attendance for the Fall semester would be 105 days. The student withdrew in the first week of Block 2 and completed 45 days of the semester. The student completed 42.9% of the semester ( $45/105=42.9\%$ ).



The student would have earned 42.9% of the financial aid for the Fall semester. The remaining amount would have to be returned to the appropriate source.

Original Financial Aid	Loan Name	Revised Financial Aid	Total Original Aid	Total Revised Aid
\$6,219	Direct Stafford Loans	\$1,812		
\$1,500	Pell Grant	\$1,500		
\$1,300	Iowa Tuition Grant	\$558	\$9,019	\$3,870

## Return of State Aid

In calculating the unearned state aid, the procedure for determining the withdrawal date is the same as the federal policy. Once the federal policy has been applied the state aid will be returned using the same unearned percentage as calculated in the federal policy.

## Partial Refunds

Partial refunds will be calculated during the add period each semester as posted in the academic calendar. After that time, if a student withdraws from a class, no financial aid adjustment will be made. For periods of enrollment that are less than a full semester, partial refunds will be calculated during the add period as posted in the academic calendar.

## Refund of Institutional Charges

A description of the refund of institutional charges when a student withdraws is available from the Financial Aid Office or on the Mount Mercy web site.

## Rights and Responsibilities

### Student Rights

A student has the right to ask Mount Mercy:

- The names of accrediting and licensing organizations.
- About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects aid recipients.
- How it determines the student's financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid, assets, etc.).
- How much of a student's financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in the student's financial aid award and how a student was selected as a recipient.
- What the interest rate is on any student loan the student has, the total amount the student must repay, the length of time the student has to repay, when the student must start repaying, and what cancellation or deferment provisions apply.

- If the student is offered a Federal work-study job, what kind of job it is, what hours the student must work, what the student's duties will be, what the rate of pay will be, and how and when the student will be paid.
- To reconsider the student's aid package if the student believes a mistake has been made or if the student's enrollment or financial circumstances have changed.
- How the school determines whether the student is making satisfactory academic progress and what happens if the student is not.
- What special facilities and services are available to the disabled.
- Completion, graduation and job placement rates and how they are calculated.
- Terms and conditions of loan deferments for service in the Peace Corps and Volunteer Service.

## Student Responsibilities

It is the student's responsibility to:

- Review and consider all information about Mount Mercy's programs before the student enrolls.
- Pay special attention to the student's application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent the student from receiving aid.
- Know all the deadline dates for applying or reapplying for aid, and meet them.
- Provide documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the student submitted the student's application.
- Notify Mount Mercy of any information that has changed since the student applied.
- Read, understand and keep copies of all forms the student is asked to sign.
- Submit a valid Student Aid Report or release the information electronically while still enrolled.
- Report any additional financial aid that the student received, but that is not listed on the current award letter from Mount Mercy.
- Maintain good academic standing as discussed previously in this publication.
- Repay any student loans the student has received. When the student signs the promissory note, the student is agreeing to repay their loan.
- Participate in an entrance interview for Federal student loan applicants.
- Complete the financial aid exit interview if the student received a federal student loan or a McElroy Loan while attending Mount Mercy. Academic transcripts and diploma will be held until the exit interview is complete.
- Notify the school of change in the student's name, address, or attendance status (i.e. full-time to part-time attendance). If the student has a loan, the student also must notify their lender of these changes.
- Satisfactorily perform the work agreed upon in a Mount Mercy work-study job.
- Understand the Mount Mercy refund policy.
- Understand the Mount Mercy overaward policy.

## Consumer Information

You may request a copy of any of the following Mount Mercy policies or reports by contacting the Financial Aid Office.

### Voter Registration

You may receive voter registration forms at Busse Library.

### Drug and Alcohol Policy

This policy will describe acceptable conduct, applicable legal sanctions for unlawful activities, health risks associated with the use of illicit drugs/alcohol, and available counseling related to drug or alcohol abuse.

### Report on Athletic Program Participation Rates and Financial Support Data

This report details items such as the number of participants in each sport, total operating expenses, and revenue.

### Campus Security Report

This report details occurrences of offenses reported to campus security personnel or local police and other security issues dealing with campus facilities and safety.

### Family Education Rights and Privacy Act (FERPA)

This policy deals with the rights of students and parents to inspect records, procedures to request amendments to those records, rights concerning disclosure of personally identifiable information, and rights concerning filing a complaint with the Department of Education for a school's failure to comply with FERPA requirements.

### Student Right-To-Know Act

### Graduation Rate

The Registrar's Office calculates the graduation rates of degree seeking, first-time, full-time freshmen that complete their program 150% of the normal time for graduation.

### Job Placement Rates

The Career Services office annually prepares the statistics on the prior year's graduating class. The report details the profile of the students and job placement rates.

### Clery Act

In compliance with the Clery Act, the Mount Mercy Community is advised that the Iowa Sex Offender Registry is available at <http://www.iowasexoffender.com>

## Additional Information

### Questions

Mount Mercy's Financial Aid Office has staff members who can assist students in understanding financial aid, budgeting resources, and loan management. Students are encouraged to contact the Financial Aid Office at 800-248-4504 ext. 6467, locally at 368-6467, or on campus at ext. 6467 to schedule an appointment. Students are also welcome to stop into the office at anytime. Other services provided by the office include assessing eligibility for financial aid, awarding aid, and processing student loans.

### Financial Aid for Continuing Students at Mount Mercy

In general, if the calculated financial need and academic standing remain consistent from year to year, a student's financial aid package

should also remain consistent from year to year. Calculation of eligibility for financial aid is based upon the information the student and his or her family provide on the FAFSA. If family situation changes, such as another sibling enters college or the family's income or assets significantly increase or decrease, the financial aid award(s) may change. Meeting the FAFSA filing priority deadline of March 1<sup>st</sup> is important to insure the consistency of your package from year to year. Students have the right to expect equitable treatment in the awarding of financial aid. A student's application is individually analyzed by one of the staff in the Financial Aid Office. The award may also be changed because of changes in federal, state, or institutional funding or regulations. Please call the Financial Aid Office with questions about the financial aid package.

### Study Abroad or Off Campus Study

If a student is studying or planning to study abroad, he or she must visit with a staff member of the Financial Aid Office early in the process to determine what aid can be applied to the student's study abroad program and to complete the appropriate forms. Many federal grants and loans in the package may apply to the student's study abroad program. Mount Mercy institutional funding and state aid may apply to the study abroad program. Whether portions of a student's financial aid will transfer, depends upon the type of aid that has been awarded and the cost of the study abroad program. In general, enrollment in a study abroad program that is approved for credit by Mount Mercy may be considered "enrollment" for purposes of a student applying for federal financial aid.

Students participating in the Washington Semester Program at American University must meet with a staff member of the Financial Aid Office during the pre-approval process to determine what aid can be used to cover the costs of the program. A number of scholarships and funding opportunities are also available directly through the Washington Semester Program and students are advised to consult the program's web page for information and deadlines.

### Office Location and Hours

The Financial Aid Office is located in Warde Hall, Room 112. The office is open:

8:00 a.m. - 4:30 p.m. Monday - Friday

### For All Institutional Scholarships and Grants

The following apply to all institutional scholarships and grants:

- Scholarships only apply to fall and spring semesters.
- Each year full-time students must successfully complete 24 semester hours prior to the start of the next academic year.
- Each year part-time students must successfully complete at least half of all semester hours attempted prior to the start of the next academic year.
- Hours completed prior to starting at Mount Mercy are not counted toward the annual hour completion requirement, but do count toward graduation.
- Hours completed prior to starting at Mount Mercy are not used when calculating the cumulative Mount Mercy grade point average for scholarship requirements.
- For all academic scholarships, other than Holland (refer to Holland section above), if a student fails to meet the minimum GPA or hours required, the student will not receive the scholarship until eligibility is restored.
- The regaining of eligibility does not enable retroactive funding of scholarships.



- A student may appeal the loss of a scholarship by writing a letter to the Director of Financial Aid. The appeal will be reviewed by the Director of Financial Aid, Vice President for Enrollment and Student Life, Vice President for Finance, and Provost.

*All financial aid information is subject to change per Department of Education and federal regulations.*

*While Mount Mercy University believes that the information contained herein is accurate and factual, this publication has not been reviewed or approved by the U.S. Department of Education.*

*Mount Mercy University does not discriminate based on race, color, creed, religion, national origin, age, disability, sexual orientation, gender identity or genetic information in regard to admissions, programs, activities or employment. Any person having inquiries concerning Mount Mercy University's compliance with local, state and federal laws and regulations is directed to contact the Equal Opportunity Officer, Mount Mercy University, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402-4797, 319-363-8213, who has been designated by Mount Mercy to coordinate the institution's efforts to comply with the federal and state regulations concerning equal opportunity in admissions, programs, activities and employment.*

## Academic and Personal Services

### Library

Busse Library is the learning resource center for the campus, housing print and media materials. The library's catalog, WorldCat, and full text periodical databases are available online. Library services include reference, library instruction, and interlibrary loan. The library offers media equipment, five study rooms, and several classrooms.

### Library Technology Resources

Busse Library offers 35 public access computers, all featuring Microsoft Office's software suite. The library provides campus wi-fi access, printing/copying services, and assistance with the campus learning management system (Brightspace). The library's lower level offers a PC classroom and Mac Lab, as well as offices for the Information Technology (IT) group.

### Academic Center For Excellence (ACE)

Academic assistance is available to all students to help build their capabilities in writing, reading, learning skills, and specific content areas. Classes and individual guidance are provided, along with workshops, study sessions, and course-specific discussion groups. The Peer Educator Tutoring program provides tutoring in a wide range of fields with flexible scheduling. The ACE Writing Center provides drop-in writing support, with a schedule posted each semester.

Disability Services are coordinated through the Center to help assure individual support, technology assistance, and alternative testing or other accommodations where needed.

### Disabilities Contact Information

Mount Mercy is committed to equality of educational opportunity for all students. The Academic Center for Excellence, located in the University Center, also houses and facilitates academic accommodations and services for students with disabilities. Core functions related to accommodations and disabilities include:

- Establishing and communicating criteria for disability services at Mount Mercy
- Providing assessment to verify eligibility for services
- Facilitating academic accommodations for qualified students with disabilities

- Supporting disability-related services and opportunities for students with disabilities

Students seeking academic accommodations first meet with Disability Services staff, who provide assessment, review documentation, and determine eligibility for services. Together they discuss academic needs, use of appropriate forms, and process for working with instructors and the Center.

Students who request accommodations but have not registered with the Center need to be referred to the office to complete the registration process before accommodations are arranged. If students suspect they might have a disability but have not been evaluated previously, they should contact Disability Services for referrals. Accommodations are determined on a case-by-case basis. For further information regarding services available for students with disabilities, please contact ACE at 319-363-1323 ext. 1204.

### Academic Advising

Upon entering Mount Mercy, students are assigned to faculty advisors from their major program who meet with the students individually to help facilitate the transition to Mount Mercy and the ongoing progress toward degree completion. Students are expected to meet with their advisors prior to registration to discuss course selections and to consult with them as needed. Advisors serve as the most knowledgeable resource for students in their major programs of study.

### Campus Ministry

Campus Ministry is housed in the Busse Center, along with the Chapel of Mercy. All students are welcome to stop in and take advantage of the Campus Ministry Lounge for studying, gathering, prayer, and relaxing. Campus Ministry promotes purposeful and merciful living according to the Gospel and our Mercy values. As a Catholic/Mercy institution, we nurture visions by which to walk and live. Campus Ministry is part of the Catholic Intellectual Tradition, a worldview that inspires innovative thinking, probing inquiry, supportive interaction, and a strong belief in diversity – including religious diversity. Campus Ministry hosts a variety of student-generated activities that tap into people's thirst for a healthy relationship with God, self, and others:

- Weekday Mass
- Sacramental preparation
- Reconciliation
- Interfaith and interreligious educational and worship opportunities
- Retreats and vocation discernment activities
- Service and volunteer opportunities at home and away
- Formation in social justice
- Faith formation
- Peer Ministry Organization
  - Campus Peer Ministers – Work-studies who assist with planning/implementing Campus Ministry events
  - Residential Peer Ministers – Assist with Campus Ministry outreach by being a constant presence in the residence halls
- Music Ministry for worship and spiritual growth

Campus Ministry is open to all faiths and those with no faith. Campus Ministry engages in many activities that help empower leaders for the future and are transformative. Students, faculty, and staff experience the hospitable characteristic of the Sisters of Mercy who founded Mount Mercy. We are witness to authentic Catholic culture, its inclusiveness, its concern for justice and peace, and its keen awareness of the footprint of a loving Creator in the world around us.

## Career Services

The Career Services Office provides comprehensive career development advising and programming to assist students in every major from freshman year through graduation. The office's services also are available to Mount Mercy alumni. The approach used in the career planning process is individualized and developmental. The office serves as a clearinghouse for a wide range of employment and internship opportunities and maintains ongoing communication with employers and graduate schools from all sectors. Services include: Handshake, a digital job posting site that employers and students can access via the Internet or digital device, as well as the resources available on the Career Services web page; assistance in searching for full-time, part-time, and summer employment; internship assistance; career resource library; career counseling; assistance in deciding on a major; administration and interpretation of career interest inventories; graduate school information; resumé critique; interview preparation; career fairs and workshops.

## International Student Recruitment and Integration

This office consults with international students on their immigration status and serves as a contact throughout their enrollment at Mount Mercy. The International Club serves as a campus organization for all students interested in learning about different cultures and nationalities around the world. The office also works with students of every major who are considering studying abroad. Study abroad programs can be as short as ten days or as long as a semester. They provide students with an excellent opportunity to increase global awareness and experience personal growth. The office has information on study, intern, and volunteer opportunities, and on scholarships for study abroad.

## Policies

### Academic Policies

#### Accelerated Learning & Program Enrollment

Undergraduate courses offered accelerated will be open to all students admitted to Mount Mercy University and eligible to enroll. It is recommended that students have at least sophomore status. Current students will enroll through the normal registration processes applicable based on their program (e.g. traditional, accelerated). Students should consult with their advisors to determine whether an online course, for example in the Summer term, would be a good choice as part of their academic planning. Online courses will typically be 5 or 10 weeks in duration. Students will need to pay close attention to the start and end dates for each online class considered, as these will not necessarily be the same as their other classes. Students should contact the Registrar's Office for assistance switching programs if they wish to take a majority of courses accelerated. See the Accelerated (p. 231) or Graduate (p. 276) sections of this *Catalog* for applicable program enrollment policies. The standard to be used for determining attendance in cases of a withdrawal or drop will be the last date that the student logged in to the course, unless regulations dictate otherwise.

#### DUAL PROGRAM ENROLLMENT

Students are not allowed to pursue dual programs – a major or minor in the traditional program and a major or minor in the Accelerated program – at the same time. Students desiring to mix programs must

first complete one program and then apply to the second program for completion of the second major or minor.

## Assessment of Prior Experiential Learning (APEL)

Mount Mercy offers an opportunity for students to request that substantial work-related or other prior learning experiences and accomplishments be evaluated for potential academic credit. The Assessment of Prior Experiential Learning (APEL) process requires that eligible students submit a portfolio documenting specific learning outcomes attained through previous personal or professional experiences. Qualifications for students seeking APEL review include:

1. They must be officially enrolled in a degree program at Mount Mercy.
2. They must be able to demonstrate that the experiential learning for which they intend to seek credit is related to their educational goals at Mount Mercy.
3. They must complete the assessment process, including the credit evaluation, prior to their final semester.

Students participating in the APEL process are allowed to submit a revised portfolio for consideration just one time. The maximum number of credits to be granted through portfolio assessment is 30 semester hours, and it is possible that no credit will be granted. Faculty evaluators will recommend the amount of assessed credit, within the maximum noted above, to the Provost for final approval. The credit may be applied to core curriculum, electives, or majors or minors depending on: 1) the content and level of learning assessed; and 2) the approval and recommendation of the appropriate academic departments. Credits earned through the APEL process are NOT considered part of the 30 semester hours required to be taken at Mount Mercy.

Once the credit has been approved, it will be recorded on the transcript as credit hours in experiential learning with a title specified by the faculty evaluators. The credit will be listed on the transcript with a grade of Pass (P) and is not calculated in the cumulative GPA. Credit will not be granted when it will duplicate college credits previously earned, nor will students receive Mount Mercy credit when it will duplicate credit previously earned through an assessment or prior experiential learning.

## Challenge Examination

Various departments at Mount Mercy offer challenge examinations to validate previous college course credit work or independent learning. The examinations are scheduled and administered through the individual departments. Students should contact the Provost's Office to obtain the Challenge Examination approval form. There is a fee assessed to the student for the Challenge Exam. Please refer to the Tuition and Fees section.

## Cross-Registration at Coe College

Mount Mercy University has a cross-registration agreement with Coe College that permits Mount Mercy students to enroll in no more than one course per fall or spring semester at Coe College. There is no cross-registration agreement during the winter or summer terms. The cross-registration agreement enables students to take courses not offered at Mount Mercy, and is dependent on course and space availability at Coe College. Mount Mercy students must be full-time; in good standing academically, financially, and behaviorally; and must have fulfilled any prerequisite or other requirements for a course at Coe College. The student will pay tuition and apply for financial aid at Mount Mercy.

Mount Mercy students enrolled in a Coe College course who are accused of academic dishonesty will follow Coe College's academic dishonesty policy. Mount Mercy's Americans with Disabilities Act (ADA) Officer is permitted to work with Coe College when Mount Mercy students who have requested accommodations through Mount Mercy's ADA Officer enroll in a Coe College course.

To enroll in a Coe College course, the following process must be followed:

1. Seek approval of your advisor and department chair.
2. Fill out an approval form obtained from the Provost's Office to enroll and count credit toward a requirement at Mount Mercy.
3. Once approved, register for the course at Coe College.
4. Submit a copy of the registration to the Registrar's Office at Mount Mercy to ensure you are also registered at Mount Mercy.
5. To drop a course, follow Coe College procedures and provide a copy of the Coe College drop slip to the Registrar's Office at Mount Mercy for official course withdrawal.

If Coe College's grade choices do not coincide with grade choices at Mount Mercy, the grade will be converted to the most appropriate grade at Mount Mercy (e.g. A+ will be converted to A).

## Second Major

Mount Mercy current students: A student taking two separate majors while working toward a first baccalaureate degree at Mount Mercy earns a second major, not two degrees. Both majors shall be recorded on the student's transcript, but only one baccalaureate degree shall be granted. If the two majors lead to separate degrees (e.g., B.A. and B.S.), the student shall make the decision of which degree to pursue and that degree shall be recorded on the transcript once the work is completed.

Mount Mercy graduates and graduates of other institutions: A person holding a baccalaureate degree from Mount Mercy or a person who holds a baccalaureate degree from a regionally accredited institution may earn a second major at Mount Mercy by fulfilling the following requirements:

1. The student must be admitted or readmitted to Mount Mercy and to a major significantly different than the original major.
2. The student must complete the requirements for the major as described in the *Catalog* in effect at the time of admission or readmission to Mount Mercy.
3. Students must earn 12 semester hours or more at the upper level at Mount Mercy toward the second major, not used toward a previous major.

A second major, whether taken while working toward the first degree or subsequently, is not to be confused with a second baccalaureate degree. Earning a second major is generally more economical in time and money than earning a second baccalaureate degree.

A student already possessing a Bachelor's degree and completing a second major will not receive a diploma, will not be eligible to earn honors, nor will the student be eligible to participate in graduation ceremonies.

## Second Baccalaureate Degree

Mount Mercy current students: Current students are not eligible for a second baccalaureate degree. See Second Major section preceding this section.

A Mount Mercy graduate or a person who holds a baccalaureate degree from a regionally accredited institution may earn a second baccalaureate degree at Mount Mercy by fulfilling the following requirements:

1. The student must be admitted or readmitted to Mount Mercy and to a major significantly different than the major of the original degree.
2. The original degree must be completed and not in progress before the student begins work toward the second degree.
3. The student must earn at least 30 consecutive semester hours at Mount Mercy beyond the original degree, with a cumulative grade point average of at least 2.00 (or higher, if the designated major requires a higher average).
4. The student must fulfill all of the requirements of a major (different than the original major) as described in the *Catalog* in effect at the time of admission or readmission, including at least 12 semester hours numbered 200 or above, in the major earned at Mount Mercy.
5. Pass/Fail grades in courses used for completion of the second degree are unacceptable unless the course is designated in this *Catalog* solely as a Pass/Fail course.

Core curriculum requirements at Mount Mercy do not apply to students earning a second degree. Social Work students' core curriculum will be reviewed in the Department of Social Work with regard to any request for a second baccalaureate degree. Teacher Education students may have additional core curriculum or prerequisite requirements and should consult with the Teacher Education department. Nursing students may have additional core curriculum or prerequisite requirements and should consult with the Nursing department. The student who earns a second baccalaureate degree will receive a Mount Mercy diploma and may participate in graduation ceremonies. The student shall not be eligible for graduation honors, with exceptions granted by petition through the Provost's office. An important consideration in the decision will be the cumulative GPA from the previous degree.

## Audit

If students desire to attend a course without working for or expecting credit for the course, they may do so by audit. There is a fee to audit a regular class and a separate fee for a laboratory or activity-type class such as photography, graphic design, painting, creative writing, etc. Please see the section on tuition and fees.

Current students must request an application to audit form from the Provost's Office and upon approval must use the add form and submit it to the Registrar's Office to register for the course. Individuals not currently enrolled at Mount Mercy who wish to audit a course are required to complete an application with the Admissions Office and must request an application to audit form from the Provost's Office. This application must be completed and returned to the Provost's Office where approval must be given before the student will be allowed to register for the course(s).

In all cases, students auditing a course are required to have the paperwork properly approved and registration submitted to the Registrar's Office by the end of the add period for each semester. Students have the option to change a registered course to an audit or an audit course to a registered course up to the last day of the add period for a given semester. Changes will not be allowed past the last day of the add period. Students auditing a course are required to follow the normal drop procedure to officially withdraw from a course.

## Administrative Policies

### Calendar, Course Patterns and Student Load

The traditional academic calendar is divided into a 14-15 week fall semester (August–December), a 3-4 week winter term (January),

and a 14-15 week spring semester (February–May). Mount Mercy also offers a summer program. The summer program includes two individual five-week sessions that combine to make the summer semester. (See here for information on the block calendar.) Summer-school students may take up to two courses during each five-week session.

Mount Mercy employs variable credit. Each course carries its own credit value. The unit of credit is the semester hour. One semester hour of credit is awarded for each 50-minute class meeting per week per term. Each two-hour laboratory session per week per semester awards one semester hour credit.

Full-time status for undergraduate students at Mount Mercy is designated by the enrollment in 12 or more semester hours per semester. Part-time status at Mount Mercy is designated by enrollment in less than 12 semester hours in a given semester. The winter term is included with the spring semester in order to calculate full-time status for financial aid purposes.

Students who enroll in 12 - 16 hours will be charged the full-time flat rate fee. Students who enroll in more than 16 hours will be charged the part-time rate per credit hour above 16 hours. Student enrolled in less than 12 hours will pay the part-time per credit hour rate. For more information on tuition rates see the Tuition and Fees (p. 13) page. Mount Mercy University also uses a block calendar which divides the semesters into nine, five week blocks. Please see the Accelerated (p. 231) or Graduate (p. 279) pages for more information on how enrollment status is calculated in programs utilizing the block calendar.

## Winter Term

As part of the mission of liberal education at Mount Mercy, winter term and the courses offered are designed to provide students with an unusual opportunity to move outside the formal structure of a semester in order to broaden their knowledge, to explore values and interrelationships, to seek new perspectives, and to develop new skills and interests.

Winter term includes courses that may meet requirements for the major, minor, core curriculum, or general electives in a short-term, in-depth format.

Full-time students are not required to enroll in winter term, but are expected to enroll in winter term in order to make progress toward graduation. Tuition for one, three-credit hour winter term class is waived for those students who pay full-time tuition for both the fall and spring semesters. If a student chooses not to enroll in winter term, the tuition is not refunded. Students are encouraged to make good use of winter term.

## Student Status and Progress

### Academic Standing

Academic standing is expressed by the cumulative grade point average. (Determined by dividing the grade points by the total number of graded semester hours). Satisfactory academic status is maintained when this ratio is 2.00, a C average or above.

### Academic Probation

Students will be placed on probation when they have not achieved a cumulative grade point average of 2.00. If there are pending 'Incomplete' grades at the end of the term, probation and dismissal notification will occur after those grades are submitted, typically at the end of the allocated thirty (30) day period.

Freshman students, as determined by credit hours earned, are not placed on probation until they have attempted two semesters; however, they are warned of probation at the end of their first term

if the cumulative grade point average is below 2.00. When placed on probation or warned of it, students will be directed to meet with the Academic Center for Excellence. At this time, issues affecting performance will be identified and an academic improvement plan will be agreed upon by the student, ACE, and the faculty advisor.

## Dismissal From Mount Mercy

In order to safeguard its scholastic integrity and its moral atmosphere, Mount Mercy reserves the right to remove any student from a residential facility and/or suspend or dismiss any student. See the *Good Book* for a discussion of policies governing student behavior and academic integrity.

### Academic Dismissal

A student is subject to academic dismissal for either of two reasons: 1) students on academic probation who have attempted an additional two semesters will be dismissed if the cumulative grade point average has not been raised to 2.00; or 2) students who complete any semester (after their first semester) with a semester grade point average below .50 and a cumulative grade point average below 2.00 will be dismissed.

Students receive a letter of notification of academic dismissal from the Provost. Students who have been dismissed may not enroll at Mount Mercy until they have been reinstated or readmitted.

### Reinstatement

Dismissed students may submit a written appeal to the Provost within two weeks of receipt of the dismissal letter. The Academic Review Committee will review the appeal for immediate reinstatement. The Academic Review Committee consists of the student's academic advisor, the academic department chairperson(s), the Registrar, the Dean of Students, the Director of Financial Aid, and the Provost.

### Readmission

Dismissed students may apply for readmission to Mount Mercy after two 14-15 week semesters (fall/spring) and must demonstrate to the Admission Committee a reasonable capability to raise and maintain their cumulative grade point average to at least a 2.00. The Admission Committee will either approve or deny readmission of the dismissed student based on information provided.

### Enrollment at Other Institutions

Students who have begun their studies at Mount Mercy are expected to complete the remainder of their coursework at the University. Exceptions may be granted based on applicable cross-registration agreements, participation in approved study abroad programs, Washington Semester Program at American University\*, University of Iowa College of Law articulation\*\*, requirements of a major, or special circumstances affecting student progress in the major.

Mount Mercy students should not enroll for academic credit at other collegiate institutions without the permission of the Provost. The procedure is as follows: 1) petition acceptance of the course, 2) list the course to be taken and attach a course description to the petition, 3) state how the course is to be applied toward the Mount Mercy degree – core curriculum, major, minor, or elective credit, and 4) provide a rationale for the request. Petition forms are available in the Provost's Office or Registrar's Office. Failure to seek prior approval may result in a course not being accepted for transfer credit.

Upon course completion, students must request an official transcript documenting the course be sent to the Registrar's Office at Mount Mercy. Note: a minimum of 30 consecutive semester hours must be completed at Mount Mercy immediately preceding graduation.



## \*Washington Semester Program at American University

The Washington Semester Program is a distinguished and long-standing off-campus study opportunity now available to Mount Mercy students in any major. Through the Washington Semester Program at American University in Washington, D.C., students can complete an 8-credit hour seminar combined with a 4-credit internship. In addition, students may complete a 4-credit research paper or a 3-credit elective course. In total, students may transfer up to 18 semester hours to Mount Mercy from the Washington Semester Program. Transferred courses may be applied towards a major, a minor, or core curriculum requirements with the approval of the student's advisor and the Provost's Office by petition. Students who wish to participate in the program must be enrolled full-time, have completed a minimum of 60 credits, have completed at least one semester at Mount Mercy, possess a minimum of 3.0 cumulative GPA, be in good academic and financial standing, and gain preapproval to apply for the program from the Washington Semester Coordinator on campus.

## \*\*University of Iowa College of Law

Mount Mercy University partners with the University of Iowa College of Law to allow qualified undergraduates to apply as juniors to Iowa Law's Juris Doctor Program. Successful applicants who fulfill Mount Mercy requirements and complete one year of Iowa Law's JD Program will receive the bachelor's degree from Mount Mercy University under this '3+3' agreement. Students should contact the Pre-Law advisor and their faculty advisor for more information.

## Catalog Year

Catalog year determines the set of academic program/curriculum requirements (core, major, minor, etc.) that must be fulfilled for graduation. In general, students must meet the degree requirements of the catalog in effect at the time of matriculation. However, if the degree requirements for graduation change, a student may request to change to a more recent catalog year. A student must meet all the degree requirements for graduation set forth in the newer catalog. A student cannot qualify for graduation by meeting degree or program requirements from two different catalogs.

To change catalog year, a student should first meet with an advisor to determine whether such a change is in the best interest of the student's degree plan. The student will be required to submit a catalog year change request form, signed by his/her advisor, to the Registrar's Office. This form is available to students via the Registrar's Office. Students who leave the university for 1 year (Fall and Spring term) or more and apply for re-entry will fall under the catalog policies at the time of re-entry. These students must submit a petition to the Provost if they wish to request a different catalog year.

Students are held to all other University policies (academic or otherwise) in the **current** catalog regardless of their catalog year.

## Duration of Program

Students will be allowed 10 years to petition to complete their initial program. The 10 year period will begin with the student's initial start date at the institution. If a student stops out and then returns within the 10 year period, the student has the option of changing to any current program in effect or the student can petition to complete the original program within the 10 year period. If the student does not complete the initial program within the 10 year period, the student will be required to complete the current program in effect at the end of the 10 year period, or the program in effect at the time the student re-admits to Mount Mercy after the 10 year period has expired. For programs leading

to certification or licensure, or in cases where courses are no longer available, changes may be required earlier.

## Classification

Students are classified according to the number of semester hours earned toward the degree. Those who meet the entrance requirements and have earned 29 semester hours or less toward the degree are classified as freshmen. Students must have 30 semester hours before they may be classified as sophomores, 60 semester hours before they may be classified as juniors, and 90 semester hours before they may be classified as seniors.

## Attendance

Students are expected to attend all classes. They are responsible for work missed through any absence. Only those who have enrolled in the course may attend the class meetings.

A student who appears on the class list for a fall or spring class, but who has not attended the first two class meetings (or the first class session for classes meeting just once per week) and has not notified the course instructor as to the reason for his/her absence will be reported to the Registrar's Office as a "no show" and will be dropped from the course. Official attendance is taken twice during the fall and spring semesters for purposes of validating class rosters and meeting Federal regulations.

A student who appears on the class list for a January term class, but who has not attended the first class meeting and has not notified the course instructor as to the reason for his/her absence will be reported to the Registrar's Office as a "no show" and will be dropped from the course with a "W" grade. Attendance is not recorded for traditional summer courses, nor are students dropped for "no show".

Students who do not attend the first class session in a block class will be reported to the Registrar's Office as a "no show" and will receive a grade of NA (Never Attend). See the Accelerated (p. 231) and Graduate (p. 276) sections of this *Catalog* for tuition charges involving No Shows. This is implemented in order to free up class space for students waiting to enroll in class.

## Adding and Dropping Courses

During the add period of each semester or term, changes in registration will not result in a course change fee. In order to add a course, a student must submit to the Registrar's Office a completed Add/Drop Form, which requires the advisor's approval and the instructor's approval of the class being added. No course may be added after the date posted in the academic calendar as the last day to add a course. To drop a course during this period, the advisor's approval is required. Students can also add and drop courses online before the semester begins.

Students desiring to drop a course, but remain enrolled in other classes for the given semester, may contact the Registrar's Office for the drop form. Students should consider how the decision to drop will affect any of the following: tuition charges, financial aid, social security, employer reimbursement, veteran's benefits, or scholarships. The ability to maintain athletic eligibility, to maintain a student visa (international students), or to purchase insurance as a student may also be affected as a result of the decision to drop, and students should adhere to deadlines for this procedure.

Enrollment in the class officially ceases when a student submits a completed Drop Form to the Registrar's Office. A grade of "W" will appear on the student's grade report and official transcript if the course was dropped after the last day of the add period. The official date of the drop is the date used for figuring tuition refund, if applicable. Students who drop classes after the final bill date will not be eligible to receive a refund of any of the tuition charged for that class unless

they withdraw from Mount Mercy. (See Refunds: Tuition and Fees (p. 13)) A petition must be submitted in cases where a refund is sought. The last days to add or drop a class are listed in the academic calendar.

See the Accelerated (p. 231) or Graduate (p. 276) sections of this *Catalog* for applicable add/drop policies.

## Withdrawal from Mount Mercy

Students who decide to leave Mount Mercy after the semester or term has begun must officially withdraw through the Registrar's Office. Withdrawing from all courses in a given semester constitutes a withdrawal from Mount Mercy.

Students should initiate the withdrawal process by contacting the Registrar's Office. The official date of the withdrawal will be the date that the student initiates the withdrawal process. Withdrawing from Mount Mercy will change the student's status. Students should consider how the decision to withdraw will affect any of the following: tuition charges, financial aid, social security, employer reimbursement, veteran's benefits, or scholarships. The ability to maintain athletic eligibility, to maintain a student visa (international students), or to purchase insurance as a student may also be affected as a result of the decision to withdraw.

Students withdrawing from Mount Mercy before the last day of class receive "W" grades (withdraw) in their courses for the given semester. The students will be removed (deleted) from all registered courses in subsequent terms/semesters. Students that do not withdraw from the institution but quit attending all classes will receive the grade they earn in their courses. Any student desiring to return to Mount Mercy after withdrawal will be required to re-apply for admission through the Admissions Office.

## Declining to Attend

If new Mount Mercy students notify the Admissions Office that they will not be entering Mount Mercy (decline to attend), prior to the first day of their beginning semester or term, they will have any registrations for the beginning semester or term and any subsequent registrations for upcoming semesters or terms dropped and no tuition charge will be assessed.

## No Show

Any student who is determined to be in non-attendance or "No Show" in all of his or her classes for a given semester (Winter and Summer terms excluded) will be considered as withdrawn from Mount Mercy and subject to the withdrawal guidelines.

## Stop-Out

A student who stops-out for a semester (meaning not enrolled for a semester but has not gone through the official withdrawal process) will be subject to the same guidelines as having officially withdrawn from the institution. Any student stopping-out for a semester will be required to re-apply for admission through the Admissions Office. Additionally, the student should consider how the decision to stop-out will affect tuition charges, financial aid, social security, employer reimbursement, veteran's benefits, or scholarships. The ability to maintain athletic eligibility, to maintain a student visa, or to purchase insurance as a student may also be affected as a result of the decision to stop-out.

## Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This catalog presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

## OBTAINING DOCUMENTS AND DATA ORIGINATING FROM ANOTHER AGENCY OR INSTITUTION

In accordance with national record release standards, we do not release documents that have become the property of Mount Mercy University through a legal release to a third party (Mount Mercy). In addition, the university does not release or verify other pieces of personal information such as visa numbers, social security numbers, passport numbers, health conditions, etc. We are not the official, legal custodian of record for any data that was not assigned by the institution or for documents that did not originate at Mount Mercy University and therefore do not have the legal authority to release them. This includes documents such as high school records and transcripts, ACT/SAT scores, AP/IB/A-Level scores or degree information and college transcripts from other institutions. These records are the property of the university and are for our internal college purposes only. Please contact the originating agency, organization or institution that produced the original records to obtain a legal copy.

NOTE! Mount Mercy University cannot certify, verify or validate documents as "original" - "authentic" - "verified" - "certified" (etc.) with the university seal and official signatures unless they originate at the university. This includes copies of diplomas, transcript or other documents previously released to the student or a third party. Students who require an additional certified or notarized diploma, transcript or other official Mount Mercy University document, should contact us (<https://www.mtmercy.edu/registrar-office/>) to order one.

## Honors Program

The Honors Program offers outstanding students the opportunity to go beyond traditional disciplinary boundaries. Honors courses feature small class size, hands-on learning, and high levels of interaction between students and professors. Students graduating with Distinction in Honors will be awarded honors cords to be worn at graduation and will receive recognition on their transcripts and diplomas.

## Admission to the Honors Program

The Honors Program is open to first year students with a minimum ACT composite standard score of 26, a minimum high school GPA of 3.60, and a high school class rank in the top quartile. Transfer or continuing students with a sophomore standing and a minimum GPA of 3.40 may apply for admittance to the Honors Program by contacting the Honors Director. Students who do not meet the stated criteria but feel they could do well in the Honors Program may petition the Honors Director for probationary admittance to the Honors Program.

## Transferring Honors Courses from Other Colleges and Universities

Transfer students who have successfully completed honors courses at other colleges and universities may petition for the courses to apply towards Honors requirements at Mount Mercy.

## Graduating with Distinction in the Honors Program

In order to graduate with distinction in the Honors Program, a student must:

1. Complete a minimum of 12 semester hours in classes designated Honors. At least six semester hours (two courses) must be Honors Seminars;
2. Have a minimum cumulative grade point average of 3.40; and



3. Earn a minimum 3.00 grade point in each Honor Seminar and each honors course used in the required 12 semester hours.

## Core Curriculum Honors Sections

First year students admitted to the Honors Program may enroll in honors sections of core curriculum courses. Students are encouraged to complete as many of their core curriculum requirements as they wish within the Honors Program.

## Upper Division Honors Seminars

Honors seminars are unique interdisciplinary courses taught by faculty from diverse disciplines. Students participate in interactive learning and examine topics from a variety of perspectives. Continuing honors students with sophomore standing and minimum cumulative grade point average of 3.00 are eligible to enroll in honors seminars. Students must complete at least two honors seminars to graduate with Distinction in the Honors Program. Certain graduate-level courses may be substituted for Honors Seminars with approval of the instructor and the Honors Program Director.

## Discipline-Specific Honors Curriculum

Some Mount Mercy majors have discipline-specific Honors Courses and/or suggested Honors Curriculum. Honors Program students should discuss major-specific courses with their academic advisor or the Honors Program Director.

## Honors Articulation with Kirkwood Community College

Mount Mercy University and Kirkwood Community College (KCC) Honors Program have developed a partnership which allows a KCC Honors program student to take either one Mount Mercy Honors section course or any three-credit hours course free of charge. For specific requirements and details contact the Honors Director at Mount Mercy University.

## Grading System

### Unit of Credit

The unit of credit is the semester hour. Most courses are three semester hours and represent approximately three hours per week in class with additional work outside of class during the regular terms. Winter term contact hours are approximately equal to that of the regular terms. Accelerated courses meet for approximately one-half the usual contact hours but require adult students to do significant additional independent work.

### Grading System

Mount Mercy uses the letter system of grading, as well as pass-fail, which is given the following interpretation:

Grade	Grade Points	Description
A	4.00	A grade of "A" indicates varying degrees of extraordinary achievement and intellectual initiative.
A-	3.67	A grade of "A" indicates varying degrees of extraordinary achievement and intellectual initiative.

B+	3.33	A grade of "B" indicates gradations of high achievement - definitely better than average.
B	3.00	A grade of "B" indicates gradations of high achievement - definitely better than average.
B-	2.67	A grade of "B" indicates gradations of high achievement - definitely better than average.
C+	2.33	A grade of "C" indicates a range of average achievement with students having grasped at least the essential objectives.
C	2.00	A grade of "C" indicates a range of average achievement with students having grasped at least the essential objectives.
C-	1.67	A grade of "C" indicates a range of average achievement with students having grasped at least the essential objectives.
D+	1.33	A grade of "D" indicates that course work is inferior in quality, but passing.
D	1.00	A grade of "D" indicates that course work is inferior in quality, but passing.
D-	0.67	A grade of "D" indicates that course work is inferior in quality, but passing.
F	0.00	A grade of "F" indicates failure to meet the requirements of the course.
NA		Non-attendance
W		Withdraw: A non-punitive grade which will be entered on the permanent record if a student withdraws from a class within the published withdrawal period.

I	Students whose work had been satisfactory, but who for acceptable reasons have been unable to complete courses, may be given marks of I (incomplete). The courses must be completed and a new grade submitted to the registrar no later than one calendar month from the original due date for grades. If no change is reported, the I becomes an F.
IP	Incomplete in Process: a temporary grade given when a practicum, research project, and/or thesis work has not been completed on time.

## Changes in Course Grades

Course grades will not be changed after one full semester has elapsed following the issued grade. Students who believe that a change of their grade is warranted must initiate the appropriate steps to appeal their grade and must complete any subsequent work the instructor agrees to consider within this time period.

## Incomplete Grades

The incomplete (I) is a temporary grade given only when extenuating circumstances prevent completion of all course work on time. To remove an incomplete grade, a student must complete all required work in the course no later than 30 days from the close of the term. Failure to do so automatically results in failure in the course. Extensions may be given by the course instructor. If a student agrees to take an "I" grade, they no longer have the option to drop the course.

## Second-Grade Option

The second-grade option occurs when a student repeats a course previously taken at Mount Mercy or previously transferred into Mount Mercy. If the student repeats a Mount Mercy course with another Mount Mercy course, both grades stay on the permanent record. The first grade is not calculated into the grade point average, and the last grade stands as the official grade and is the only grade calculated into the grade point average. If a student transfers in a course from another institution prior to repeating the course at Mount Mercy, both grades stay on the permanent record. The first grade is not calculated into the grade point average, and the Mount Mercy grade stands as the official grade and is calculated into the grade point average. If a student transfers in a course from another institution after taking the course at Mount Mercy, both grades stay on the permanent record, and the earned credit hours of the two courses are adjusted for purpose of the cumulative grade point average. Approval for this action must be given by the Registrar.

A student may only use the second-grade option once per course. Students who wish to take a course a third time must petition the Registrar's Office.

If the course was taken for a grade the first time, it must be taken for a grade the second time. If the course was taken pass/fail the first time, it may be taken pass/fail or for a grade the second time. Courses that are a part of the Bachelor's degree earned at Mount Mercy are not approved for second grade options after the degree has been awarded.

## Grade Point Average

The cumulative grade point average is calculated by dividing cumulative grade points by cumulative hours graded.

## Pass/Fail Policy

In order to encourage exploration into academic disciplines, Mount Mercy offers a pass/fail grade option. There are two instances in which a course may be graded pass/fail:

1. Instructor-designated, in which the course is offered pass/fail for all students in a class, (i.e. lab or field experience).
2. Student-elected, in which the student chooses pass/fail rather than a letter grade on an individual basis.

A grade of pass (P) denotes academic achievement equivalent to a grade of D- or better; a grade of fail (F) does not increase credits.

**Student-Elected Pass/Fail:** The pass/fail option cannot be applied to courses that students must take to fulfill requirements in the major, minor, or core curriculum. Students may elect pass/fail grading for a maximum of 18 semester hours during their college career. Any transferred pass/fail hours from other institutions are considered part of this 18 semester hour total. Transferred courses with grades of pass/fail will not be applied to any requirement in the major, minor, or core curriculum.

**Procedure:** Students elect pass/fail through the Registrar's Office. The instructor is not officially notified of whether a student is on regular letter grading or pass/fail. The instructor submits all grades as letter grades; the registrar transposes letter grades to a grade of pass (P) or fail (F).

Students can elect to take a class pass/fail until the last day to add for the respective semester. Students have the option toward the end of the course, during dates posted by the Registrar's Office, which is the last week of classes (prior to finals week) for the respective semester, to take either the grade of pass (P) or fail (F) or the letter grade submitted by the instructor. Students may not change pass/fail designation after the deadline.

**Instructor-Designated Pass/Fail:** A grade of pass (P) means satisfactory mastery of the expected skills, knowledge and competencies of the course; a grade of fail (F) means failure to meet the expected skills, knowledge, and competencies of the course. There is no limit on this type of pass/fail credit.

**Non-Course Pass Credit:** CLEP tests and Mount Mercy Challenge exams are considered instructor-designated pass/fail courses. A maximum of 60 semester hours may be earned using these options, as well as any other non-course credit awarded on a pass/fail basis.

## Fresh Start Rule

Students who have been absent from Mount Mercy for three or more years may petition for the Fresh Start Rule. By this rule, only courses with grades of C or better (C- does not count) will be counted for credit toward graduation. However, all courses, affected by the fresh start rule, (including transfer coursework) and the grade earned for each course, will remain on the student's permanent record but will not factor into the cumulative GPA or be counted toward graduation. The petition is submitted to the Provost for a fresh start. If the petition is approved, the students resume their program with a cumulative

grade point/hour ratio or grade point average consisting of C grades or better (C- does not count).

## Midterm, Final Grade Reports, and Official Transcripts

Midterm reports are available through myMountMercy at the mid-point of the Fall and Spring semester. Final grade reports are available through myMountMercy for viewing at the end of each academic term. Students who need a hard copy grade report for reimbursement purposes may contact the Registrar's Office.

Official transcripts of credits will be sent by the Registrar's Office upon online or written request by the student. The student's signature is required for the release of a transcript. Fees are \$11.00 for an official transcript and must be paid in advance. No transcript can be sent if the student has not paid his or her financial account in full or has outstanding paperwork with the Student Financial Services Office. Please allow for appropriate processing time.

## Academic Integrity

Mount Mercy values integrity and honesty in all aspects of academics and campus life. As part of the academic mission, the institution provides the following definitions and procedures for which all students are responsible. The Mount Mercy community encourages all students to carefully consider these definitions, to adhere to these standards, and to ask for guidance if in doubt.

This policy applies to all students enrolled in online or on campus courses. Disciplinary procedures will be modified as appropriate if a student is taking courses from a distance and unable to participate in person.

## Cheating

Cheating is an act or an attempted act of dishonesty that includes but is not limited to the following:

- Copying:
  - another person's work, in whole or in part, in an examination or for an assignment, with or without their consent, or
  - allowing another person to copy your work, in whole or in part, on an examination or for an assignment.
- Using unauthorized materials or technology:
  - during an examination. (Examples would be answers passed to you, view of a calculator output, or text messages on a cell phone; however, other instances may apply).
  - to complete an assignment. (Examples would include using an AI bot to produce an assigned paper).
- Collaboration during an assignment or during an examination when prohibited by the instructor.
- Taking an examination for another person or letting a person take an exam for you.
- Completing an assignment for another person or letting a person complete an assignment for you.
- Forging needed signatures on academic work.
- Altering of grades or other official educational records.
- Obtaining a copy of an examination without permission from the class instructor.
- Fabricating or falsifying information or data; or deliberately misrepresenting information for an assignment.

## Plagiarism

Plagiarism is using another person's words, expression of ideas, data, images, or other creative products without acknowledgment or attribution. Plagiarism includes but is not limited to the following:

- Copying, paraphrasing, or blending words, images, or ideas that are not common knowledge without acknowledging the source.
- Providing false, insufficient, or incomplete acknowledgment of sources.
- Claiming authorship of a work that is not one's own or that is the result of unauthorized joint effort, including purchasing, downloading, or otherwise acquiring the work.

## Academic Misconduct

Academic misconduct includes acts that are considered unethical, dishonest, deceitful, or inappropriate. Academic misconduct includes but is not limited to the following:

- Attempting to gain an advantage over another individual by preventing access to needed books, materials, or aids.
- Planning with another individual to commit any act of academic dishonesty.
- Forging signatures on official college documents.
- Breaking or entering an office or building to attempt to obtain an exam or other materials.
- Submitting the same work for different classes without disclosure to and approval from the class instructor.
- Receiving credit on group assignments without contributing.
- Misrepresenting illness or personal crises, or otherwise intentionally misleading instructors as an excuse for missed or late academic work.

Academic cheating, plagiarism, and misconduct may be referred to collectively as "academic dishonesty." There are varying degrees of academic dishonesty. Suggested consequences for infractions are included below in order to promote consistency and equity. ***Mount Mercy reserves the right to act upon incidents of academic dishonesty that are not explicitly defined in the above policy.***

## Procedures

### The Academic Integrity Committee

Mount Mercy will form an Academic Integrity Committee to investigate and evaluate cases of suspected academic dishonesty and misconduct as well as to recommend to the Provost methods to promote a culture of academic integrity on campus.

**Membership:** Three (3) faculty members from three (3) different departments, elected by the faculty annually for staggered two-year terms; an alternate faculty member from a different department; two (2) student representatives from two (2) different majors appointed by the Student Government Association; an alternate student from a major in a different department; Director of the Academic Center for Excellence; Provost and Director of Faculty Development, ex-officio. In cases involving students in accelerated programs, the Associate Provost will serve as a member of the Committee, replacing one faculty member. If the Associate Provost has a conflict with parties involved, the Assistant Provost will serve as the alternate. Graduate students who have questions should contact the Associate Provost. The voting members will elect co-chairs. During an evaluation of suspected academic dishonesty, faculty members or students directly involved in the case or within the same department as the student(s) and faculty involved will excuse themselves and be replaced by their alternates. Members of the committee should recuse themselves from deliberation and decisions if there is a potential conflict of interest, and the alternate will take their place. At least three (3) voting members must be present for the Committee to take formal action.

The Committee will maintain minutes of its meetings.

## Suspected Violations of the Academic Integrity Policy

All information regarding cases of suspected or confirmed academic dishonesty will be provided to only those with a need to know. Any suspected incident or dispute shall be raised to the appropriate party within five (5) business days of obtaining knowledge of the alleged violation. When allegations of academic dishonesty involve two or more students, each student will be evaluated on an individual basis. The following defines procedures, responsibilities, and timelines for reporting suspected incidences of academic dishonesty.

### Informal Faculty Resolution

Mount Mercy encourages faculty members and students to informally resolve incidents of alleged academic dishonesty. Faculty members have the discretion to resolve cases of suspected academic dishonesty or misconduct on their own, including determining the consequence imposed outlined below. Faculty are urged to consult the suggested consequences outlined below. Faculty should check with the Academic Affairs Office to determine if the student(s) in question have a pattern of academic dishonesty before informally resolving a case of academic dishonesty.

A written record of a faculty resolved incident of academic dishonesty or misconduct, signed by the student, will be sent to the Academic Affairs Office by the faculty member. The record will detail the suspected academic dishonesty and the outcome. This report is not for purposes of reviewing an individual incident and resolution, but rather for the Academic Integrity Committee to monitor patterns of dishonesty (i.e., types of cheating, types of resolutions, identifying students who become "repeat offenders"). The Academic Affairs Office will collect and retain these reports solely for purposes of data analysis and pattern monitoring.

Upon accusation of academic dishonesty or misconduct, the student or the faculty member have the right to refer the incident to the department chair or the Academic Integrity Committee.

### Department Chair Resolution

The department chair may attempt to mediate and resolve a dispute over the suspected academic dishonesty or misconduct. If either the student or faculty member is not satisfied with the outcome, either party has the right to refer the incident to the Academic Integrity Committee.

A written record of a chair resolved incident of academic dishonesty or misconduct will be sent to the Provost's Office by the chair. The record will detail the suspected academic dishonesty and the outcome, and will be signed by the student. This report is not for purposes of reviewing an individual incident and resolution, but rather for the Academic Integrity Committee to monitor patterns of dishonesty (i.e., types of cheating, types of resolutions, identifying students who become "repeat offenders").

## Academic Integrity Committee Resolution

### Referral

**Self-Referral:** Students who commit acts of academic dishonesty or misconduct may refer themselves to the Provost within five (5) business days of their violation. Students in the accelerated programs may refer themselves to the Adult Accelerated Office, 207 Basile, and the matter will be forwarded to the Provost. The incidence will be reported to the instructor as well as the Academic Integrity Committee which will maintain a record of the incident. If agreeable with the instructor, a first offense will not meet with disciplinary action;

however, the committee may refer the student for counseling and/or wish to speak with the student about the offense. The student will still be required to complete the assignment or complete a different assignment after consultation with the instructor. Repeated offenses, although self-reported, will not be tolerated and will require a decision by the Academic Integrity Committee as to appropriate action.

**Faculty/Student:** In the event that an alleged incident of academic dishonesty or misconduct cannot be resolved informally with the student and faculty member, and/or the department chair, the student or faculty member shall provide written documentation of their concerns to the Provost, within five (5) business days of the faculty member or chair's decision. Students in the accelerated programs may refer themselves to the Adult Accelerated Office, 207 Basile, and the matter will be forwarded to the Provost.

### Procedure Following Referral to the Academic Integrity Committee

1. The Provost shall notify the Academic Integrity Committee within six (6) business days of receipt of a complaint.
2. The Provost shall notify the interested parties in writing of the specific allegations of academic dishonesty within six (6) business days of the referral to the Office of the Provost, including a request for the submission of relevant written materials. Interested parties will then have six (6) business days to submit any relevant materials to the Provost's Office.
3. The Provost will provide all materials to the Academic Integrity Committee. Upon receipt, the voting members will decide within six (6) business days whether the allegations warrant a hearing. A vote of one of these members will warrant a hearing, otherwise the allegations will be closed because there is not sufficient evidence to proceed.
4. If a hearing is warranted, the chair will notify all parties and schedule a hearing within ten (10) business days. If a hearing is not warranted, the chair will contact all parties in writing, through the Provost's Office, providing a brief statement of why a hearing was not warranted.
5. Within these ten (10) business days, the Academic Integrity Committee may gather relevant information to the case. The Academic Integrity Committee may solicit information from other students in the class or other members of the Mount Mercy community at their discretion or upon request of any person involved in the allegation. At the hearing, the Academic Integrity Committee will meet with all parties and witnesses. The proceedings will be recorded; this record will be available on a need to know basis and maintained in the Provost's Office.
6. If the student wishes to challenge the allegations of academic dishonesty, they must appear before the Academic Integrity Committee at the hearing. If a student does not appear at the hearing, the student waives all rights of appeal. In the event of a conflicting schedule, a faculty member may choose not to attend the hearing and allow his/her written materials to state his/her side of the case.
7. If the student wishes to admit to the charges, they must state so in writing to the Academic Integrity Committee, which will consult with the student and instructor to determine the appropriate action.
8. A decision, by majority vote of the voting members present at the hearing, shall be made based on the evidence presented at the hearing, along with other relevant materials gained through investigation by the Academic Integrity Committee. A written letter with findings and recommendations shall be prepared by the Committee and submitted to the Provost, along with copies sent



to both parties, within six (6) business days of the hearing. The Committee shall refer to the list below for possible consequences.

9. Once the findings and recommendations of the Academic Integrity Committee are submitted, within six (6) business days the Provost shall issue a final decision and notify in writing the interested parties and the Academic Integrity Committee. The Provost may consider additional information prior to making the decision.
10. After receiving the final written decision of the Provost, any party to the dispute may appeal this decision. A written letter summarizing the grounds for contesting this decision must be submitted to the President of Mount Mercy, 210 Warde, within three (3) business days. Within 30 business days, the President shall render a final written decision based upon review of the submitted information, findings, and recommendations. A copy shall be provided to the involved parties, the Provost, and the Academic Integrity Committee. The decision of the President is final.
11. In cases where an allegation of academic dishonesty is submitted towards the end of a fall, winter, or spring semester and members of the Academic Integrity Committee are not able to convene, the above-mentioned procedure will require special modifications by the Provost. This may include but is not limited to modifications in the timeline for responding at each level of the process and may involve a reconfiguration of the membership of the Academic Integrity Committee so that decisions are rendered in an equitable manner.

## Consequences for Academic Dishonesty or Misconduct

Based upon the gravity of the academic dishonesty, different academic sanctions may be appropriate. For instance, the nature of the incident and the personal history or prior offenses by an individual student are relevant factors to weigh. A suggested spectrum of offenses and examples are included below. Faculty are urged to consider these suggested sanctions in order to promote consistency and equity.

### Simple offense

*Example:* Student fails to properly cite sources one or two times in a paper, but the remainder of the paper is cited properly.

*Types of Sanctions:* The student is given the opportunity to re-do the assignment, or an alternate assignment, for a reduced grade. The student is required to meet with the Director of the Academic Center for Excellence and commit to a plan for improvement.

### Serious offense

*Examples:* Student is caught looking over at another student's test.

Significant parts of a paper are not properly quoted and cited.

*Types of Sanctions:* The student receives a failing grade for the assignment, but is allowed to continue in the course.

### Aggravated offense

*Examples:* Student submits an entire paper from the Internet that is not his/her own. Organized cheating with multiple students. Stealing tests.

*Types of Sanctions:* The student receives a failing grade for the course.

### Repeated offenses

*Example:* Student engages in academic misconduct in more than one course. *Note:* To monitor this type of misconduct, it is essential that faculty submit Academic Dishonesty Reports for each incident.

*Types of Sanctions:* Expulsion from Mount Mercy is warranted.

A more complete list of possible consequences is detailed below. One or more consequences may be appropriate.

*Counseling:* The student(s) may be referred to appropriate counseling for assistance and education that will help prevent future incidences of academic dishonesty.

*Educational sanction:* The student(s) may be required to attend an educational program on academic integrity, ethics, or related subject. The student may receive instructions, re-do the assignment with consultation from the instructor, or complete a new, alternative assignment with consultation from the instructor. The student may be responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.

*Forfeiture of Grade on the Assignment:* For the assignment to be given no credit, and the student(s) may continue the class with zero points for the assignment.

*Failure of the Course:* The student(s) will receive a grade of 'F' for the course.

*Exclusion from Mount Mercy facilities or activities:* The student(s) may be prohibited from attending a class, undertaking Mount Mercy employment, entering a building, participating in an extracurricular activity sponsored by the institution, representing Mount Mercy in an official capacity, or using other services provided by the institution. Such exclusion may be for a definite or indefinite period of time.

*Probation:* The student may be placed on probation for academic dishonesty. If further incidents of academic dishonesty occur, the student will be recommended for expulsion.

*Disciplinary suspension:* The student(s) may be involuntarily separated from Mount Mercy for a stated period of time after which readmission is possible. The Provost shall determine when the suspension will become effective. A student with one or more violations may be suspended from Mount Mercy for an indefinite period of time. A student suspended indefinitely may petition the Provost for reinstatement.

*Expulsion:* For a serious violation of the Academic Integrity Policy or repeated violations, the student(s) may be dismissed from Mount Mercy permanently.

## Honors and Awards

Mount Mercy awards honors to students who maintain a high academic standing and who are distinguished for their loyalty, cooperation, and service. These honors include the following:

### Dean's List

The Dean's List is compiled at the end of the fall and spring semesters. All students with a semester GPA of 3.60 or better and who are enrolled in six (6) or more graded semester hours are eligible for inclusion on the Dean's List. *Note:* credit hours taken as pass/fail do NOT qualify for the Dean's List. Students with Incomplete (I) grades are ineligible for consideration during that term.

### Latin Honors

Academic honors are awarded at graduation in recognition of superior scholarship:

1. The distinction summa cum laude is given to students whose cumulative grade point average is 3.80 or above.
2. The distinction magna cum laude is given to students whose cumulative grade point average is 3.60 to 3.79.
3. The distinction cum laude is given to students whose cumulative grade point average is 3.40 to 3.59.

These honors are announced at commencement and are inscribed on the diplomas of the recipients. The diploma and transcript will bear honors based on the official, final cumulative GPA.

Students participating in the Medical Laboratory Science program will be recognized at commencement if they have earned academic honors at the end of their junior year of studies at Mount Mercy.



Students earning second baccalaureate degrees will not be eligible for honors except by approval of petition.

### **The Mary Catherine McAuley Award**

Mary Catherine McAuley founded the Sisters of Mercy in Ireland in 1831. This award, the highest honor given a student attending Mount Mercy for four years, is conferred upon the graduate who, in addition to a high scholastic rating (3.00 or above), has exemplified to a marked degree cooperation with administration, faculty, and students; integrity in his/her personal relationships; and leadership and loyalty in furthering the ideals of Mount Mercy. This award is presented at commencement exercises held in May.

### **The Mary Frances Warde Award**

Mary Frances Warde founded the Sisters of Mercy in America in 1843. This award, the highest honor given a student who has transferred into Mount Mercy for their first degree and has acquired a minimum of 30 semester hours at the institution, is conferred upon the graduate who, in addition to a high scholastic rating (3.00 or above), has exemplified to a marked degree cooperation with administration, faculty, and students; integrity in his/her personal relationships; and leadership and loyalty in furthering the ideals of Mount Mercy. This award is presented at commencement exercises held in May.

### **The Mary lou Podzimek award**

Mary Lou Podzimek, a member of the Sisters of Mercy, Mount Mercy graduate, former administrator, and board member emeritus, continues to be a part of the Mount Mercy Community after more than 70 years. Sister Mary Lou has been a pioneer of positive change and provided leadership to Mount Mercy during the transition from a College to a University, including promoting the addition of graduate programs. This award, the highest honor given a student who is graduating from one of the Mount Mercy Graduate Programs, is conferred upon the graduate who, in addition to a high scholastic rating (3.00 or above), has exemplified cooperation with administration, faculty, and students; integrity in their personal relationships; and leadership and loyalty in furthering the ideals of Mount Mercy. This award is presented at commencement exercises held in May.

### **Honor Societies**

*Alpha Kappa Delta* is the national honor society for students in Sociology.

*Kappa Xi Chapter*, represents Mount Mercy's chapter of Sigma Theta Tau International Nursing Honor Society. Founded in 1922, the society is committed to recognizing excellence in nursing education and practice. Membership is limited to senior nursing students and community nursing professionals.

*Phi Alpha* is the national honor society for students in Social Work.

*Pi Sigma Alpha* is the national honor society for students in Political Science.

*Psi Chi* is the national honor society for students in Psychology.

*Sigma Alpha Pi*, the National Society of Leadership and Success, is the nation's largest leadership honor society. Candidacy is a nationally recognized achievement of honorable distinction. With 596 chapters, the Society currently has 867,940 members nationwide. The Society provides a step-by-step program for members to build their leadership skills through participation on campus. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders on campus and across the country.

## **Undergraduate Student Awards**

Recognition in specific areas is given to graduating students for outstanding academic performance. Graduation recognitions include the following:

#### ***The Outstanding Accounting Student Award***

Given by the business department to a graduating senior for superior academic performance in accounting courses. This award is provided by the Iowa Society of Certified Public Accountants.

#### ***The Outstanding Economics Student Award***

Given by the business department to a graduating senior for superior academic performance in economics courses.

#### ***The Outstanding Finance Student Award***

Given by the business department to a graduating senior for superior academic performance in finance courses.

#### ***The Dale Harrison Outstanding Management Student Award***

Given by the business department to a graduating senior for superior academic performance in management courses. This award is named after long-time business faculty member Dale Harrison.

#### ***The Outstanding Human Resource Management Student Award***

Given by the business department to a graduating senior for superior academic performance in human resource management courses.

#### ***The Outstanding Marketing Student Award***

Given by the business department to a graduating senior for superior academic performance in marketing courses.

#### ***The Outstanding ENACTUS [SIFE] Student Award***

Given by the business department to a graduating senior for superior performance as a member of ENACTUS (formerly SIFE.)

#### ***The Sister Mary Norbert Karnik Award***

Given to a senior art and design student who has demonstrated exceptional ability as an artist or designer and support for the profession of art or design.

#### ***The Outstanding Natural Sciences Student Award***

Given to the outstanding graduate in natural sciences. The award is based on academic achievement and on participation in campus and/or community programs and activities.

#### ***The Outstanding Exercise Sciences Student Award***

Given to a graduating senior who has demonstrated outstanding academic achievement and potential for making significant contributions in the field of the exercise sciences.

#### ***The Sister Immaculata Business Award***

Given to the outstanding graduating senior in the business department.

#### ***The Outstanding Computer Science Student Award***

Given to a graduating senior who has demonstrated outstanding achievement and involvement in computer science and who shows the potential for making a significant contribution to the field.

#### ***The Criminal Justice Award***

Given for outstanding performance in the criminal justice major, promise of professional competence, and contribution to the Mount Mercy criminal justice program.

#### ***The Sister Mary Xavier Award***

Given to a student who has demonstrated exceptional ability in creative writing.

#### ***The Sister Mary Ildephonse Award***

Named after the first president of Mount Mercy and long-time teacher of English, and was established to recognize excellence in English. It is given annually to the graduating English major who has demonstrated talent and perception in analyzing and writing about language and literature.

#### ***The Paha Poetry Award***

Established in 1985 by Mildred Barthel, this award is given to the student who wins the Paha poetry competition.

***The History Award***

Given to a graduate in history for outstanding academic achievement in that field.

***The Outstanding Honors Student Award***

Given to a graduating senior who has excelled in honors classes and has made a positive contribution to Mount Mercy.

***The Outstanding Journalism Student Award***

Given to a graduate in journalism for outstanding academic achievement in that field.

***The Outstanding Student in Mathematics Award***

Given to a graduating senior who has demonstrated not only outstanding scholastic achievement in mathematics but also extraordinary insight into the nature of mathematics as an intellectual discipline.

***The Music Award***

Given to the outstanding graduating senior in music. The award is based on performances, scholastic ability, and personal integrity.

***The Sister Mary Edward Nursing Award***

Given to the graduating senior who has best demonstrated high scholastic ability, professional integrity, and the spirit of nursing.

***The Sister Monica Ryan Philosophy Award***

Given to the junior or senior who has done outstanding work in the study of philosophy.

***The Political Science Award***

Given to a major in political science for outstanding academic achievement in that field.

***The Christine L. Woodruff Psychology Award***

Given to a major in psychology for outstanding academic achievement in that field.

***The Sister Mary Agnes Hennessey Award***

For excellence in communication, this award is given annually to the graduating senior who personally, academically, and practically has demonstrated, throughout the program, exceptional achievement, leadership, and promise as a communication major.

***The Sister Siena Davis Religious Studies Award***

Named in honor of Sister Siena Davis, chairperson of the department of religious studies at the time of her death in 1982, this award is given to a graduate majoring in religious studies who has demonstrated academic excellence by achieving above average grades in religious studies and who has demonstrated a spirit of Christian service through participation in ministerial activities on and off campus.

***The Anne K. Stenzel Social Work Award***

Given to a graduating senior majoring in social work for distinguished academic achievement and the promise of professional competence.

***The Nancy LaMorgese Sociology Award***

Given to the senior graduating in sociology who has demonstrated a high level of proficiency in the development of a sociological research paper, has played an active role within the major and/or within the sociological forum, and has shown a high quality of development and interest in the area of sociology.

***The Sister Roseline Kos Senior Education Award***

Honoring an esteemed educator and leader of the teacher preparation program from 1975-1985, was established to help mark her 70<sup>th</sup> anniversary as a Sister of Mercy. The award is granted to a graduating senior in education who exemplifies the spirit of the Sisters of Mercy, demonstrates commitment to the mission, and meets all department requirements for licensure recommendation.

***The President's Award***

Given to the graduating student who has demonstrated during his/her tenure years at the institution outstanding perseverance and diligence in pursuing his/her goals.

***The Co-Curricular Service Award***

Given to those graduating seniors who have participated extensively and positively in campus and/or community programs and activities.

***The Sister Mary Roberta Lyness Award***

Given to a graduating senior who has best demonstrated commitment to public service and volunteer projects in the community.

***The Sisters of Mercy Award***

Given to a Mount Mercy student who exemplifies the mission of the Sisters of Mercy. This student has shown compassionate and respectful service to God's people, has actively engaged in the work of justice through at least one or more of the Sisters of Mercy Critical Concerns: Earth, Immigration/Migration, Nonviolence, Poverty, Racism, Women.

***SGA Leadership Recognition***

Inspired by the contributions of D. Allan Boettger, former Student Activities Director. Underclass student who is a behind the scenes worker displaying leadership skills in their personal and extra curricular lives, actively involved in campus organization(s), and responsible for spearheading projects and/or organizing and implementing activities. (GPA of 2.00 or above.)

***Who's Who in American Universities and Colleges***

Seniors whose academic standing is above average (GPA of 3.00 or above) and who demonstrate outstanding leadership in college activities and community service.

## Undergraduate Student Recognitions

***Scholar Recognitions***

Full-time students who have maintained a cumulative grade point average (GPA) of 4.00.

***Freshman Honors Program Recognition***

First-year, full-time students who successfully completed an honors course with excellence.

***Freshman of the Year***

Freshman student with accomplishments beyond requirements in addition to setting a positive example for his/her peers. The student should be active on campus, serve the community, and display leadership. The recipient must have an annual GPA of 2.75 or above.

***Sophomore of the Year***

Sophomore student with accomplishments beyond requirements in addition to setting a positive example for his/her peers. The student should be active on campus, serve the community, and display leadership. The recipient must have an annual GPA of 2.75 or above.

***Junior of the Year***

Junior student with accomplishments beyond requirements in addition to setting a positive example for his/her peers. The student should be active on campus, serve the community, and display leadership. The recipient must have an annual GPA of 2.75 or above.

***SGA Service Award***

Underclass student(s) who demonstrated outstanding service to the campus or the outside community beyond requirements. The student should be active on campus, serve the community, and display leadership. The recipient must have a cumulative GPA of 2.50 or above.

***SGA Organization of the Year***

Recognition given to the campus organization that most benefits the campus through its membership, community service, and sponsored campus activities.

***SGA Faculty Award for Student Advocacy***

Inspired by 'the kid, the myth, the legend' Dale Harrison, the award is presented to the faculty member that is most committed to the Mount Mercy community and dedicates the greatest level of advocacy for students.

#### ***SGA Most Improved Club of the Year***

Awarded to the club that has improved the most over the course of one year through; membership, community service, and sponsored activities.

#### ***SGA Leadership Recognition***

Inspired by the contributions of D. Allan Boettger, former Student Activities Director. Presented to the underclass student who is a worker displaying leadership skills in their personal and extracurricular lives, actively involved in campus organization(s), and responsible for spearheading projects and/or organizing and implementing activities. Nominees considered for the recognition must be in good standing with Mount Mercy and have a cumulative GPA of 2.00 or above.

#### ***The Freshman Chemistry Achievement Award***

Given to the freshman student in recognition for outstanding achievement in the sciences.

#### ***Nurses of Vision and Action (NOVA) Recognition for Nursing Students***

The NOVA recognition program acknowledges the efforts made by nursing students throughout their educational program and will inspire students to continue to reach for their highest level of achievement. NOVA recognition centers around five elements of vision and action: scholarship, leadership, innovation, professionalism, and service.

#### ***Accelerated/Online Student of the Year***

Awarded to an accelerated or online graduating senior who demonstrates outstanding academic achievement, leadership within their profession, and positive engagement within the Mount Mercy University community.

## **Graduate Student Awards**

***Most Outstanding Master of Science in Nursing Student***

***Most Outstanding Doctor of Nursing Practice Student***

***Most Outstanding Master of Business Administration Student***

***Most Outstanding Master of Management Student***

***Most Outstanding Master of Strategic Leadership Student***

***Most Outstanding Master of Arts in Education Student***

***Most Outstanding Master of Arts in Marriage and Family Therapy Student***

***Most Outstanding Doctoral Student in Marriage and Family Therapy***

## **Military Education/Credit**

Please be sure to identify your military service in your initial advising appointment as credit hours may have been earned for your military training. Military education is evaluated by the Registrar's Office upon the receipt of a Joint Services Transcript (<https://jst.doded.mil/>) or official transcript from Community College of the Air Force (<http://www.airuniversity.af.mil/Barnes/CCAF/>).

Be sure to contact your respective branch office or Educational Services Officer prior to enrolling in classes or sending transcripts. It is important to have your military transcripts reviewed by the Registrar during your initial review prior to admission. The number of hours that you are able to pursue through Mount Mercy's partner institutions may be affected by the number of hours transferring from your military education. Some military education credits transfer as two-year institutional credits.

## **Veteran and Military Services**

Students eligible for educational benefits from the Veterans Administration or Department of Defense should report to the

Registrar's Office prior to the first term of attendance. After the necessary documents have been supplied, enrollment certification will be submitted or confirmed. It is the student's responsibility to notify the Registrar of any changes in registration. Failure to properly alert the Registrar of changes in enrollment may result in loss, delay, or repayment of educational benefits.

## **Veteran Benefits and Transition Act of 2018**

In accordance with Title 38 US Code 3679 subsection (e), Mount Mercy University will not impose any penalty including: 1) the assessment of late fees; 2) the denial of access to classes; 3) libraries or other institutional facilities and /or 4) the requirements that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

To qualify, students may be required to provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

## **Military Obligation**

Mount Mercy University will offer the following options to any service member, or spouse of a service member if the member has a dependent child, who stops attending due to state or federal military service obligation:

- Withdrawing the student's entire registration and providing a full refund of tuition and mandatory fees.\*
- Making arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.\*
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.\*
- Allow the student to return to the University and complete the program under the catalog in place when the student stopped attending.

\* Contact the Registrar's Office for more information on these options. In order to comply with DOD Tuition Assistance regulations, options may vary for some students.

## **Return of Tuition Assistance**

Military Tuition Assistance (TA) is awarded to an eligible student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Mount Mercy University will return any unearned TA funds to the appropriate Service on a proportional basis through the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

If a service member stops attending due to a military service obligation, Mount Mercy will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.\*

\*Contact the Registrar's Office for more information on possible options.

### Calculation:

When a student withdraws from a course, the date of withdrawal will be used as the last date of attendance. For online courses, Mount Mercy will determine LDA based on the last date a student made a contribution to the class or submitted an assignment. Once LDA has been determined, MMU will recalculate your TA eligibility based on the following formula:

- Earned Tuition Assistance:
  - The start and end date of each term will be used to determine eligibility.
  - Calendar days, rather than business days, are counted to determine number of days in a term
  - Earned Aid calculation:  $(\text{Number of days completed} / \text{Total days in term}) \times 100 = \text{Earned Aid\%}$
- Unearned Tuition Assistance:
  - Any TA funds received in excess of the earned amount is considered unearned.
  - Unearned Aid calculation:  $100\% - \text{Earned Aid\%} = \text{Unearned Aid\%}$
  - Return amount calculation:  $\text{Unearned Aid\%} \times \text{Amount of TA received during withdrawal term} = \text{Return amount in \$}$
- Fully Earned Tuition Assistance:

Using the formula above, MMU will be required to return some or all of the TA awarded to service members that did not complete at least 60% of the term; possibly creating a balance on their MMU student account. Return policies apply to students that withdraw on or before the 60% point of the term. Discontinuing enrollment after the 60% date will not result in adjustment to the student's TA for that term. See a more detailed return of TA fund schedule below:

#### 5-Week Course Withdraw submitted

- Day 1-7 100% return
- Day 8 77% return
- Day 9 74% return
- Day 10 71% return
- Day 11 69% return
- Day 12 66% return
- Day 13 63% return
- Day 14 60% return
- Day 15 57% return
- Day 16 54% return
- Day 17 51% return
- Day 18 49% return
- Day 19 46% return
- Day 20 43% return
- **Day 21 40% return (60% of course is completed)**
- Day 22+ 0% return

#### 10-Week Course Withdraw submitted

- Before or during week 1 100 % return
- During week 2-3 75% return
- During week 4 60% return
- During week 5 50% return
- **During week 6 40% return (60% of course is completed)**
- During weeks 7-10 0% return

#### 15-16-week Course Withdraw submitted

- Before or during weeks 1-2 100% return
- During weeks 3-4 75% return
- During weeks 5-8 50% return
- **During weeks 9-10 40% return (60% of course is completed)**
- During weeks 11-16 0% return

Please see the Mount Mercy website (<https://www.mtmercy.edu/veterans/>) for more information on military benefits.

### Academic Progress

Mount Mercy University is required to monitor the academic progress of students receiving military benefits including GI Bill®<sup>1</sup> benefits. This section includes academic progress standards. Failure to meet academic progress standards will be reported to the appropriate military source.

### Academic Standing

Academic standing is expressed by the cumulative grade point average. (Determined by dividing the grade points by the total number of graded semester hours). Satisfactory academic status is maintained when this ratio is 2.00, a C average or above.

### Academic Probation

Students will be placed on probation when they have not achieved a cumulative grade point average of 2.00. If there are pending 'Incomplete' grades at the end of the term, probation and dismissal notification will occur after those grades are submitted, typically at the end of the allocated thirty (30) day period.

Freshman students, as determined by credit hours earned, are not placed on probation until they have attempted two semesters; however, they are warned of probation at the end of their first term if the cumulative grade point average is below 2.00. When placed on probation or warned of it, students will be directed to meet with the Academic Center for Excellence Director. At this time, issues affecting performance will be identified and an Academic Improvement Plan will be agreed upon by the student, the Director, and the faculty advisor.

### Academic Dismissal

A student is subject to academic dismissal for either of two reasons: 1) students on academic probation who have attempted an additional two semesters will be dismissed if the cumulative grade point average has not been raised to 2.00; or 2) students who complete any semester (after their first semester) with a semester grade point average below .50 and a cumulative grade point average below 2.00 will be dismissed.

Students receive a letter of notification of academic dismissal from the Provost. Students who have been dismissed may not enroll at Mount Mercy until they have been reinstated or readmitted.

### Reinstatement

Dismissed students may submit a written appeal to the Provost within two weeks of receipt of the dismissal letter. The Academic Review Committee will review the appeal for immediate reinstatement. The Academic Review Committee consists of the student's academic advisor, the academic department chairperson(s), the Registrar, the Vice President for Enrollment and Student Life, the Director of Financial Aid, and the Provost.

### Readmission

Dismissed students may apply for readmission to Mount Mercy after two 14-week semesters (fall/spring) and must demonstrate to the Admission Committee a reasonable capability to raise and maintain their cumulative grade point average to at least a 2.00. The Admission



Committee will either approve or deny readmission of the dismissed student based on information provided.

## Graduate Student Enrollment

For the purposes of certification, students enrolled in 3 semester hours during a 5-week/6-week block will be considered full-time. Those enrolled in 6 semester hours during a 10-week/11-week block will be considered full-time. Students enrolled in a 3 semester hours during a 10-week block will be considered half-time.

## Designated Point of Contact

These individuals are designated as a point of contact for military students and family members seeking assistance with:

- Academic Counseling - Anna Stewart, Assistant Registrar for Veteran's Affairs
- Financial Counseling - Mark Freed, Financial Aid
- Disability Counseling - Kelly Ward, Disability Services Coordinator, Academic Center for Excellence
- Other Information - Anna Stewart, Assistant Registrar for Veteran's Affairs

<sup>1</sup> "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/) (<http://www.benefits.va.gov/gibill/>).

## Campus Buildings

**Andreas House:** Opened in 1999, the three suite-style residential halls brought a new level of campus living to Mount Mercy. Each suite promotes community living, with four bedrooms, two full bathrooms, a kitchen, a living room, and storage space. The furnished suites also feature amenities including cable TV, campus network connections, and programmable heating and air conditioning. A connecting middle building has an exercise facility and full kitchen. Martin L. Andreas served Mount Mercy as a trustee for 40 years prior to his death in May 2016.

**Basile Hall:** Opened in 2003, Basile Hall houses Mount Mercy's business and science programs. It contains well-equipped classrooms and teaching laboratories, seminar rooms, the CRST Data Intelligence Lab, a large multi-purpose meeting room, and faculty offices. Business and academic classrooms are housed on the second and third floors; sciences are located on first floor. Mount Mercy's accelerated and online programs are also located in Basile Hall. Basile Hall is named for Columbus "Cal" Basile, a former trustee, businessman, and long-time friend of Mount Mercy.

**Busse Center:** Opened in February 1993, the Busse Center is named for Lavern and Audrey Busse. Mr. Busse is a trustee emeritus of Mount Mercy. It houses the Library, Computer Classroom, Campus Ministry Center, and the Chapel of Mercy. In addition to its collection of 83,000 volumes, the library offers comfortable study areas, group study rooms, 24/7 access to its catalog and research subscription services, three classrooms, a small computer lab, and the campus Mac lab. The building also houses the campus food pantry, Copy Shop, and IT services. The Campus Ministry Center provides a place for the Mount Mercy community to come together for prayer, socializing, and service. Students of all faiths are invited to attend services in the Chapel of Mercy.

**Betty Cherry Heritage Hall:** Named in honor of a long-time trustee of Mount Mercy, this hall serves multiple purposes for the Mount Mercy Community. It is located on the terrace level of McAuley Hall and offers

spectacular views of the campus. Some of the activities that take place here are guest speakers and lecturers, fitness classes, and student development activities.

**Condon Family Rectory:** Dedicated in 2016, this distinguished home serves as the official residence of the University's chaplain. The residence was made possible by University Board of Trustees member Brandt Worley and his wife, Sandy, in honor of Brandt's mother, Charlotte, and her cousin Father Gerald A. Condon.

**CRST International Graduate Center:** The Mount Mercy University CRST International Graduate Center is located on the NE side of Cedar Rapids about 1.5 miles from main campus, just off Wenig Road. The Center houses the offices and classrooms of Mount Mercy's graduate programs. The Graduate Center also houses Mount Mercy's Gerald and Audrey Olson Marriage and Family Therapy Clinic, which includes 10 therapy rooms and two observation rooms. The building is designed to fit the needs of working adults with easy access, ample study and lounge space, and meeting facilities.

**Donnelly Center:** Opened in December 1975, the Donnelly Center was named in honor of benefactors Mr. and Mrs. M.J. Donnelly, major donors to Mount Mercy and friends to the Sisters of Mercy for over seventy years. The building houses The Martin-Herold College of Nursing & Health and offers numerous classrooms, laboratories, and faculty offices.

**Hennessey Recreation Center:** Opened in 1985, the Hennessey Recreation Center's 2,000 seat gymnasium with regulation basketball and volleyball courts, a racquetball court, a universal weight room, and locker rooms are available to students, faculty, staff, and alumni. The Center is named after Sr. Mary Agnes Hennessey, the fifth president of Mount Mercy.

**Lower Campus Apartments:** Opened in September 1976, the lower campus apartments consist of four buildings named after Sisters of Mercy: Mullany House, after Sister Mary Agatha Mullany, first mother superior of the Cedar Rapids Sisters of Mercy; McCullough House, after Sister Mary Gertrude McCullough, the mother superior who purchased the Mound Farm property that is currently Mount Mercy; Holland House, after Sister Mary Ildephonse Holland, foundress and first president of Mount Mercy; and Reilly House, after Sister Mary Xavier Reilly, Mount Mercy's first dean and long-time member of the English department. Four-person apartments are available for junior and senior students. The apartments feature furnished living rooms, kitchens, bedrooms, and bathrooms. All apartments are air-conditioned.

**Lundy:** Located adjacent to the terrace level of McAuley Hall, Lundy provides a mixture of curricular and co-curricular activities. The upper level houses music faculty plus exercise and fitness rooms. The lower level houses classrooms and faculty-staff offices. J. Edward Lundy served Mount Mercy as a trustee from 1957 until his death in 2007.

**McAuley Hall:** Opened in 1956, McAuley Hall was named in honor of Catherine McAuley, foundress of the Sisters of Mercy. This hall features suites with adjoining private baths. Rooms in McAuley are furnished with beds, dressers, desks, and desk chairs. Some students may choose to arrange their rooms as four-person suites. Kitchens in the Regina Lounge and the McAuley penthouse are available to students who live in McAuley Hall. This residence hall is co-educational with men and women living on separate floors.

**Plaster Athletic Complex:** Completed in 2017, the Plaster Athletic Complex is the home field for baseball, softball, men's and women's track and field, and men's and women's soccer. It was designed to offer outstanding practice, competition, and guest facilities and experiences.

**Regina Hall:** Opened in September 1964, Regina Hall is home to mostly freshmen students and features traditional rooms complete with

studio beds, desks and chairs, dressers, private sinks, and closets. Kitchens in the Regina Lounge and the McAuley penthouse are available to students who live in Regina Hall. This residence hall is co-educational with men and women living on separate floors.

**Rinderknecht Athletic Center:** Located across the street from the Plaster Athletic Complex, these buildings house a state-of-the-art wellness and athletic performance center as well as meeting space and offices for outdoor sport coaches. Amenities include batting cages, golf hitting and putting greens, a sprint track, an athletic training room, fitness/cardio/weight equipment, and a dynamic movement area for yoga.

**Sisters of Mercy University Center:** Opened in September 2011, the Sisters of Mercy University Center, built between the twin pillars of Regina and McAuley Halls, is the gathering place for the Mount Mercy University community. Its flexible design creates an environment that fosters collaboration, integrates technology, encourages learning beyond the classroom, and builds community. The Sisters of Mercy University Center houses several offices including: Admissions, Residence Life, Student Activities, Leadership, Counseling Services, Career Services, Public Safety, Health Services, International Programs and International Student Services, Academic Center for Excellence, the Student Government Association, and club offices. The Dining Center, Hilltop Grill, Campus Store, conference rooms, a seating area with large screen TVs, and a game room can all be found in the Sisters of Mercy University Center. University IDs and parking permits may be obtained from the Information Desk.

**Warde Hall:** Built in 1924, Warde Hall is the oldest building on the Mount Mercy campus. The building itself was originally called Mount Mercy College, but its name was changed to Warde Hall when McAuley Hall was built. The building is named after Frances Warde, the first Sister of Mercy in America. It is home to the Provost's Office, Business Office, Development and Alumni Relations, President's Office, the Registrar's Office, and the Student Financial Services Office, as well as classroom and office space.

**Wente Education Center:** Dedicated in 2020, the Wente Education Center is named for Janice Nie Wente who earned a bachelor's degree in education from Mount Mercy in 1971. It houses classrooms and faculty offices for the Mount Mercy University Department of Education.

## Directories

### Campus Board of Trustees

**Michele M. Busse**  
**Sister Margaret M. Weigel, RSM '66**  
**Dyan C. Smith**

### Emeriti Trustees

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### Administration

**Todd A. Olson, Ph.D.**  
 President  
**Tom Castle, Ph.D.**  
 Provost and Vice President for Academic Affairs  
**Todd Coleman**  
 Vice President for Enrollment and Marketing  
**Tom Doermann**  
 Vice President for Operations  
**Brittney A. Burmahl '13**  
 Vice President for Business and Finance/Controller  
**Lonna Drewelow '86**  
 Associate Vice President for Development and Alumni Relations  
**Danielle Rudd, Ph.D.**  
 Dean of Students

### Emeritus Administrative Staff

**Thomas R. Feld, Ph.D.**  
 President Emeritus

### Field Instructors – Social Work

**Kristin Bratton**  
**Catherine McAuley Center**  
**Casie Eichenberger**  
**Four Oaks Totalchild**  
**Amber Franzen**  
**Milestones**  
**Penny Galvin**  
**WayPoint Survivors Program**  
**Kim Guardado**  
**HACAP Food Reservoir**  
**Crystal Hall**  
**Tanager Community Based and Prevention Services**  
**Larry Haynes**  
**Four Oaks STOP Program**  
**Melissa Isenberg**  
**Four Oaks Psychiatric Medical Institute for Children**  
**Brett Karkosh**  
**Mount Vernon High School**  
**Renee Koth**  
**Foundation 2 Fostering Futures**  
**Laura Kriegermeier**  
**Heritage Area Agency on Aging**  
**Elizabeth Mann**  
**Families First Counseling**  
**Monica Miranda**  
**HACAP Food Reservoir**  
**Meridith Myers**  
**Young Parents Network**  
**Matt Olson**  
**Foundation 2 Fostering Futures**  
**Kim Pinneke**  
**Unity Point Living Centers West**  
**Jamie Robinson**  
**Four Oaks Totalchild**  
**Denine Rushing**  
**Willis Dady Homeless Services**

**Maya Sims**

*Four Oaks Achievement Academy*

**Erin Spooner**

*Care Givers Center at Mercy Medical Center*

## **Emeritus Faculty**

**Ayman Amer**

**Dr. David J. Ard**

**Dr. Charles J. Barth**

**Dr. Neil P. Bernstein**

**Dr. Nancy Brauhn**

**Dr. Mohammad Chaichian**

**Kathryn Coulter**

**Dr. Donald C. Damsteegt**

**A. Buelane Daugherty**

**Dr. Ronald Feldt**

**Jane M. Gilmor**

**Stephen J. Gilmour**

**Dr. Joseph R. Givvin**

**Dr. James Grove**

**Dr. Janet R. Handler**

**Carol Heim**

**Dr. Lyell D. Henry Jr.**

**Rosemary Jacobson**

**Jane Junge**

**Dr. Zinnia C. Lim**

**Dr. Charlotte Martin**

**Dr. James C. McKean**

**Nancy Merryman**

**Robert A. Naujoks**

**Dr. Thomas H. Nickels**

**Kathleen J. Pudzuvelis**

**Robert W. Rittenhouse**

**Dr. John D. Robeson**

**John P. Rogers**

**Dr. Janet Rohner**

**Joseph M. Sheller**

**Jay Shuldiner**

**Dr. Mary Tarbox**

**Dr. Carol Tyx**

**David W. Van Allen**

**Dr. Mary M. Vermillion**

**Dr. Ellen Warrington**

**Dr. Christine L. Woodruff**

**Dr. Tianzheng Wu**

**Richard Zingher**

## **Faculty**

**Dr. Richard Barrett, 2016-**

*Associate Professor of Political Science*

*B.A., University of Chicago*

*J.D., Yale Law School*

*Ph.D., University of California - San Diego*

**Dr. Dawn Behan, 2008-**

*Professor of Education*

*Director of Graduate Programs in Education*

*B.A., University of Northern Iowa*

*M.A., Ph.D., University of Iowa*

**Dr. Ryan Bezy, 2010-**

*Professor of Biology*

*Department Chair*

*B.A., DePauw University*

*Ph.D., Indiana University - Bloomington*

**Dr. Michael Carlin, 2024-**

*Assistant Professor of Theology*

*B.A., Williams College*

*M.A., Fordham University*

*Ph.D., Catholic University of America*

**Dr. Thomas Castle, 1990-**

*Associate Professor of Business*

*Provost*

*B.B.A, M.B.A., Ph.D., University of Iowa*

**Dr. Lydia Christoffersen, 2020-**

*Assistant Professor of Nursing*

*B.S.N., Mount Mercy College*

*M.S.N., Mount Mercy University*

*D.N.P., Morningside University*

**Dr. Natasha Clark, 2022-**

*Assistant Professor of Nursing*

*B.S.N., Coe College*

*M.S.N., Frontier Nursing University*

*D.N.P., University of Iowa*

**Dr. Bryan Cross, 2013-**

*Associate Professor of Philosophy*

*Department Chair*

*Director of Honors Program*

*B.S., University of Michigan - Ann Arbor*

*M. Div., Covenant Theological Seminary, St. Louis*

*Ph.D., St. Louis University*

**Dr. Ann Davidshofer, 2020-**

*Associate Professor of Nursing*

*Department Chair*

*B.S.N., Upper Iowa University*

*M.S.N., Mount Mercy University*

*D.N.P., Morningside University*

**Dr. Christopher DeVault, 2009-**

*Professor of English*

*Department Chair*

*B.A, Wake Forest University*

*M.A., Georgetown University*

*Ph.D., University of Miami*

**Dr. Dennis Dew, 2009-**

*Professor of Psychology*

*B.S., John Carroll University*

*M.A., Ph.D., Loyola University-Chicago*

**Dr. April Dirks, 2008-**

*Professor of Social Work*

*Department Chair*

*B.A., M.S.W., Ph.D., University of Iowa*

**Dr. Sarah Fowler, 2023-**

*Assistant Professor of Nursing*

*B.S., Iowa State University*

*B.S.N., Chamberlain University*

*M.S.N., Graceland University*

*D.N.P., Morningside University*

**Jack Frank, 2022-**

*Assistant Professor of Music*

*B.A., University of Iowa*

*M.A., University of Northern Iowa*

**Dr. Paula Ganzeveld, 2009-***Associate Professor of Education**B.S., Iowa State University**M.A., University of Northern Iowa**M.A., Ph.D., University of Iowa***Dr. Bryan Gatzke, 2020-***Assistant Professor of Exercise Science**B.S., University of Wisconsin-Parkside**M.S., University of Wisconsin-La Crosse**Ph.D., Rocky Mountain University of Health Professions***Sara Heisdorffer, 2021-***Assistant Professor of Nursing**B.S.N., Mount Mercy College***Dr. Catherine Homard, 2021-***Associate Professor of Nursing**B.S.N., College of St. Benedict**M.S.N., Drake University**Ph.D., Walden University***Joni Howland, 1995-***Associate Professor of Social Work**Director of the Social Work Program**B.A., Luther College**M.S.W., University of Iowa***Dr. Alesia Hruska, 2007-***Professor of Biology**B.A., Luther College**Ph.D., Iowa State University***Dr. Megan Jones, 2024-***Assistant Professor of Sociology**B.S., University of Missouri**M.S., Ph.D., Florida State University***Kelli Kai, 2025-***Assistant Professor of Nursing**B.S.N., M.S.N., Mount Mercy University***Sarah Kersevich, 2023-***Assistant Professor of Nursing**B.A., M.S.N., University of Iowa***Dr. Kristopher Keuseman, 2009-***Professor of Chemistry**B.A., St. Olaf College**Ph.D., University of North Dakota***Amanda Klinkenberg, 2019-***Assistant Professor of Education**B.A., M.A., University of Northern Iowa***Dr. David Klope, 2001-***Associate Professor of Communication**B.A., Biola University**M.S., San Diego State University**Graduate Work in Rhetorical Studies, University of Iowa**Ph.D., University of Utah***Dr. Rachel Knak, 2024-***Assistant Professor of Mathematics**B.A., Grinnell College**Ph.D., University of Arizona***Jennifer Kramer, 2019-***Assistant Professor of Education**B.A., University of Northern Iowa**M.A., Mount Mercy University***Dr. Chad Loes, 2001-***Professor of Criminal Justice**Department Chair and Director of Student Outcomes Research**B.A., Mount Mercy College**M.A., Western Illinois University**Ph.D., University of Iowa***Dr. Rebecca Louison, 2022-***Assistant Professor of Psychology**B.S., M.A., Ph.D., Mount Mercy University***Dr. Douglas McPhee, 2021-***Assistant Professor of Marriage and Family Therapy**Director of Graduate Programs in Marriage and Family Therapy**B.S., M.S., Utah State University**Ph.D., Texas Tech University***Christa Nelson, 2020-***Assistant Professor of Business**B.L.A., University of Missouri - Kansas City**M.B.A., Jones International University***Dr. Joseph Nguyen, 2010-***Professor of Chemistry**B.S., Creighton University**M.S., Indiana State University**Ph.D., University of Kansas***Kelli O'Neil, 2023-***Assistant Professor of Exercise Science**B.A., Central College**M.A., University of Iowa***Dr. Joy Ochs, 2001-***Professor of English**B.A., University of Wisconsin-Madison**M.A., Ph.D., University of Michigan***Dr. Edy Parsons, 2005-***Professor of History**B.S., M.A., Ph.D., Iowa State University***Cathy Penn, 1988-***Associate Professor of Nursing**B.S., Mount Mercy College**M.A., University of Iowa***Dr. Jennifer Rasmussen, 2007-***Professor of Education**Department Chair**B.A., University of Northern Iowa**M.A.T., Nova Southeastern University**Ph.D., University of Northern Iowa***Dr. Jodee Reed, 2014-***Associate Professor of Nursing**Director of Mercy Leadership Program**B.S.N., Mount Mercy University**M.S.N., Allen College**Ed.D., Clarkson College***Dr. Lacey Ritter, 2021-***Assistant Professor of Sociology**Department Chair**B.A., University of Northern Iowa**M.A., Minnesota State University - Mankato**M.S., Ph.D., Florida State University***Anthony Rose, 2024-***Assistant Professor of Business**B.S., Mount Mercy University**M.B.A., University of Iowa*



**Dr. Josue Santiago Vera, 2021-**

*Assistant Professor of Biology*  
*B.S., University of Puerto Rico-Ponce*  
*M.S., University of Puerto Rico-Mayaguez*  
*Ph.D., University of Puerto Rico-Piedras*

**CarrieAnn Scroggins, 2021-**

*Assistant Professor of Business*  
*B.B.A., M.S.L., Mount Mercy University*

**Dr. Ritu Shandilya, 2023-**

*Associate Professor of Computer and*  
*Data Science*  
*B.S., Khalsa College*  
*M.C.A., Shobhit Institute of Engineering and*  
*Technology*  
*M.Tech., Shobhit University*  
*Ph.D., Iowa State University*

**Heide Sletteland, 2022-**

*Assistant Professor of Education*  
*B.A., Luther College*  
*M.A. Ed., Graceland University*

**Dr. Kaylee Small, 2020-**

*Assistant Professor of Nursing*  
*M.S.N., Walden University*  
*D.N.P., Morningside University*

**Lisa Smith, 2009-**

*Assistant Professor of Education*  
*B.A., Dana College*  
*M.A., University of Northern Iowa*

**Ny-Oka Sokol, 2024-**

*Assistant Professor of Business*  
*B.B.A., Mount Mercy University*  
*M.B.A., University of Iowa*

**Dr. Heather Sowada, 2017-**

*Associate Professor of Marriage and Family Therapy*  
*B.A., M.A., Mount Mercy University*  
*Ph.D., University of Iowa*

**Rogan Stoops, 2022-**

*Assistant Professor of Business*  
*Director of Graduate Programs in Business*  
*B.S., M.B.A., Mount Mercy University*

**Dr. Robert Todd, 2015-**

*Professor of Mathematics*  
*B.S., M.S., Ph.D., University of Iowa*

**Dr. Anna Waterman, 2012-**

*Professor of Biology*  
*B.A., M.A., Ph.D., University of Iowa*

**Dr. Andrew Whitters, 2024-**

*Assistant Professor of Nursing*  
*Director of Graduate Programs in Nursing*  
*B.S.N., Mount Mercy University*  
*F.N.P., D.N.P., University of Iowa*

**Madison Woods, 2023-**

*Assistant Professor of Nursing*  
*Department Chair*  
*B.S.N., Mount Mercy University*  
*M.S.N., Allen College*

**Dr. Alivia Zubrod, 2025-**

*Assistant Professor of Psychology*  
*B.S., Mount Mercy University*  
*M.A., University of Northern Iowa*  
*Ph.D., University of Montana*

# Curriculum

For purposes of reference, courses are listed alphabetically by department. Each department description contains examples of objectives the department seeks to achieve through its educational program, a statement of the requirements of a major and a minor in that department, and a list and description of the courses offered. Courses numbered 200 - 499 are upper division. Courses numbered 100 to 199 are lower division. Graduate courses are numbered 500 and above.

The letters prefixed to the numbers are an abbreviation for the department in which the course is offered.

## Independent Study (IS)

Independent study courses, which are specially designed by the student and the instructor, are listed under the course numbers 440-445 and are subject to the following regulations:

1. Independent study courses are ordinarily limited to juniors and seniors.
2. Not more than 2 courses may be taken independently in the major.
3. Not more than 4 independent study courses may be taken during the four years of college and not more than 2 independent studies in any one term.
4. Independent study credit is not given for a paid job.
5. The application form, which can be obtained from the Registrar's Office, must fully describe the rationale and objectives of the course, the content and sources from which the content is to be obtained, methods and activities to be used, evaluation procedure, and any pertinent deadlines to be met by the student. The form is to be completed by the student in conference with the instructor who has agreed to direct the study.
6. A screening committee must give approval for the course. The committee consists of the instructor supervising the course, the chairperson of the department in which the course is being offered, and the academic advisor. The application also must bear the signature of the Provost. At the option of the department, the screening committee meets to discuss the course with the student, or the student personally takes the form to be signed to each member of the committee and answers any questions that a member may have about the course.
7. The application form with all the necessary signatures must be submitted to the Registrar's office in order for the registration to be completed.
8. Faculty members are not required to direct an independent study.

## Directed Study (DS)

A Directed Study course is an individualized delivery of an existing course found in the *Catalog* and is only offered in exceptional circumstances. Course outcomes and objectives for the DS course are the same as if the course was being taken in the normal, classroom delivery mode. Contact the Registrar's office for the approval form prior to registering for the class.

## Internships

An Internship offers the student an opportunity to gain valuable experience by applying skills and concepts learned in the classroom to real, work-based problems. Other benefits include the ability to explore a career area, in-depth; and an opportunity to begin building a professional network. Most majors offer a course for which the student

can register to earn credit for participation in an internship. Contact your academic advisor or the Career Services office to learn more about locating and applying for internships.

All field experience (internships, student teaching, etc.) opportunities at Mount Mercy are governed by a discipline-specific accrediting body and/or by a specific department. All field experiences must be approved by Mount Mercy faculty. This will include, but is not limited to, pre-arranged expectations for students, faculty, and site supervisors. University standard is a minimum of 40 hours of internship work must be completed per credit hour. Departments may require more than 40 hours of internship work to earn 1 credit hour in some situations. Upon receiving an offer to participate in an internship and securing faculty approval, the student should:

1. Meet with academic advisor to complete the Internship Registration and Release of Liability form for the appropriate course.
2. Submit the Internship Registration form to the Provost's office for approval.
3. Upon approval by the Provost, the Internship Registration form will be sent to the Registrar's office for processing.
4. Schedule an appointment with the Director of Career Services for an internship orientation.

## Degrees and Majors

Mount Mercy offers the Bachelor of Arts, the Bachelor of Science, the Bachelor of Science in Nursing, the Bachelor of Business Administration, the Bachelor of Applied Science, and the Bachelor of Applied Arts degrees.

The **Bachelor of Arts (BA)** degree is the primary degree offered at a liberal arts university. It is awarded to graduates who major in:

Art – Education (Teacher Education Program)  
 Communication  
 Criminal Justice  
 English  
 English – Language Arts (Teacher Education Program)  
 Graphic Design  
 History  
 Journalism  
 Liberal Studies  
 Music  
 Music – Education (Teacher Education Program)  
 Outdoor Conservation  
 Philosophy  
 Political Science  
 Public Relations  
 Secondary Education\*\*  
 Social Work  
 Sociology  
 Social Science – Sociology (Teacher Education Program)  
 Theology

The **Bachelor of Science (BS)** degree is typically for those majors/students who would enter a profession in that discipline upon graduation, or for those majors that are in the sciences and/or have a significant amount of quantitative or technical content. It is awarded to graduates who major in:

Actuarial Science  
 Applied Management\*\*\*  
 Biology  
 Biology – Education (Teacher Education Program)  
 Chemistry  
 Computer Science  
 Data Science

Elementary Education  
 Exercise Science  
 Fitness & Wellness Management  
 Health Care Administration  
 Health Care Leadership\*\*\*  
 Health Care Navigation  
 Information Systems Security  
 Mathematics  
 Mathematics – Education (Teacher Education Program)  
 Medical Laboratory Science  
 Outdoor Conservation  
 Psychology  
 Public Health  
 Science Marketing  
 Secondary Education\*\*  
 Social Science – Psychology (Teacher Education Program)  
 Social Science - Education (Teacher Education Program)  
 Software Development

The **Bachelor of Business Administration (BBA)** degree is for those majors which fulfill the business core. It is awarded to graduates who major in:

Accounting  
 Business (Accelerated Only)  
 Business – Education (Teacher Education Program)  
 Finance  
 Financial Planning  
 Human Resource Management  
 Management  
 Marketing  
 Secondary Education\*\*  
 Sport Management

The **Bachelor of Science in Nursing (BSN)** degree is for nursing majors.

The **Bachelor of Applied Science (BAS)/Bachelor of Applied Arts (BAA)** degree program is designed specifically for persons with technical training who wish to broaden their specialized background to include a liberal arts education. The BAS or BAA degree is conferred when the student is using more than 16 hours of post-secondary technical credit and applies to any major in the catalog.

\*\* Majors in Secondary Education must major in an Original Endorsement, which determines the type of degree. Please see the Education section for further details.

\*\*\*Majors are only offered as a BAS or BAA.

## Minors

- Accounting
- Biology
- Business Administration
- Chemistry
- Child and Adolescent Studies
- Communication: Media
- Communication: Verbal
- Computer Science
- Creative Writing
- Criminal Justice
- Diversity Studies
- Early Childhood
- English
- English as a Second Language

- Environmental Justice
- Finance
- Gender Studies
- Health Care Navigation
- History
- Human Resource Management
- Information Systems Security
- Journalism
- Leadership
- Marketing
- Mathematics
- Music
- Philosophy
- Political Science
- Pre-Law
- Psychology
- Public Health
- Public Relations
- Sociology
- Software Development
- Sustainability Studies
- Theology
- Writing

## Original Endorsements

The following Original Endorsements, coupled with the secondary education major, may be completed as majors at Mount Mercy: Art-Education, Biology-Education, Business-Education, English-Language Arts, History, Mathematics-Education, Music-Education, Social Science-American Government, Social Science-American History, Social Science-Education, Social Science-Psychology, Social Science-Sociology, and Social Science-World History.

## Departments

Mount Mercy is organized into nine departments:

- Department of Business
- Department of Communications, Literature and Arts
- Department of Education
- Department of Health
- Department of History, Politics, and Justice
- Department of Natural and Applied Sciences
- Department of Nursing
- Department of Philosophy and Theology
- Department of Psychology, Sociology, and Social Work

Major-minor programs: The major typically includes 30 or more semester hours, as indicated in individual requirements by field. The minor requires fewer semester hours. **The student is, in every case, responsible to see that he or she properly applies for graduation and meets the graduation requirements.**

## Interdisciplinary Major

An Interdisciplinary Major is an individualized educational plan that a student and two faculty advisors, selected from significantly different majors, designed to include coursework comparable to a single discipline major. The design must include the stated purpose and objectives of the major as well as a list of courses that assure that

the objectives are met. The proposed major must include senior performance criteria and a method for how those performance criteria will be met by the student.

Students have the option of naming the interdisciplinary major. For example, a student might combine chemistry and political science for an interdisciplinary major and call it "Interdisciplinary major – chemistry/political science."

Students should begin planning their interdisciplinary major as soon as they have completed 60 semester hours and shall have completed the first step in the process by the time they have completed 75 semester hours. The plan should be completed and approved by departments involved in the interdisciplinary studies at this stage. The plan and title are then submitted to the Educational Policies Committee for approval and must carry the recommendation of the involved departments.

Candidates must have their interdisciplinary major approved by the time they have earned 90 semester hours.

Candidates for the interdisciplinary major must have a minimum cumulative grade point average of 3.00 and a minimum Mount Mercy grade point average of 3.00 at the time they apply for the major. The interdisciplinary major must include a minimum of 30 semester hours, 21 semester hours of which must be upper division courses (200 level or above) taken at Mount Mercy, and all courses in the major must be passed with grades no lower than C (C- does not count). Only one core curriculum course can be included in the major.

The interdisciplinary major is not to be confused with the prestructured interdisciplinary majors of International Studies and Philosophy.

## Pre-Professional Curricula

The pre-professional curricula at Mount Mercy allow students to prepare for degrees not offered at Mount Mercy. Depending on the professional program, students can spend one to four years at Mount Mercy completing pre-professional requirements.

Students should be able to transfer from pre-professional study at Mount Mercy to professional study at Mount Mercy or another institution with no loss of credit. However, students should find out the specific professional curriculum requirements before they undertake a pre-professional course of study. In consultation with the departmental advisor, students should then plan a course of study that meets requirements of the professional program. The departmental information in the next section of this *Catalog* contains planned pre-professional curricula.

## Reflection and Action: The Core Curriculum

The Core Curriculum is the foundational piece of a Mount Mercy education. Regardless of one's major, every student at Mount Mercy can be assured of a broad course of study in the traditional liberal arts. The courses in the Core are designed to foster inquiry, critical thinking, personal reflection, and a spirit of service and citizenship. The Core emphasizes freedom of choice as each student creates an individualized plan to complete the core requirements according to his or her needs and interests. The Core Curriculum has four components:

- A comprehensive survey of the seven Domains of Liberal Study
- A culminating Capstone experience
- Multiple ways to achieve Competency in writing, math, and oral communication

## Competencies

In addition to completing a Capstone course and all of the Domains of Liberal Studies, students are required to demonstrate core competencies. These may be demonstrated by taking and earning

at least a C- in particular courses, or a student may demonstrate competencies through previous experience and coursework. Students who think that they may be able to demonstrate a competency need to arrange assessment well in advance of beginning their Mount Mercy coursework. The competencies should be completed within a student's first two years of college. If a student demonstrates competency and one of the course requirements listed below is therefore waived, that does not grant the student the credit hours listed. Students transferring to Mount Mercy with an AA degree from an Iowa Community College are considered to have met the competency requirements in writing, math and oral communication.

The competencies are:

1. Writing Competency: Met by successful completion of four hours of college-level English Composition:

EN 101	Writing And History
EN 106	Writing And The Environment
EN 107	Writing And Popular Culture
EN 108	Writing and Issues of Health & Mortality
EN 111	Writing And Film
EN 112	Writing And Gender Studies
EN 114	Writing And Social Issues
EN 115	Writing And Other Cultures
EN 116	Writing And Life Stories
EN 117	Writing And Sports
EN 118	Writing And Place

*Note:* The writing course is a prerequisite to the literature domain courses.

2. Oral Communication competency: Met by successful completion of CO 101 Oral Communication.

3. Mathematics competency: Met by successful completion of any three-hour college-level math course of at least 3 semester hours.

Such courses include but are not limited to:

MA 125	Fundamentals Of Arithmetic & Logic
MA 130	Finite Mathematics
MA 132	Basic Mathematical Modeling
MA 135	Basic Statistics
MA 139	Pre-Calculus
MA 162	Discrete Mathematics
MA 164	Calculus I
MA 165	Calculus II
MA 166	Calculus III

4. Technology Competency: Met according to criteria set within the curriculum of each major.

## The Mount Mercy Domains of Liberal Studies

The Mount Mercy Domains of Liberal Studies give all students in all majors a sense of breadth and connection among traditional liberal arts disciplines. These courses are grouped according to the overall concepts covered by courses in that domain: Expressive Arts, Global Awareness, Historical Roots, Holistic Health, The Natural World, Self and Society and Ultimate Questions.

Students who transfer to Mount Mercy with an AA degree from an Iowa community college will have all Domain requirements waived except one course in the Ultimate Questions domain.



## Domain Requirements

**Domain I: Expressive Arts** – Great works of art, music, drama, and literature engage us emotionally and cognitively as they interrogate the ways we perceive and understand ourselves and the world around us. Studying literature and the fine arts strengthens habits of mind – observation, the ability to entertain multiple perspectives and discern significant patterns; envisioning, the ability to imagine and think innovatively; reflection, the ability to evaluate one's own perceptions; expression, the ability to communicate what is meaningful in the pursuit of purposeful living; and aesthetic judgment, the ability to appreciate the context in which fine art is created – that find application in every discipline of study.

Two courses, one from literature, one from fine arts. The courses included in this domain:

Literature courses:

EN 133	Introduction to American Multicultural Literature
EN 134	Introduction to U.S. Latino Literature
EN 135	Introduction to African American Literature
EN 150	Introduction to Film Adaptation
EN 154	Introduction to World Literature
EN 170	Introduction To Literature
EN 175	American Drama
EN 176	American Literature Survey: Colonial to 1914
EN 178	Major American Writers
EN 180	Introduction to Literature and Gender
EN 181	Introduction to LGBTQ Literature
EN 190	British Literature and Culture <sup>1</sup>
EN 192	The Lost Generation: Expatriates in Paris <sup>1</sup>
EN 195	Irish Literature & Culture <sup>1</sup>

Fine arts courses:

AR 101	Introduction To Art
EN 203	Creative Writing
EN 234	Shakespeare
GS 101	Introduction To Film Studies
GS 151	Introduction to Dramatic Art
MU 189	Introduction To Music

**Domain II: Historical Roots** – The courses in this domain will enable students to gain a deeper understanding of the human condition and the relationship between historical developments and contemporary social and political trends. The curriculum provides opportunities for students to investigate the social, economic, political, and cultural development of diverse peoples from the beginnings of civilization to the present. Emphasis is placed on reading, writing, researching, speaking, and on critical and analytical thinking. The courses included in this domain include:

HI 114	History of Early America
HI 115	History Of Modern America
HI 120	Origins Of The Western Tradition
HI 130	Emergence Of The West, 800-1648
HI 140	History Of Western World Since 1648

**Domain III: The Natural World** – Courses in this domain will give students a basic understanding of the natural world and how it functions. Students will learn to employ the scientific method as they engage with specific fields of inquiry, such as the central processes of biological systems, the energetics and chemical reactions underlying all processes in living and non-living systems, the global role of

geologic, hydrologic and atmospheric systems in supporting life on earth, and the impact of human activity on the environment. Students are required to take a course and an accompanying lab, but transfer students who have earned at least six hours of approved science credits do not have to meet the lab requirement. The courses included in this domain:

BI 110	Discovering Biology Laboratory *
BI 123	Biology of Human Concern
BI 120	Forensic Anthropology (Additional 1 hr lab required to meet domain)
BI 125	Foundations of Biology & Scientific Inquiry I
BI 125L	Biostatistics and Scientific Investigation I (Must be taken with BI 125 to count towards domain)
BI 150	Basic Microbiology <sup>2</sup>
CH 100	Discovering Chemistry Laboratory *
CH 101	Chemistry in the Kitchen
CH 111	General Chemistry I
PH 100	Discovering Physics Laboratory *
PH 114	Natural Science-Physical
PH 115	Introduction To Earth Science

**Domain IV: Ultimate Questions** – This domain introduces students to the study of the ultimate questions of human experience. It invites consideration of possible answers to those questions through philosophical or religious reflection about the existence of God, the meaning of human life, ethical responsibility, the common good, and social justice. These courses provide significant encounters in key places with the Catholic intellectual tradition in philosophy and religious studies, including sources, fundamental questions, and developmental stages. As liberal arts courses, they also engage students in critical analysis of ideas and symbols, and foster a variety of skills including critical thinking, finding key concepts in the midst of complex information, evaluating ideas, and communicating effectively. Two courses, one from Philosophy, one from Theology. The courses included in this domain:

Philosophy courses:

PL 251	Introduction to Western Philosophy
PL 261	Introduction to Philosophy of the Human Person
PL 269	Introduction to Ethics

Theology courses:

RS 110	Christian Moral Life
RS 111	Introduction To The Bible: Old Testament
RS 113	Introduction To The Bible: New Testament
RS 114	Introduction to Christianity
RS 115	Introduction To World Religions
RS 217	Catholic Biomedical Ethics

**Domain V: Self and Society** – This domain is designed to expose students to the study of society and the manner in which people behave and impact the world around us. It introduces students to the concepts and methods of social science, the scientific inquiry into human behavior and social, political and economic problems within institutions. Students will appreciate the interconnectedness and complexity of human interaction as represented in the various social science disciplines. The courses included in this domain:

Two of the following courses from different disciplines:

CJ 101	Introduction To Criminal Justice
EC 251	Macroeconomics Principles
EN 140	Introduction to Diversity Studies

PO 100	Power & Justice
PO 111	Introduction To American Politics
PS 101	Introductory Psychology
SO 122	Introduction to Sociology
SO 155	Social Problems
SW 265	Diversity in America

**Domain VI: Global Awareness**— Courses in the Global Awareness Domain address the basic question of what it means to live in a globalized world. Courses in this Domain address at least one of three areas: multicultural sensitivity as individuals come in contact with cultures that are different from their own; the interconnectedness of global political and economic policies; and an understanding of ecological and resource issues that transcends national borders.

BI 210	Biology And Human Culture
CO 260	Intercultural Communication
EN 190	British Literature and Culture <sup>1</sup>
EN 192	The Lost Generation: Expatriates in Paris <sup>1</sup>
EN 195	Irish Literature & Culture <sup>1</sup>
GS 159	Healthcare in the UK
GS 260	European Union: Culture, Politics & Economics
HI 213	Recent China In Global Economy
HI 230	Modern East Asia
HI 265	Latin American History
PL 270	Introduction to Asian Thought
PO 102	Government and Politics Around the World
PO 103	Introduction to International Relations
PO 112	Globalization and Human Survival
PS 201	History and Systems of Psychology
SL 165	Service Learning Abroad
SO 183	Introduction to Cultural Anthropology
SO 235	Social Inequalities
SO 330	Global Race Relations
SP 200	Intermediate Spanish I
SP 370	Race, Class and Gender in Latin American Film

**Domain VII: Holistic Health** – Courses in this domain explore health-related theories and research and address various aspects of the six dimensions of wellness including physical, emotional, social, environmental, intellectual, and spiritual. Courses aim to increase students' knowledge within the dimensions of wellness to enable them to enhance health-related aspects of their own lives and perhaps the lives of others. The courses included in this domain:

BA 240	Personal Financial Planning
ED 164	Health Awareness and PE Methods
GS 115	Women's Health
GS 119	Healthy Lifestyle
GS 120	Complementary Therapy & Wellness
GS 138	The Final Journey: Death & Dying
GS 145	Introduction to Sustainability
GS 157	American Food
GS 179	Psychology Of Eating
GS 195	Men's Health
PS 205	Psychology Of Adjustment
PS 210	Stress Management
SO/SW 310	Human Sexuality

SO 240	Medical Sociology
SP 103	Spanish for Health Professions

## The Mount Mercy Capstone

The 400-level Mercy Experience Capstone course (ME 450 Mercy Experience Capstone) is intended as a culminating experience in the liberal studies. Students need to register for this course along with the senior seminar (or another designated course) within their major, typically during the year in which they plan to graduate. During the Mercy Experience Capstone, students will integrate knowledge they have acquired from each of the core domains and will reflect on their Mercy education in the context of their major discipline. In addition, they will examine one of the Mercy critical concerns identified by the Sisters of Mercy from a disciplinary, interdisciplinary, and global perspective and will actively participate in a related capstone project.

<sup>1</sup> Course counts in only one area in the core requirements, it will not satisfy two core requirements.

<sup>2</sup> For nursing majors only.

\* BI 110 Discovering Biology Laboratory, CH 100 Discovering Chemistry Laboratory, and PH 100 Discovering Physics Laboratory are 1 credit laboratory courses that fulfill the requirement of the Natural World domain for transfer students who have taken a non-laboratory based non-major course before transferring into Mount Mercy.

*Note:* Students should consult block and traditional course schedules to determine course availability and delivery format.

## Graduation Requirements for Undergraduate Degree

Students need to submit the Application for Graduation to the Registrar's office to be considered a candidate for graduation. The Application for Graduation should be submitted at the time the student registers for the final two semesters of study. The Application for Graduation is available on the Mount Mercy web site. Requirements include:

1. A minimum of 123 semester hours credit earned toward the degree.
2. A minimum cumulative GPA of 2.00 for all credits earned at Mount Mercy.
3. Completion of the core curriculum requirements.
4. Completion of a major program of study.
5. At least 12 semester hours, above course number of 200, in the major must be completed at Mount Mercy.
6. Minimum of 30 consecutive semester hours completed at Mount Mercy immediately preceding graduation.
7. If graduating with a minor or endorsement, nine (9) semester hours of the minor must be taken at Mount Mercy.

Major-minor programs: The major typically includes 30 or more semester hours, as indicated in individual requirements by field. The minor requires fewer semester hours. **The student is, in every case, responsible to see that they properly apply for graduation and meet the graduation requirements.**

## Transfer Credits

Developmental, remedial, vocational, test out, or experiential learning college credit is not transferable to Mount Mercy. A maximum of 63 semester hours (non-technical) from two-year, regionally-accredited, associate degree granting institutions will be accepted. (See

exceptions for business department majors, healthcare leadership majors, and outdoor conservation majors). There is no limit to the number of semester hours that will be accepted from a four-year, regionally-accredited institution. Credit earned at non-regionally accredited institutions may be accepted in transfer on a case-by-case basis. Students should complete a petition to have credit from non-regionally accredited institutions reviewed.

Transfer courses meeting the requirements noted above and completed with a grade of D- or better will be accepted at Mount Mercy. Whether or not the D- grade counts toward the major is up to the individual department. (See department description.) Transfer course grades will be listed on the Mount Mercy transcript but will not count toward the cumulative grade point average.

Transfer courses marked with a double grade meeting the requirements noted above will have the higher grade transferred to Mount Mercy. For example, if a grade of CD has been assigned, the higher grade, C, will be placed on the Mount Mercy transcript.

## **Transfer of Technical Credit**

### **Transfer Credits Specific to BAA/BAS Degree**

A maximum of 63 semester hours from regionally-accredited, postsecondary technical institutions will be transferred to Mount Mercy for students pursuing majors available under the Bachelor of Applied Arts or Bachelor of Applied Science degrees, unless otherwise designated for a specific major. A maximum of 16 semester hours from postsecondary technical courses will be transferred to Mount Mercy for students pursuing majors not available under the Bachelor of Applied Arts or Bachelor of Applied Science degrees.

\* NOTE: Computer science courses taken seven or more years ago are subject to review by the department before awarding credit for a major or minor in computer science.

## **Iowa Community College AA Transfer Articulation**

Students who transfer to Mount Mercy with an AA degree from an Iowa community college will have all Core Curriculum requirements waived except the Mercy Capstone and one course in the Ultimate Questions domain. These two requirements must be taken at Mount Mercy.

## **Business Department Transfer Articulation**

Mount Mercy accepts a maximum of 75 semester hours from an Iowa community college for all transfers planning to pursue either a BBA degree, BAS degree, or BS degree with a major in the business area, provided that the student has completed an AA, AS/CO (Career Option) or AAS degree from an Iowa community college. This is an exception to the general policy of accepting a maximum of 63 semester hours from any community college. The courses comprising the 75 credits will count toward the total 123 semester hours required for graduation with the BBA, BAS, or BS. Iowa community college transfers into Mount Mercy's BBA, BAS, or BS degree program will be required to meet all the graduation requirements of that degree.

## **Health Care Leadership Major Transfer Articulation**

Mount Mercy accepts a maximum of 75 semester hours from an Iowa community college for all transfers planning to pursue a BAS degree in healthcare leadership, provided that the student has completed an AAS degree in a healthcare related field from an Iowa community college. This is an exception to the general policy of accepting a maximum of 63 semester hours from any community college. The

courses comprising the 75 credits will count toward the total 123 semester hours required for graduation with the BAS. Iowa community college transfers into Mount Mercy's BAS degree program will be required to meet all the graduation requirements of that degree.

## **Outdoor Conservation Major Transfer Articulation**

Mount Mercy accepts a maximum of 75 semester hours from Kirkwood Community College for all transfers planning to pursue either a BAS degree or BS degree with a major in outdoor conservation, provided that the student has completed an AAS in Parks and Recreation from Kirkwood Community College. This is an exception to the general policy of accepting a maximum of 63 semester hours from any community college. The courses comprising the 75 credits will count toward the total 123 semester hours required for graduation with the BAS or BS. Kirkwood Community College transfers into Mount Mercy's BAS or BS degree program will be required to meet all the graduation requirements of that degree.

## **RN-BSN Transfer Articulation**

Students who transfer to Mount Mercy with an ADN degree from an Iowa community college will have the following Core Curriculum requirements waived: Portal, Natural World Domain, Self & Society Domain, Writing Competency, Holistic Health Domain, Oral Communication Competency. Mount Mercy accepts a maximum of 86 semester hours from an Iowa community college for all transfers to the RN-BSN program.

## **Coe College Cross Registration Agreement**

Mount Mercy University has a cross-registration agreement with Coe College that permits Mount Mercy students to enroll in no more than one course per fall or spring semester at Coe College. There is no cross-registration agreement during the winter or summer terms. The cross-registration agreement enables students to take courses not offered at Mount Mercy, and is dependent on course and space availability at Coe College. Mount Mercy students must be full-time; in good standing academically, financially, and behaviorally; and must have fulfilled any prerequisite or other requirements for a course at Coe College. The student will pay tuition and apply for financial aid at Mount Mercy.

## **Washington Semester Program at American University Articulation**

The Washington Semester Program is a distinguished and long-standing off-campus study opportunity now available to Mount Mercy students in any major. Through the Washington Semester Program at American University in Washington, D.C., students can complete an 8-credit hour seminar combined with a 4-credit internship. In addition, students may complete a 4-credit research paper or a 3-credit elective course. In total, students may transfer up to 18 semester hours to Mount Mercy from the Washington Semester Program. Transferred courses may be applied towards a major, a minor, or core curriculum requirements with the approval of the student's advisor and the Provost's Office by petition. Students who wish to participate in the program must be enrolled full-time, have completed a minimum of 60 credits, have completed at least one semester at Mount Mercy, possess a minimum of 3.0 cumulative GPA, be in good academic and financial standing, and gain preapproval to apply for the program from the Washington Semester Coordinator on campus.

## University of Iowa College of Law Articulation

Mount Mercy University partners with the University of Iowa College of Law to allow qualified undergraduates to apply as juniors to Iowa Law's Juris Doctor Program. Successful applicants who fulfill Mount Mercy requirements and complete one year of Iowa Law's JD Program will receive the bachelor's degree from Mount Mercy University under this '3+3' agreement. Students should contact the Pre-Law advisor and their faculty advisor for more information.

### College Level Examination Program

Credit may be earned by demonstrating academic achievement as measured by the College Level Examination Program (CLEP). Course credit may be earned in each of the subject examinations by scoring at or above a specific score level; course credit varies in the general examinations. Information explaining the procedures and passing test scores can be obtained by contacting the Registrar's Office.

Any Mount Mercy student or prospective student is eligible to earn up to a maximum of 60 semester hours through CLEP exams\*. In those cases where CLEP scores are 10 years old or older, students must petition the Provost's Office. CLEP scores over 10 years old will be considered on a case-by-case basis.

\*CLEP credits do not count against the 63 hour maximum transferable from a 2-year college.

### Advanced Placement

Entering freshmen who have successfully completed college-level courses in high school and who earn a rating of three, four or five on the Advanced Placement Test of the College Entrance Examination Board will be given credit for an equivalent college-level course. Students seeking admission to Mount Mercy may be considered for advanced placement by having a report of their examination sent to the Registrar's Office. Persons wishing information about test centers, test dates, etc., should visit: [apcentral.collegeboard.com](http://apcentral.collegeboard.com) (<http://apcentral.collegeboard.com>).

### International Baccalaureate

Mount Mercy University recognizes the International Baccalaureate (IB) Program and awards college credit for the successful completion of the IB Diploma. Students who have completed the diploma, as evidenced by an official IB transcript, will receive 30 semester hours of credit toward graduation. Course equivalency will be granted in consultation with the faculty of the appropriate academic department. Students who have not completed the diploma, but have scored a 4, 5, 6, or 7 on the higher level examination, will receive 3 – 6 semester hours per exam. Credit for individual exams will be granted on a course-by-course basis in consultation with the faculty of the appropriate academic department. Scores must be sent directly to Mount Mercy from International Baccalaureate. IB credits do not count against the 63 hour maximum transferable from a 2-year college.

### General Certificate Advanced Level Exams

Mount Mercy University awards credit for successful competition of Cambridge AS and A Level exams. Students who have completed an exam, as evidenced by an official Cambridge International Examinations transcript, will receive 8 semester hours of credit toward graduation for an A level exam with a D\* grade or higher. Students will receive 4 semester hours of credit toward graduation for an AS

level exam with a grade of D or higher. Course equivalency will be granted in consultation with the faculty of the appropriate academic department.

Students cannot earn more than 32 total credits from AS and A Level exams. AS and A Level exam credits do not count against the 63 hour maximum transferable from a 2-year college.

## Academic Center Courses

The courses offered through the Academic Center for Excellence (ACE) are designed to assist students in developing skills essential for success in the college curriculum and beyond. Small classes and individualized attention are characteristics of these courses.

### Courses

Students may be placed in the following courses based on need according to composite ACT, sub-scores, TOEFL scores, high school performance, and/or academic screenings. The opportunity to test out of each of these classes may be given. **Students enrolled in these courses are strongly encouraged to enroll in only 12 semester hours.**

AD 006	Learning Strategies	1
EN 011	Language & Literacy Support	1
EN 012	Elements of English	3
MA 004	Beginning Algebra	1
MA 006	Intermediate Algebra II	2

## Accounting

The **accounting major** prepares students for professional positions in all areas of accounting. Recent graduates are currently employed as staff accountants in CPA firms, financial and management accountants for corporations, controllers for small to medium-sized businesses, financial analysts, accounting managers for larger businesses, and agents for the Internal Revenue Service. The accounting major at Mount Mercy is designed to give students the necessary course work for preparation for all professional exams including the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) exams. Mount Mercy offers a Master of Business Administration degree and has an articulation agreement with the University of Iowa's Master of Accountancy program providing attractive options for satisfying the 150-hour requirement for CPA certification in the State of Iowa.

Objectives established for students in this major include, among others: organize and process complex financial information; apply knowledge to reach appropriate fact-based decisions; and communicate information effectively and professionally.

### ACADEMIC REQUIREMENTS FOR THE ACCOUNTING PROGRAM

- All **accounting majors or minors** must achieve a minimum grade of C- in all accounting courses required for the major or minor. This requirement applies equally to any course equivalents that may be accepted by transfer from any other college/university.
- All accounting majors must complete a minimum of 12 semester hours of upper-level accounting coursework [ accounting courses numbered BC 300 or higher] at Mount Mercy University.
- All accounting minors must complete a minimum of 9 semester hours of upper-level accounting coursework [ accounting courses numbered BC 300 or higher] at Mount Mercy University.
- See the additional academic requirements for all Business Department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.





**Sophomore**

Fall	Hours	Winter	Hours	Spring	Hours
BC 325		3 BC 315		3 BC 326	3
BC 442	3			EC 252	3
BA 250	3			BA 270	3
BA 203	3			BN 204	3
EC 251	3			Accounting Elective	3
		15		3	15

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
BC 444		3 Elective		3 BA 240 (or another Holistic Health course)	3
BA 379	3			Elective	3
BK 208	3			Accounting Elective	3
Literature Domain	3			Global Awareness Domain	3
Philosophy Domain	3			Self and Society Domain	3
		15		3	15

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
BC 440		3 N/A		BA 435	3
Ultimate Questions Domain	3			ME 450	1
Elective	3			Elective	3
BC 425	3			Elective	3
				Elective	3
		12		0	13

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266. Offered fall semesters and winter term.

**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

## Actuarial Science

The **actuarial science** major prepares students for a career as an actuary. Actuaries evaluate, measure, and manage risk. This career field is in high demand and is expected to grow at a higher than average rate according to the Bureau of Labor Statistics. The coursework required for this major gives students a well rounded background in mathematics and finance. The curriculum is based on the recommended curriculum of the Society of Actuaries and includes course offerings within both the math and business departments. This curriculum will help prepare students for successful completion of the first two actuarial exams – the probability exam and the financial mathematics exam.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Actuarial Science Major

**Required:**

BA 379	Financial Management	3
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
CS 105	Fundamentals Of Computer Science	4
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3
MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 165	Calculus II	4
MA 166	Calculus III	3
MA 202	Linear Algebra	3

MA 214	Probability And Statistics	3
MA 250	Mathematical Theory of Interest	3
BA 344	Investments	3
BA 350	Risk Management	3
<b>Choose One of the Following:</b>		<b>3</b>
BA 435	Senior Seminar in Business	
MA 380	Senior Seminar in Mathematics	
MA 425	Internship in Mathematics *	
<b>Total Hours</b>		<b>51</b>

## Academic Requirements for the Actuarial Science Major

All **actuarial science majors** must achieve a minimum grade of C- in all courses required for the major. This requirement applies equally to any course equivalents that may be accepted by transfer from any other college/university.

\* Must be an internship in Actuarial Science or related field. A maximum of 3 hours of internship can be applied to the major. Approval of Actuarial Science major coordinator required.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
MA 164		4 Domain		3 MA 165	4
CS 105	4			MA 162	3
Writing Competency	4			CO 101	3
Portal	3			Domain	3
	<b>15</b>		<b>3</b>		<b>13</b>

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
MA 166		3 Domain		3 MA 202	3
BC 265	3			BC 266	3
MA 250	3			MA 214 (or Domain)	3
Domain	3			Domain	3
	<b>12</b>		<b>3</b>		<b>12</b>

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
EC 251		3 Domain		3 EC 252	3
BA 344	3			MA 214 or Elective	3
Domain	3			Elective	3
Domain	3			Elective	3
Elective	3			Elective	3
	<b>15</b>		<b>3</b>		<b>15</b>

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
BA 350		3 Elective		3 MA 380 or BA 435 (or MA 425)	3
Elective	3			BA 379	3

Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	2
<b>15</b>	<b>3</b>	<b>14</b>	

### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## BA Courses

### BA 101 Business 101: 1 semester hour

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

### BA 203 Principles of Law: 3 semester hours

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

### BA 240 Personal Financial Planning: 3 semester hours

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.



**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

## CS Courses

**CS 101 Using Computers in Research Settings: 1 semester hour**

The course is designed to make students fluent in the use of common office applications in professional settings. We will learn these skills in the context of the analysis and interpretation of real-world data sets that come from the research of the faculty and students of Mount Mercy University. Students who complete this course will be able to be more productive here at Mount Mercy, and more prepared to enter careers or to attend graduate school.

**CS 103 Introduction To Web Site Development: 3 semester hours**

In Introduction to Web Site Development, students will learn a wide arrange of web-based technologies and scripting languages that are used for the development of internet web sites. The tools discussed in the course will vary in order to stay current with the rapidly changing environment of web development. These tools could include (but are not limited to): wysiwyg html editors, html, css, xml, Flash, java script and dynamic web programming languages. The intent of the course is to give students a broad experience with a wide range of web-based technologies. This course is intended for non-majors who are interested in careers focused on the development of web sites. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 105 Fundamentals Of Computer Science: 4 semester hours**

This course focuses on the concepts and constructs of computer programming, including program design and decomposition, data types, interactive and file input/output, control structures, and graphical user interface development. Formerly CS 175.

**CS 106 Data Structures: 4 semester hours**

This course introduces basic concepts of software development, elementary data structures (including sets, lists, stacks, queues, trees, and graphs), recursion, and elementary algorithm analysis. Formerly CS 205. Prerequisites: CS 105, MA 162 (the latter may be taken as a co-requisite).

**CS 112 Introduction to Object Oriented Programming: 3 semester hours**

This course teaches the concepts and skills of object oriented programming. Topics to be covered include inheritance, abstract fields, methods and classes, encapsulation and polymorphism. Demonstration of significant experience and skills in object oriented programming can be used to pass out of the course. Prerequisite: CS 105.

**CS 190 Computer Organization: 4 semester hours**

This course covers various hardware aspects of computers. Topics to be covered include number representation, digital logic, Boolean algebra, memory technologies, and management techniques, interrupts, CPU structure, microprogramming, assembly language, and input/output devices. Prerequisite: CS 105 & MA 162.

**CS 203 Information Ethics: 3 semester hours**

In this course, students will learn to define and analyze ethical, moral, social, and professional issues related to computing and information technology. Topics to be discussed include ethical frameworks for decision making, regulation of the Internet, intellectual property, privacy, security, and codes of conduct. Prerequisite: sophomore standing or consent of instructor.

**CS 215 Data Programming Languages: 3 semester hours**

This course is an introductory course for using current programming language techniques for Data Science. Students will learn to use a contemporary programming language, like python or R, to solve various data science challenges. The course reinforces the student's knowledge of objects and control structures. The student will expand this knowledge for data storage, manipulation, visualization, and randomness. These tools and techniques are vital to the data science professional. Prerequisite: CS 105.

**CS 226 Programming in Visual Basic: 4 semester hours**

This course is an introduction to programming using Visual Basic and the .NET development environment. Topics to be covered include control structures, input/output, graphical user interfaces, and interface with other Microsoft Office applications. This course is for MIS majors. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 235 Systems Programming Concepts: 4 semester hours**

This course explores topics related to operating systems and network programming, including shell programming, programming with operating systems calls, and programming using network sockets. Other topics include basic structure of operating systems and network software. Prerequisite: CS 190.

**CS 302 Programming Languages: 3 semester hours**

This course considers the evolution of programming languages. Topics to be discussed include language specification and analysis, syntax, semantics, parameter passing techniques, scope, binding, paradigms (including imperative, functional, and object-oriented), and translation techniques. Prerequisite: CS 235.

**CS 326 Information Systems Analysis: 3 semester hours**

This course will focus on management issues in the creation and management of information systems. Broad topics will include system investigation, system and feasibility analysis, system design, system implementation, and system maintenance. Various approaches to systems analysis and design will be considered, as well as tools. Prerequisites: CS 106 for CS students or CS 226 and BN 204 for MIS students.

**CS 340 Game Design and Development: 4 semester hours**

This course is an introductory overview of the video game design and development process. Through detailed study of historical as well as current games, students will learn the language and structure needed to develop their own game ideas. Students will learn the many aspects of a game development team and learn how each of these roles contributes to a game's overall design. Projects, in and out of class, will focus on creating and designing game concepts both digital and non-digital. A strong focus on the elements of game design and process will support class projects. Students will get a basic overview of game studies and integrate those concepts into their work. Prerequisite: CS 106, CS 235, & CS 326.

**CS 341 Mobile Development: 4 semester hours**

This course is an introductory overview of the mobile application design and development process. Through detailed study of historical as well as current mobile, students will learn the language and structure needed to develop their own mobile applications. Students will learn the many aspects of a mobile development team and learn how each of these roles contributes to an applications overall design. Projects, in and out of class, will focus on creating and designing mobile concepts. A strong focus on the elements of mobile design and process will support class projects. Prerequisite: CS 106, CS 235, & CS 326.

**CS 388 Database Systems: 4 semester hours**

This course emphasizes the concepts and structures necessary to design and implement a database management system. Topics to be covered include the evolution of database systems, the relational database model, query languages, triggers, constraints, views, and other advanced topics as time permits. Prerequisite: CS 235 or CS 326.

**CS 389 Algorithm Analysis: 3 semester hours**

This course is an introduction to advanced data structures and algorithm analysis techniques. Topics to be covered include asymptotic notation, empirical and theoretical analysis techniques, complexity classes, algorithmic approaches (divide and conquer, greedy), and advanced tree structures. Three hours lecture. Prerequisites: MA 162, CS 106.

**CS 391 Embedded Systems: 3 semester hours**

This course is an introductory overview of embedded systems and embedded language. Students will learn the skills needed to develop their embedded solutions through a detailed study of embedded control history and current applications of embedded systems. In and out of class, projects will focus on using, creating, and designing embedded system solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 392 Robotic Systems: 3 semester hours**

This course is an introductory overview of robotic systems and sensor networks. Students will learn the skills needed to develop their robotics and sensor network solutions through a detailed study of robotic history and current applications of robotic systems. Students will work with both mobile and stationary robotics. In and out of class, projects will focus on using, creating, and designing robotic solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 393 Cryptology: 3 semester hours**

This course is an introductory overview of Cryptology and Secure Programming. Students will learn the skills needed to develop their security solutions through a detailed study of cryptographic history and current cryptographic algorithms. Students will learn the many aspects of a security team and how each role contributes to security's overall design. In and out of class, projects will focus on using, creating, and designing security solutions for both digital and non-digital domains. Prerequisites: CS 106, CS 235, MA 164.

**CS 395 Web Programming: 4 semester hours**

This course explores the development of web-based applications and dynamic web pages using modern development tools and languages. Topics to be covered include basic web site design, scripting languages, web servers, use of databases and SQL in the development of dynamic web sites and web security. Prerequisite: CS 326 & CS 388.

**CS 399 Special Topics in Computer Science: 3 semester hours**

This course provides students the opportunity to take electives in an area of special interest in computer science. When possible, the course will be taught by experts from the field. Topics may include educational software development, artificial intelligence, robotics, embedded systems, bioinformatics, and cryptography. Prerequisite: permission of instructor.

**CS 415 Field Experience: 3 semester hours**

This course provides students the opportunity to take advantage of internship opportunities that become available. The internships include off-campus supervision at local employers and periodic conferences with the on-campus instructor. One semester hour of credit is assigned for each 45 hours of work per semester at the outside agency.

**CS 420 Management Information Systems Senior Thesis: 3 semester hours**

The MIS Senior Thesis is intended to be one option for the MIS capstone course specifically suited to students with significant professional experience as a team member on at least one large enterprise software development project. Students in this course will work with a faculty member to select a topic relevant to their education and professional experience, design a plan for researching the topic and produce a thesis that reviews and analyzes the research and integrates the research, the learning they have gained from their educational program and from their professional experience into a solution of the problem defined by the chosen topic.

**CS 422 IT Security and Risk Management: 3 semester hours**

This course introduces the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management. Prerequisite: BN 340 & CS 326.

**CS 425 IT Audit and Controls: 3 semester hours**

This course introduces the fundamental concepts of the information technology audit and control functions. This course focuses on understanding information controls, the types of controls, and their impact on the organization and managing and auditing them. The concepts and techniques used in information technology audits will be presented. Students will learn the process of creating a control structure with goals and objectives, audit an information technology infrastructure against it, and establish a systematic remediation procedure for any inadequacies. The course also covers the challenges of dealing with best practices, standards, and regulatory requirements governing information and controls. Prerequisite: BN 340 and CS 326.

**CS 430 Senior Project: Management Information Systems: 4 semester hours**

This is the capstone course for management information system majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team as project managers. Prerequisites: CS 226, CS 326 and BN 377.

**CS 435 Senior Project: Computer Science: 4 semester hours**

This is the capstone course for computer science majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team. Prerequisites: CS 388 and (CS 302 or CS 395).

**CS 445 Computer Science Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## EC Courses

**EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.



**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU), Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

**MA Courses****MA 004 Beginning Algebra: 1 semester hour**

This course is designed to provide remedial work for those students who enter college poorly prepared in mathematics. Class will focus on basic computational skills, dimensional analysis, irrational numbers, scientific notation, interpretation of graphs, basic geometric concepts, and an introduction to basic algebra. Emphasis will be on problem solving and reading for math.

**MA 006 Intermediate Algebra II: 2 semester hours**

The class covers the topics of intermediate algebra including inequalities, linear equations, systems of linear equations, quadratic equations, exponents, ratio, proportion, variation, and graphing. Returning students who have not been in a math class for a number of years might find this course a good choice in preparation for their statistics or core curriculum mathematics course. It offers a review of mathematics concepts. For students placed in the class, it is a prerequisite for their core curriculum class choice.

**MA 125 Fundamentals Of Arithmetic & Logic: 3 semester hours**

This course will introduce some key concepts of mathematics: sets, logic, and numbers. We will use these to understand the Hindu Arabic numeration system, arithmetic, and measurement. In particular, we look at how numbers and operations correspond to reality and why our computational algorithms work. This course is designed to cover ideas of interest to the elementary education major; it does not prepare a student for the computational portion of the GRE. Elementary Education majors are given preference in enrolling in this course. Prerequisite: Two years of high school algebra or MA 006.

**MA 130 Finite Mathematics: 3 semester hours**

Finite mathematics will look briefly at a variety of topics, including systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: Two years of high school algebra or MA 006.

**MA 132 Basic Mathematical Modeling: 3 semester hours**

A mathematical model is a simplification of reality that is mathematically manageable. This course examines some specific models that are widely useful, but most of its focus is on choosing or creating a model, using the model to draw conclusions and refining a model when it is not sufficiently useful. Hence, mathematics is used to solve real life problems. Technology (e.g. Excel) will be used frequently. While algebra skills are needed, additional mathematics will be developed within the course; in particular, difference equations are necessary and logarithms are useful. Prerequisite: high school algebra 2 or MA 006 Intermediate Algebra, or departmental approval.

**MA 135 Basic Statistics: 3 semester hours**

This course is an introduction to the basics of probability as well as descriptive and inferential statistics. Topics include measures of central tendency, measure of dispersion, histograms, the normal and binomial distributions, hypothesis testing, confidence intervals, chi-square distribution, correlation, and prediction. Prerequisite: two years of high school algebra, MA 006, or departmental approval.

**MA 139 Pre-Calculus: 4 semester hours**

Pre-Calculus is a collection of topics necessary for the successful completion of a year of calculus. Basically, a good knowledge of pre-calculus is a comfortable familiarity with the idea of function and with most of the basic functions, including polynomials, rational functions, exponential, logarithmic and trigonometric functions. This comfortable familiarity allows one to solve equations and inequalities involving these various functions and to produce function rules from graphs or graphs from function rules. Prerequisite: three years of high school mathematics (including Algebra 2 and Geometry), an A- in MA 006, or the consent of the instructor.

**MA 145 History of Mathematics for Elementary Education: 3 semester hours**

This is a combination of the mathematics that elementary education majors have already seen with the history of mathematics. The goal is for elementary teachers to have a sense of what mathematics is and how the skills they will teach connect to modern mathematics. The course will include a study of the evolution of mathematics from ad hoc empirical techniques to the Greek notion of mathematics as a theoretical structure which gives certain knowledge about reality, which in turn yielded to modern mathematics - an abstract construct, possibly consistent, which does not of necessity illuminate reality. Prerequisite: At least 18 hours of the mathematics required for the original endorsement in elementary mathematics.

**MA 162 Discrete Mathematics: 3 semester hours**

The purpose of this course is to present various mathematical topics including an introduction to proof writing as well as topics that are essential to computer science. Topics to be covered include non-decimal numeration systems; prefix and postfix notation; the basic operations of sets, relations, and functions; induction and recursion; equivalence and congruence relations; propositional logic, truth tables, logical equivalence, and implications; non-decimal numeration systems; prefix and postfix notation; Boolean algebra and switching theory; matrices and determinants; permutations and combinations; graph theory and directed graphs. Prerequisite: MA 139 or equivalent, or permission of instructor.

**MA 164 Calculus I: 4 semester hours**

Introduction to Calculus I begins with a review of analytical geometry and basic functions. It then introduces limits, continuity, the derivative, and the antiderivative. Also included are the techniques of differentiation and applications of the derivative. Prerequisite: grade of C or better in MA 139 or equivalent course or permission of instructor.

**MA 165 Calculus II: 4 semester hours**

This course introduces the definite integral and its applications along with the techniques of integration. It also includes logarithmic and exponential functions, the trigonometric functions, and their universes. Prerequisite: grade of C or better in MA 164.

**MA 166 Calculus III: 3 semester hours**

Calculus III includes the more advanced topics of basic calculus. Included are polar coordinates, approximate integrations, indeterminate forms and improper integrals, solid analytic geometry, infinite series and functions of several variables. Prerequisite: grade of C or better in MA 165.

**MA 202 Linear Algebra: 3 semester hours**

This course introduces the basic topics and techniques of linear algebra. Topics include linear systems, matrices, determinants, general vector spaces, subspaces, basic and dimension, inner product spaces, orthonormal bases, changing bases, linear transformations and their properties, eigenvalues, eigenvectors, diagonalization. Students will gain mathematical maturity in writing proofs. Students are encouraged to take MA162 before this course. Prerequisite: MA 164.

**MA 210 Introduction To Graph Theory: 3 semester hours**

This course introduces concepts of graph theory and some of the most interesting and important theoretical results in the field. Concepts discussed include directed and undirected graphs, trees and general graphs, planarity in graphs, graph colorings, network flow and connectivity, matching and independent sets, and graph algorithms and applications. Prerequisite: MA 162.

**MA 214 Probability And Statistics: 3 semester hours**

The basic concepts of probability theory and mathematical statistics will be examined. Topics to be discussed include probability spaces, random variables, multivariate distributions, expectation, random sampling, central limit theorem, and confidence intervals. Prerequisite: MA 162 and MA 165.

**MA 245 Differential Equations: 3 semester hours**

Methods of solution for the first-order as well as higher order differential equations will be discussed. Other topics to be covered include problems in mechanics, rate problems, series solutions, and systems of linear differential equations. Corequisite: MA 166.

**MA 250 Mathematical Theory of Interest: 3 semester hours**

This course is an introduction to financial mathematics and is designed for those who want to study for the Society of Actuaries' exam on financial mathematics. Topics will include the measurement of interest, annuities using sequences and series, amortization schedules and other relevant topics. Prerequisite: MA 165.

**MA 266 Introduction To Numerical Methods: 3 semester hours**

The purpose of this course is to introduce the numerical techniques used in the solution of mathematical problems. Topics include interpolation, non-linear equations, systems of linear equations, error analysis and norms, matrix inversion, differentiation, integration, and curve fitting. Prerequisite: MA 165.

**MA 323 Foundations Of Modern Geometry: 3 semester hours**

This course aims at showing the student the need for a rigorous, abstract, deductive treatment of geometry. It includes a study of geometry developed without using a parallel postulate and goes on to show how separate geometries evolve when different parallel postulates are added, in turn, to common body definitions, axioms, and theorems. Prerequisites: Grade of C or better in MA 162.

**MA 364 Modern Algebra: 3 semester hours**

Modern algebra introduces the student to groups, rings, integral domains, and fields using as examples the ring of integers and the fields of rational, real, and complex numbers. Also included are isomorphisms and homomorphism. Prerequisite: grade of C or better in MA 202 and MA 162.

**MA 374 Analysis I: 3 semester hours**

Analysis develops the theoretical underpinnings of calculus. The key idea is a precise definition of limit, one which never used the words "infinitely close" or "infinitely small". Using this fundamental definition, we revisit the ideas of calculus: continuity, the derivative and the integral. In addition, we consider sequences and the topology of the real numbers. Prerequisite: grade of C or better in MA 202 and MA 162.

**MA 380 Senior Seminar in Mathematics: 3 semester hours**

This course is a capstone experience for students in technical majors such as Mathematics, Data Science and Actuarial Science. Students will devise a project with guidance from the instructor. Class activities may include reading scholarly and professional resources, giving regular presentations, working problems, understanding theorems, performing calculations, writing code, managing data, etc. Students may choose to use this course to organize studying for a professional exam. Students can expect to present regularly on their activities and write extensively on their results.

**MA 399 Special Topics: Mathematics: 3 semester hours**

This course gives students the opportunity to take electives in areas of special interest to them since the topic covered varies from one semester to the next. Topics selected from both pure and applied mathematics such as real analysis, complex analysis, number theory, set theory, optimization theory, graph theory, coding theory, fractals, and operations research will be taught. This course may be taken more than once provided a different topic is being taken each time. Prerequisite MA 162, MA 166, and MA 202 or permission of the instructor. (Offered every year).

**MA 425 Internship in Mathematics: 3 semester hours**

Special opportunities may be available with area businesses for an internship involving topics in mathematics. These internships include off-campus supervision at the business and periodic meetings with the on-campus instructor who will also determine any additional requirements on an individual basis. (Maximum of one semester credit for each forty hours worked at the business, up to a maximum of 6 semester hours, a maximum of 3 of which can count for a mathematics major elective.).

**MA 445 Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## Applied Management

The **applied management** major has been designed for students transferring to Mount Mercy from a two-year institution who have earned an AAS or AS in a technical field. The major provides students the opportunity to broaden their knowledge of business environments and to understand and manage the forces of change affecting organizations in a business environment. The applied management major prepares students for a broad variety of career options by building on their previous technical training and/or work experience.

This degree prepares students, for example, to: apply strategic planning principles to a technical specialty area; prepare a

comprehensive strategic plan; and develop analytical and critical-thinking skills and apply those skills to the management of a business. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Applied Management Major

### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
BC 202	Accounting: Information for Decisions	4
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BN 424	Management Internship	3
or GS 424	Experiential Learning	
EC 251	Macroeconomics Principles	3
MA 135	Basic Statistics	3

**Choose One Upper-level Business Elective** **3**

**Total Hours** **37**

Completion of an AS or AAS degree in one of the following programs from an approved community college is required. Examples: Construction Management, Information Systems Management, Restaurant Management, LAN Management, Agricultural Production Management, Legal Assistant/Paralegal, Web Design and Development, Natural Resources Management, Legal Office Assistant, Ag Business Management, Architectural and Construction. Other programs may qualify with the permission of the department chair.

## Academic Requirements

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

## BA Courses

### **BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

### **BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

### **BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

### **BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

### **BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

### **BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

### **BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.



**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BC Courses****BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266. Offered fall semesters and winter term.

**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

**BK Courses****BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to may functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in an environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites: BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advanced topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).



**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

**EC Courses****EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

**Biology**

The biology major deepens students' appreciation for the health profession and life sciences and increases their concern for living things and their environment in addition to developing intellectual competence and technical skills necessary in their chosen careers. After completing the biology requirements, students will be able to employ the scientific method to summarize scientific information and coherently communicate logical conclusions; understand living systems from the molecular level through the organismal level and their ecological interactions, and be able to employ a broad range of analytic and scientific techniques to further their studies.

**Career Opportunities**

Medical and other health professions such as physical therapy, physician assistant, and occupational therapy. Also, dentistry, veterinary medicine, and pharmacology. Teaching, academic and professional research, industry, park and wildlife management, environmental education, conservation, and many other fields.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

**Biology Major****Required:**

BI 125	Foundations of Biology & Scientific Inquiry I <sup>1</sup>	3
BI 125L	Biostatistics and Scientific Investigation I <sup>1</sup>	1.5
BI 126	Foundations of Biology & Scientific Inquiry II <sup>1</sup>	4.5
BI 127	Foundations of Biology & Scientific Inquiry III <sup>1</sup>	4.5
BI 303	Genetics	4.5
BI 310	Ecology	4.5
CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
MA 135	Basic Statistics <sup>3</sup>	3
<b>Choose Three Upper Division Electives <sup>2</sup></b>		<b>9</b>
<b>Choose One of the Following:</b>		<b>3-4</b>
MA 139	Pre-Calculus	
MA 164	Calculus I	

**Total Hours** **51-52**

<sup>1</sup> If students earn a C or above (C- does not count), then they do not need to take a statistics course for this major.

<sup>2</sup> One of which may be CH 302 Biochemistry and at least two major electives courses must be lab courses.

<sup>3</sup> MA 135 Basic Statistics is not required if students complete BI 125 Foundations of Biology & Scientific Inquiry I, BI 125L Biostatistics and Scientific Investigation I, BI 126 Foundations of Biology & Scientific Inquiry II, and BI 127 Foundations of Biology & Scientific Inquiry III at Mount Mercy. With permission, PS 325 Statistics for Psychology can be substituted for MA 135 Basic Statistics.

To research and improve the program, all entering and graduating majors are periodically required to take an anonymous assessment examination based upon general biological knowledge. This exam will only be used to assess major strengths, goals, and weaknesses. Results of this exam will not appear on students' records, nor will the results be used to determine academic progress. An attitudinal survey also will be taken by first-year and senior students.

## Academic Requirements

A grade of C or above (C- does not count) in all required courses for the major and the minor. A grade of C or above (C- does not count) is also required in all prerequisite courses for majors and minors before enrolling in required biology, chemistry, and math courses. A cumulative GPA of 2.25 is required in all major and minor courses. Students planning to pursue teacher education should follow the program guidelines within the education section of this *Catalog* and contact an advisor in the Education department for assistance. *Students cannot double major between Biology and Biology - Education.*

### Biology Minor

#### Required:

BI 125	Foundations of Biology & Scientific Inquiry I <sup>1</sup>	3
BI 125L	Biostatistics and Scientific Investigation I <sup>1</sup>	1.5
BI 126	Foundations of Biology & Scientific Inquiry II <sup>1</sup>	4.5
BI 127	Foundations of Biology & Scientific Inquiry III <sup>1</sup>	4.5
CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
MA 135	Basic Statistics <sup>2</sup>	3

**Choose any two upper division courses, one of which must be a laboratory course** 6

**Total Hours** 31.5

<sup>1</sup> If students earn a C or above (C- does not count), then they do not need to take a statistics course for this minor.

<sup>2</sup> MA 135 Basic Statistics is not required if students complete BI 125 Foundations of Biology & Scientific Inquiry I, BI 125L Biostatistics and Scientific Investigation I, BI 126 Foundations of Biology & Scientific Inquiry II, and BI 127 Foundations of Biology & Scientific Inquiry III at Mount Mercy. With permission, PS 325 Statistics For Behavioral Sciences can be substituted for MA 135 Basic Statistics.

## Pre-Professional Programs in Biology

**Mount Mercy also offers several Pre-professional Tracks through the biology program. Pre-professional designation is not recorded on the student transcript.**

Students interested in pre-professional programs should notify their advisor as soon as they make that decision.

### Pre-Medicine/Pre-Dental

Students interested in pre-med areas can choose between three majors and minors. Majors in biology, chemistry and chemistry: biochemistry are available along with minors in biology and chemistry. Double majors or combinations of a major and minor are easy to accomplish with planned advising from the first term and steady progress. Suggested electives are:

BI 273	Human Anatomy	4.5
BI 315	General Microbiology	4.5
BI 370	Cell and Molecular Biology	5
BI 374	Integrated Physiology	4.5
CH 212	Organic Chemistry II	4.5
CH 302	Biochemistry	4.5
PH 151	Principles of Physics I	4
PH 152	Principles of Physics II	4

Additional suggested courses:

SO 122	Introduction to Sociology	3
*SO122 not required for Pre-Dental		
MA 164	Calculus I	4
PS 224	Developmental Psychology	3

## Pre-Physician Assistant

Students pursuing admission to physician assistant programs should follow a similar program to the pre-medical students (above), but they should take more courses in psychology. Some programs require PS 306 Clinical Psychology and Mental Health. Most physician assistant programs require a BS degree.

## Pre-Physical Therapy

Most physical therapy programs require a BS degree, which our biology or exercise science major satisfies. Courses needed include:

BI 273	Human Anatomy	4.5
PH 151	Principles of Physics I	4
BI 374	Integrated Physiology	4.5
PH 152	Principles of Physics II	4

Additional suggested courses

MA 139	Pre-Calculus	4
or MA 164	Calculus I	
PS 224	Developmental Psychology	3
PS 306	Clinical Psychology and Mental Health	3

## Pre-Occupational Therapy

Admission requirements for occupational therapy programs differ depending on whether the degree sought is graduate or undergraduate. Graduate programs require a BS degree, preferably with a major in biology, but other majors are also a possibility, such as psychology. Students wishing to pursue a graduate degree in occupational therapy should carefully plan a four-year course of study with their advisor that is based upon programs to which they will apply. Most occupational therapy programs require a BS degree.

## Pre-Pharmacology

BI 273	Human Anatomy	4.5
BI 315	General Microbiology	4.5
BI 370	Cell and Molecular Biology	5
BI 374	Integrated Physiology	4.5
CH 212	Organic Chemistry II	4.5
PH 151	Principles of Physics I	4
PH 152	Principles of Physics II	4
CH 302	Biochemistry	4.5

Additional suggested courses

MA 164	Calculus I	4
EC 252	Microeconomic Principles	3
EC 251	Macroeconomics Principles	3

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
BI 125		3 Domain		3 BI 126	4.5
BI 125L	1.5			CH 112	4.5
CH 111	4.5			Writing Competency	4
MA 164 or 139	4			CO 101	3

Portal	3				
	16		3		16
<b>Sophomore</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
BI 127	4.5	Domain or Elective		3 BI 303	4.5
CH 211	4.5			Domain	3
Domain	3			Domain	3
				Elective	3
	12		3		13.5
<b>Junior</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
Biology Elective <sup>1</sup>	4.5	Biology Elective or Domain <sup>1</sup>		3 Biology Elective <sup>1</sup>	4.5
Domain	3			Domain	3
Elective	3			Elective	3
Elective	3			Elective	3
	13.5		3		13.5
<b>Senior</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
Biology Elective or Domain <sup>1</sup>	4.5	Biology Elective or Domain <sup>1</sup>		3 BI 310	4.5
Domain	3			ME 450	1
Elective	3			Domain	3
Elective	3			Elective	3
				Elective	1.5
	13.5		3		13

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

<sup>1</sup> Three Biology elective courses are required for the major. Two courses must include a lab.

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****BI 110 Discovering Biology Laboratory: 1 semester hour**

Students will perform a variety of biology-based laboratory experiments. Students will learn how to apply the scientific methods as they define problems clearly, analyze data properly and draw appropriate conclusions. This laboratory fulfills the requirement of the Natural World domain for students who have taken a non-laboratory natural science course before transferring or while at Mount Mercy. For traditional students, this course is typically offered during the winter term. For accelerated students, this course is offered online during block 5. (For the online block 5 section, students must order an at-home lab kit estimated cost \$150, lab fee waived). (Traditional students must get permission of the instructor to enroll in the online block 5 version).

**BI 120 Forensic Anthropology: 3 semester hours**

In this course students will learn how forensic anthropologists use skeletal analyses and other techniques to identify human remains and to discern information about life histories and the manner of death. Students will also learn about the applications of these techniques to individual legal contexts (criminal and missing person cases) as well as international human rights work. Topics to be covered in this class include human skeletal and dental anatomy, skeletal growth and development, excavation and recovery techniques for human remains, as well as postmortem changes to the body. In addition to skeletal analyses, students will also learn about other means of biological identification and crime scene/ burial place investigation including DNA analyses, blood typing, stable and radiogenic isotope analyses, and microbiome and metacobiome studies.

**BI 123 Biology of Human Concern: 4 semester hours**

For non-science majors. Study of the broad general principles of biology and of current environmental and ethical problems arising as our knowledge and technological competencies increase. Three hours of lecture and one two-hour laboratory per week. (Cannot be taken by Biology majors after successful completion of BI 125). This course fulfills the Natural World Domain requirement for non-major students. (Offered fall and spring semesters).

**BI 125 Foundations of Biology & Scientific Inquiry I: 3 semester hours**

An introduction to the unifying principles of modern biology with an emphasis on the introductions to the chemistry, structure, function, energy processing, molecular genetics, and reproduction of the cell; as well as Mendelian and non-Mendelian inheritance. No prerequisites. Three hours of lecture per week. Biology majors/minors, medical laboratory science, outdoor conservation, chemistry, exercise science, and education majors should take BI 125 lecture concurrently with BI 125L lab. This course fulfills the Natural World Domain requirement when taken with the BI 125L lab. (Offered fall and spring semesters).

**BI 125L Biostatistics and Scientific Investigation I: 1.5 semester hour**

A laboratory course designed to reinforce BI 125 through experimentation, data analysis, inquiry, discussion of readings, and communication. The course will include fundamentals of interpretation of scientific writing, introduction to scientific writing, and the foundations of statistical analysis. One three-hour laboratory per week. Students enrolled in BI 125 are not required to take BI 125L, but students enrolled in the laboratory must take BI 125 concurrently or get permission of the instructor to enroll. (Offered fall semester).

**BI 126 Foundations of Biology & Scientific Inquiry II: 4.5 semester hours**

A laboratory course designed to reinforce BI 125 that focuses on additional topics in inheritance, population genetics, speciation and classification, introduction to ecosystems, and evolution of prokaryotes, protists, and fungi. Additional topics in statistics and scientific communication will also be integral to the course. Three hours lecture and three hours of laboratory per week. Prerequisite: A grade of C or better in BI 125 and BI 125L. (Offered spring semester).

**BI 127 Foundations of Biology & Scientific Inquiry III: 4.5 semester hours**

The evolution of plants and animals will be surveyed focusing on physiological and anatomical adaptations. Additional topics in statistics and scientific communication will also be integral to the course. Three hours of each lecture and laboratory per week. Prerequisite: A grade of C or better in BI 125 and the BI 125 lab (C- does not count). (Offered fall semester).

**BI 150 Basic Microbiology: 4.5 semester hours**

Introduction to the study of microorganisms, with special emphasis on medically important bacteria, viruses, and fungi; includes practical applications for control of pathogens, epidemiology and diagnosis, mechanisms of infection and host resistance. Three hours of lecture and one three-hour laboratory. Prerequisite: A grade of C or above (C- does not count) in BI 125, NU 120, or permission of instructor, not for major/minor credit in biology or medical technology and may not substitute for BI 315. This course fulfills the Natural World Domain requirement for nursing majors. (Offered spring semester).

**BI 210 Biology And Human Culture: 3 semester hours**

This course will explore the interaction between culture and biology from a variety of perspectives. The customs and belief systems of different societies are often determined by and/or affected by biological factors in addition to environmental constraints and historical interactions. We will study aspects of human culture and social structure in both non-Western and Western cultures from evolutionary and historical perspectives in order to better understand and appreciate different cultural practices and beliefs, how they evolved, and what implications they have for the contemporary world and future civilizations. This course will not count for major/minor biology credit. Prerequisites: One course selected from a core curriculum writing courses, sophomore standing. This course fulfills the Global Awareness Domain requirement. (Offered fall semester in odd years).

**BI 220 Tropical Ecosystems: 3 semester hours**

This course examines the adaptations and dynamics in tropical ecosystems. Tropical ecosystems hold a vast percentage of total biodiversity, which often includes species with unique adaptations and dynamics to survive in the tropical climate. Both human and natural disturbances are deteriorating tropical ecosystems. Students will study examined these impacts in a systematic manner. This course includes a three weeks trip to a foreign tropical country, which will serve as an on-hands experience studying tropical ecosystems. Prerequisite: A grade of C or better in BI 126 or BI 127 or permission of the instructor.

**BI 222 Human Anatomy Fundamentals: 3 semester hours**

A lecture-based course designed to give students an understanding of the normal structure, function and development of the human body. A regional approach to anatomy is used with a focus on functional anatomy and the relationship between different tissue types.

**BI 225 Global Environmental Issues: 4.5 semester hours**

This course examines the human impacts on the global environment in a lecture, discussion and applied approach. Current research will be studied on the causes and effects of environmental change and environmental conservation. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 or BI 123 or equivalent or permission of instructor. (Offered spring semester in even years).

**BI 242 Iowa Natural History: 4.5 semester hours**

A survey of the natural history of Iowa focusing on geological forces, plant communities, and animal communities, and the impact of early humans, the first European settlers and present residents. The lab will focus on identification of skills. Weekend field trips will be an important component of the course. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 123, or BI 125 and BI 127, or permission of instructor. (Offered fall semester in even years).

**BI 243 Immunology: 3 semester hours**

This course introduces students to the major basic concepts operating in the functioning of the immune system and the immunopathologies that arise due to the hyperfunction, hypofunction, or malfunction of this system. Major topics to be covered include non-specific immunity, specific immunity (cellular and humoral) hypersensitivities, immunologic deficiencies, tolerance, enhancement, immunogenetics, autoimmunity, cancer immunology, and transplantation. This introductory course gives students a basic understanding of the system as well as some basic concepts and terminology on which to build further knowledge in this area. Prerequisites: A grade of C or better in BI 125 and BI 126; or BI 125 and BI 150. (Offered winter term in odd years).

**BI 273 Human Anatomy: 4.5 semester hours**

This is a lecture and laboratory course designed to provide a detailed understanding of the normal structure and development of the human body. A functional anatomical and regional approach is taken in both lecture and laboratory sections. Dissection and examination of preserved human cadavers is a required part of the laboratory portion of the class. Students will be tested over anatomical function and relationships as well as structure identification in a laboratory setting. Three one-hour lectures and one three-hour lab per week. Prerequisite: A grade of C or above (C- does not count) in BI 125 or NU 120. (Offered spring semester).

**BI 274 Human Physiology: 3 semester hours**

A lecture course designed to introduce students to the physiological systems of the human body. Emphasis is given to the interactive nature of these systems that result in normal physiological function. The medical implication of abnormalities and failure of these systems is also briefly covered. Three hours of lecture per week. Prerequisite: A grade of C or above (C- does not count) in BI 125 or NU 120. (Offered fall semester)."

**BI 276 Human Anatomy Laboratory Review: 1.5 semester hour**

This is a laboratory course in human anatomy intended for students who have completed previous anatomy coursework in a lecture-based setting. This course is designed to provide a detailed understanding of the normal structure and development of the human body. In this course, a functional anatomical and regional approach is taken and students will use a variety of educational materials and platforms to complete weekly laboratory activities. Students will be tested over structure identification and anatomical relationships. One three-hour lab per week. Prerequisite: A grade of C or better in an approved anatomy lecture course and consent of the instructor.



**BI 303 Genetics: 4.5 semester hours**

This class is an exploration of heredity: Mendelian (classical), and molecular genetics. Mendelian genetics examines how genes and genetic traits are passed from generation to generation. Molecular genetics probes the structure, function, and regulation of genes. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of a C or better in BI 125 and BI 126, or BI 125 and or BI 127. (Offered spring semester).

**BI 305 Evolution: 3 semester hours**

This course is an exploration of the evolution of life on earth. In this course students will learn the history of evolutionary thought, the origin and history of life on earth from fossil and molecular evidence, principles of heredity and biological descent, the evidence of organic evolution provided by the various subdisciplines of biology, and the history of animal evolution leading to human evolution. Prerequisites: A grade of C or better in BI 125 and BI 126; or BI 125 and BI 127; or permission of instructor. (Offered winter term in odd years).

**BI 310 Ecology: 4.5 semester hours**

This course explores a study of the relationships of organisms to each other and to their environment from an evolutionary perspective. Aquatic and terrestrial ecosystems will be studied from the perspective of the individual, the population, and the community. Three hours of lecture and one three-hour laboratory per week. Prerequisite: A grade of C or better in BI 126 or BI 127 or permission of the instructor. Statistics is recommended as is senior status. (Offered spring semester).

**BI 315 General Microbiology: 4.5 semester hours**

This course studies the diversity and adaptive capabilities of all forms of microbial life, with an emphasis on bacteriology. Topics include bacterial cell structure, metabolism, genetics, ecology, pathogenesis and various biotechnological/diagnostic techniques. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 and BI 126. (Offered each fall semester).

**BI 357 Animal Behavior: 4.5 semester hours**

This course is a comparative study of the evolution of animal behavior centering on the principles and mechanisms of behavior. Three hours lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 and BI 126, or PS 101 or permission of instructor. (Offered fall semester in odd years).

**BI 370 Cell and Molecular Biology: 5 semester hours**

This course studies the cell structure and functions common to all eukaryotic organisms including: metabolism, organelle activity, gene expression, cell growth and division, and cell communication. The laboratory component will include learning to use various equipment and protocols scientists use to manipulate and visualize DNA, RNA, and protein in and from cells for research experiments. Three hours of lecture and one four hour of laboratory per week. Prerequisites: A grade of a C or better in BI 125 and BI 127 or permission of instructor. (Offered spring semester in even years).

**BI 374 Integrated Physiology: 4.5 semester hours**

This lecture-lab course provides science majors with a scientific foundation in human physiology, the study of biological functions and how they work together to keep the body healthy and alive. Topics covered include the function of cells, tissues, organs and organ systems with an emphasis on mechanisms. Students will have an opportunity to apply what he or she has learned in the laboratory with hands-on experiments. Three hours of lecture and one three-hour laboratory each week. Prerequisite: A grade of C or better in BI 125, BI 125L and BI 126, or BI 125, BI 125L and BI 127 (Offered fall semester).

**BI 405 Directed Readings in Biology: 3 semester hours**

A course initiated by a student, a group of students, or an instructor based upon a topic of interest or a special need. The course will involve readings on the topic, discussion, and projects based upon the topic. Library research and internet research may also be a component along with written summaries of research and/or projects. Under ordinary circumstances this course cannot be used as one of the required electives for the biology major or minor. Prerequisites: Junior or Senior status, grades of C or better in appropriate background courses, and permission of instructor.

**BI 440 Biology Internship: 3 semester hours**

This is a directed educational experience in employment situations under joint sponsorship by a faculty member and an employer. This course cannot be used as one of the three upper division electives.

**BI 445 Independent Study: 3 semester hours**

This can be fulfilled by readings and/or research. The course to be designed by the student in consultation with the instructor on a subject of special interest to the student. This course cannot be used as one of the three upper division electives.

**BI 450 Independent Research: 3 semester hours**

Independent research conducted at Mount Mercy or another recognized institution or research facility. Students will be responsible for collection, analysis, and presentation of original data. Presentation will be in both oral and written format, with the oral portion to be given at a recognized state or national scientific meeting. This course cannot be used as one of the three upper division electives.

## Business Administration

The mission of the Business Department at Mount Mercy University is to provide students who major within the Department an educational foundation that will help them to achieve their professional aspirations. This is accomplished through the delivery of a curriculum that is challenging and grounded in proven theory and that is relevant and applicable to the modern and dynamic business world. Woven throughout the curriculum are the values of integrity and transparency and a sense of responsibility beyond oneself.

The Business Department offers majors in accounting (BC), finance, marketing (BK), management (BN), human resource management, sport management, and business (Accelerated) and minors in accounting, finance, economics (EC), human resources, and business administration (for non-business majors). While offering students the opportunity for specializing in a particular major, the program maintains a broad base that includes exposure to various phases of business and the use of information technology in a business setting.

Students with a Business interest may also be interested in the Actuarial Science major (p. 56) as part of their academic planning. Upon graduating, Business majors will have the ability to succeed, for example, in: preparing a comprehensive strategic plan; developing

a global business perspective; and identifying and interpreting laws affecting labor in the workplace.

The **accounting major** prepares students for professional positions in all areas of accounting. Employment of graduates includes positions as staff accountants in CPA firms, financial and management accountants for corporations, controllers for small to medium-sized businesses, financial analysts, accounting managers for larger businesses, and agents for the Internal Revenue Service. The accounting major at Mount Mercy is designed to give students the necessary course work for preparation for all professional exams including the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) exams. Mount Mercy offers a Master of Business Administration degree and has an articulation agreement with the University of Iowa's Master of Accountancy program providing attractive options for satisfying the 150-hour requirement for CPA certification in the State of Iowa.

Objectives established for students in this major include, among others: organize and process complex financial information; apply knowledge to reach appropriate fact-based decisions; and communicate information effectively and professionally.

The **finance major** prepares students to work in any of the major areas of the field of finance. These areas include commercial banking, financial planning, investment analysis, corporate financial analysis, investment banking, etc. Many of these areas are expected to grow in demand for the foreseeable future. The coursework required for this major gives students a well rounded background in business and finance. Students will learn core financial skills and how to apply them. They will also learn to think analytically and solve problems in an uncertain environment.

Upon graduating, Finance majors should be able, for example, to: compute the cost of capital for a company and make capital budgeting decisions; make financial forecasts and analyze financial statements; and use metrics to value companies and their stocks.

The **human resource management major** prepares students for professional positions in leadership, as well as those who are interested in a career in the human resources field. The ability to lead and understand an organization's human resources is key to success in today's knowledge based economy. Students will learn to evaluate ethical, social, civic, legal, cultural, and political issues, and how they impact the human resources of an organization. Students will develop effective human resource strategy for innovation in a global environment. Our human resource management major is endorsed by the Society for Human Resource Management (SHRM), based on the guidelines created by the Association to Advance Collegiate Schools of Business (AACSB). Thirteen major content areas prepare students to lead employees in high performance work practices.

Students in this major develop skills and knowledge that enable them, for example, to: identify and interpret laws affecting labor in the workplace; utilize HR metrics to justify employee programs; and demonstrate an understanding of compensation issues.

The **management major** prepares students to lead in a competitive and dynamic business environment. The focus is on developing in students the skills necessary for effective and efficient leadership and management of profit and not-for-profit organizations. The major provides flexibility for students to double major in other business fields including marketing and finance. Minors are also available in economics within the business department and others outside of business. These choices can lead to great career opportunities. Management majors cultivate specific skills that enable them, for example, to: collaborate with others in analyzing real business cases and developing strategic business plans; correctly identify and employ cognitive motivational theories; and explain the basic

management functions in organizations. Management Majors can choose from four Management Tracks: Management, International Management, Operations Management, or Sustainability/Corporate Responsibility. Students may elect to pursue the general Management degree, or select one of the specific tracks to focus their coursework. Management majors (and others) may also take up to four graduate classes that will count toward both their undergraduate degree and a Mount Mercy graduate degree.

Marketing is the functional area of business that deals with the creation, communication and delivery of value to customers. As a **marketing major** students study the core marketing areas of marketing research, consumer behavior and marketing management. Major elective courses allow students to tailor the program to their individual interests. Emphasis is placed on developing communication, creative, analytical and problem solving skills. Students use their marketing knowledge and skills in decision making situations with a goal of developing effective solutions. Internships are encouraged. Career opportunities for students earning a marketing degree include sales, product/service management, retail management, merchandising, marketing research, and promotions/marketing communications.

This degree prepares students, for example, to: think critically by conducting appropriate research to assess marketing problems, identify market needs and evaluate buying behaviors; identify the link between Mount Mercy University's mission and the study of the discipline; and design and implement effective results-producing marketing plans.

The **sport management major** is designed for the student with a passion for athletics and the field of sport. This major will prepare students to manage, market, finance, and plan for local, regional, and national teams or sports organizations. Students will have the opportunity to double major or minor in many related fields. Among the skills that they will develop include analysis, collaboration, and strategic planning.

#### Academic Requirements for all Business Department Majors and Minors

- All majors and minors within the Business Department must achieve a minimum cumulative grade point average of 2.25 in major and minor courses taken at Mount Mercy University. A transfer student must achieve a minimum cumulative grade point average of 2.25 in all major and minor courses, including those transferred in as well as those taken at Mount Mercy University.
- All majors within the Business Department must complete a minimum of 12 semester hours of upper level coursework in their major at Mount Mercy University.
- All minors within the Business Department must complete a minimum of 9 semester hours of upper level coursework in their minor at Mount Mercy University.
- All majors within the Business Department may not minor in Business Administration but may minor in any other Business Department minor outside of their major.

#### Core Requirements for all Business Majors

##### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3

or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

**Choose One of the Following:** **3**

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

**Internship - use course number which corresponds to your major:** **3**

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours** **39**

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Business Administration Minor

**Required:**

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BC 202	Accounting: Information for Decisions	4
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

**Select Two of the Following:** **6**

BK 300	Advertising and Creative Campaign Strategies	
BK 310	Consumer Behavior	
BA 305	Employment Law and Labor Relations	
BA 310	Dispute Resolution	
BA 379	Financial Management	
BN 304	Human Resource Management	
BN 340	Management Information Systems	
BN 350	International Management	
BN 380	Organizational Behavior	
BN 384	Strategic Management	

**Total Hours** **28**

This minor is available to non-business majors only.

## BA Courses

### **BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

### **BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

### **BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

### **BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.



**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BC Courses****BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides and introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266 Offered fall semesters and winter term.

**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

## BK Courses

**BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in and environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.



**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

## EC Courses

**EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

## Career Development

Courses are offered through Mount Mercy's career services office to assist students in identifying interests and skills that will direct them on a career path, and assist them with a successful job search.

## Courses

### **CD 004 Career Exploration Through Self Discovery: 1 semester hour**

Students will gain insight into personal values, interests, skills, and personality types that will assist in choosing a major or career. Participants will research careers and conduct off-campus informational interviews with area professionals. This course is recommended for students who are undecided on a major or career.

### **CD 007 Strategies for a Successful Job Search: 1 semester hour**

This course will feature topics such as interviewing, job search correspondence, and researching companies. It will prepare students to enter a competitive employment market. This course is recommended for any student interested in increasing employment-seeking skills.

## Chemistry

The chemistry major aims to deepen students' appreciation for and understanding of the atomic and molecular nature of matter, which informs us about our universe and ourselves to conserve and enhance our world. The chemistry major offers three tracks to the bachelor's degree: a chemistry track, a biochemistry track, and a forensic science track. All programs provide coursework for students that help them develop the intellectual competence and technical skills necessary in their chosen careers.

## Career Opportunities

A chemistry degree is excellent preparation for a wide variety of career goals, such as:

- Medicine (MD or DO)
- Dentistry
- Pharmacy
- Veterinary medicine
- Physician's Assistant (PA)
- Graduate school in chemistry or chemical engineering
- Industrial research careers
- Quality Assurance and Control
- Formulations chemistry
- Forensic science/criminal investigations
- Pharmaceutical, biological, chemical, or technical sales or support
- Patent and Intellectual Property Law
- Medical/Clinical laboratory science

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Major

### Chemistry Track

#### Required:

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
CH 212	Organic Chemistry II	4.5
CH 251	Analytical Chemistry	4.5
CH 302	Biochemistry	4.5
CH 370	Physical Chemistry	4.5
MA 164	Calculus I	4

PH 151	Principles of Physics I	4
PH 152	Principles of Physics II	4
<b>Select Two of the Following: *</b>		<b>6-9</b>
CH 303	Biochemistry II	
CH 334	Instrumental Analysis	
CH 399	Special Topics in Chemistry	

**Total Hours** **49.5-52.5**

\* More electives will be added at a later date. Check with chemistry advisor for most up-to-date offerings.

### Biochemistry Track

#### Required:

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
CH 212	Organic Chemistry II	4.5
CH 251	Analytical Chemistry	4.5
CH 302	Biochemistry	4.5
CH 303	Biochemistry II	3
MA 164	Calculus I	4
BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
BI 303	Genetics	4.5
<b>Choose One of the Following: *</b>		<b>3-5</b>
CH 334	Instrumental Analysis	
CH 370	Physical Chemistry	
CH 399	Special Topics in Chemistry	
BI 315	General Microbiology	
BI 370	Cell and Molecular Biology	

**Total Hours** **50.5-52.5**

\* More electives will be added at a later date. Check with chemistry advisor for most up-to-date offerings.

### Forensic Science Track

#### Required:

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
CH 212	Organic Chemistry II	4.5
CH 251	Analytical Chemistry	4.5
CH 302	Biochemistry	4.5
CJ 101	Introduction To Criminal Justice	3
CJ 350	Trial Evidence	3
BI 273	Human Anatomy	4.5

**Choose One Set:** **12.5-13.5**

#### Set A:

BI 125	Foundations of Biology & Scientific Inquiry I	
BI 125L	Biostatistics and Scientific Investigation I	
BI 126	Foundations of Biology & Scientific Inquiry II	

BI 303	Genetics
Set B:	
PH 151	Principles of Physics I
PH 152	Principles of Physics II
CH 370	Physical Chemistry
CH 399	Special Topics in Chemistry

Total Hours 50-51

Academic Requirements

A grade of C or above (C- does not count) in each required course for the major. To count toward the major, required chemistry courses must have been taken within the last five (5) years. Alternatively a student may elect to take standard examinations for specific courses provided by the ACS Division of Chemical Education and pass with a minimum 60% of the total score.

Students planning to pursue teacher education should follow the program guidelines within the Education section (p. 103) of this *Catalog* and contact an advisor in the education division for assistance.

Chemistry Minor

Required:

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
CH 212	Organic Chemistry II	4.5
CH 251	Analytical Chemistry	4.5

Choose One of the Following: 4.5

CH 302	Biochemistry
CH 334	Instrumental Analysis
CH 399	Special Topics in Chemistry

Choose One of the Following: 3

MA 139	Pre-Calculus
MA 164	Calculus I

Total Hours 30

Academic Requirements

A grade of C or above (C- does not count) in each required course for the minor. To count toward the minor, required chemistry courses must have been taken within the last five (5) years. Alternatively a student may elect to take standard examinations for specific courses provided by the ACS Division of Chemical Education and pass with a minimum 60% of the total score.

Students planning to pursue teacher education should follow the program guidelines within the Education section (p. 103) of this *Catalog* and contact an advisor in the education division for assistance. The following is the typical sequence of courses required for the major\*:

Chemistry Track

Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CH 111	4.5	Domain	3	CH 112	4.5
BI 125	3			Elective or Domain	3
BI 125L	1.5			Writing Competency	4
MA 164	4			CO 101	3

Portal	3		
	16	3	14.5

Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
CH 211	4.5	Elective or Domain	3	CH 212	4.5
PH 151	4			PH 152	4
Domain	3			Domain	3
				Domain	3
	11.5		3		14.5

Junior

Fall	Hours	Winter	Hours	Spring	Hours
CH 302	4.5	Chemistry Elective or Domain	3	CH 251	4.5
CH 370	4.5			Chemistry Elective or Domain	3
Domain	3			Domain	3
Domain	3			Domain	3
	15		3		13.5

Senior

Fall	Hours	Winter	Hours	Spring	Hours
CH 370 (or Elective)	4.5	Domain or Chemistry Elective	3	Domain or Chemistry Elective	3
Elective or Chemistry Elective	3			Elective	2
Elective	3			Elective	3
Elective	3			Elective	3
				ME 450	1
	13.5		3		12

Total Hours: 122.5

Biochemistry Track

Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CH 111	4.5	Domain	3	CH 112	4.5
BI 125	3			BI 126	4.5
BI 125L	1.5			Writing Competency	4
MA 164	4			CO 101	3
Portal	3				
	16		3		16

Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
CH 211	4.5	Elective or Domain	3	CH 212	4.5
Elective	3			BI 303	4.5
Domain	3			Domain	3
Domain	2			Domain	3
	12.5		3		15

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
CH 302	4.5	CH 303	3	CH 251	4.5
Domain or Chemistry Elective	3			Chemistry Elective or Domain	3
Domain	3			Domain	3
Elective	3			Elective	3
<b>13.5</b>		<b>3</b>		<b>13.5</b>	

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
Chemistry Elective or Domain	3	CH 303 (or Elective)	3	Domain or Chemistry Elective	3
Domain	3			Domain	3
Elective	3			Elective	2
Elective	3			Elective	3
				ME 450	1
<b>12</b>		<b>3</b>		<b>12</b>	

**Total Hours: 122.5****Forensic Science Track****Freshman**

Fall	Hours	Winter	Hours	Spring	Hours
CH 111	4.5	Domain	3	CH 112	4.5
BI 125	3			BI 126	4.5
BI 125L	1.5			Writing Competency	4
Portal	3			CO 101	3
Math Competency	4				
<b>16</b>		<b>3</b>		<b>16</b>	

**Sophomore**

Fall	Hours	Winter	Hours	Spring	Hours
CH 211	4.5	Elective or Domain	3	CH 212	4.5
CJ 101	3			BI 303	4.5
PH 151 (B Track) or Elective / Domain	4			BI 273	4.5
Domain	3			PH 152	4
<b>14.5</b>		<b>3</b>		<b>17.5</b>	

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
CH 302	4.5	Domain or Elective	3	CH 251	4.5
CH 370 (Track B) or Elective	4.5			CH 399 (Track B) or Elective	3
Domain	3			Elective or Domain	3
				Elective or Domain	3
<b>12</b>		<b>3</b>		<b>13.5</b>	

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
CH 370 (Track B) or Elective	4.5	Elective or Domain	3	CJ 350	3
Domain	3			CH 399 (Track B) or Elective	3
Elective	1.5			Domain	3
Elective	3			Domain	3
				ME 450	1
<b>12</b>		<b>3</b>		<b>13</b>	

**Total Hours: 126.5**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change. This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****CH 100 Discovering Chemistry Laboratory: 1 semester hour**

Students will perform a variety of chemistry and/or physics laboratory experiments. Students will be able to define problems clearly, analyze data properly and draw appropriate conclusions. Based on their laboratory experiments, the students will then be able to construct inquiry-based laboratory exercises using appropriate resources. This course fulfills the requirement of the Natural World domain for transfer students who have not taken a laboratory based natural science course before transferring to Mount Mercy. This course is also for education majors who need additional credit hours for their endorsement areas. This course can be crosslisted with PH 100.

**CH 101 Chemistry in the Kitchen: 4 semester hours**

This course is designed to teach students a basic understanding of chemistry using food science. The course is for non-science majors. Major topics covered in this class include: the scientific method, chemicals and food, atomic structure and food molecules, chemical measurements and calculations, thermodynamics and energy, common chemical reactions, kinetics, acid-base chemistry, and nutrients. This course fulfills the Natural World Domain requirement for non-major students.



**CH 110 Introduction to Chemistry: 3 semester hours**

This course is intended to provide an overview of fundamental concepts in chemistry, including: atomic and molecular structure, the nature of chemical bonding, chemical reactions, and stoichiometry, nomenclature, basic knowledge of thermodynamics and equilibrium, acids/bases, basic organic chemical nomenclature and reactivity. This course meets the needs of students not planning to take chemistry courses beyond CH 113. Students with minimal mathematical skills can use CH 110 as a preparatory course for CH 111 General Chemistry I. Three hours of lecture per week. Typically offered each fall and spring semester.

**CH 111 General Chemistry I: 4.5 semester hours**

This course is an introduction to the field of chemistry, providing an understanding of the structures of atoms, molecules and ions and their interactions, and a foundation for the further study of chemistry. Three lectures and one three-hour lab weekly. Prerequisite: A Mathematics Pre-Algebra and Elementary Algebra Enhanced ACT subscore of 16 or higher; or a Mathematics score of 16 or higher on the former ACT; or completion of MA 008 with a grade of C or higher.

**CH 112 General Chemistry II: 4.5 semester hours**

This course is a continuation of CH 111. Topics covered are: chemical kinetics; equilibrium and thermodynamics; acids and bases; electrochemistry; survey of metals, nonmetals, and transition metals; complexes; nuclear chemistry. Three lectures and one three-hour lab weekly. Prerequisite: CH 111.

**CH 211 Organic Chemistry I: 4.5 semester hours**

This course is an introduction to organic chemistry; an integrated presentation with emphasis on the theoretical aspects and mechanisms of reactions. Detailed discussion of alkanes, alkenes, alkynes, and stereochemistry. Three lectures and an additional three-hour lab meet weekly. Prerequisite: CH 111, CH 112.

**CH 212 Organic Chemistry II: 4.5 semester hours**

This course is a continuation of CH 211. Functional groups discussed in detail. The course will provide an introduction to absorption spectroscopy and qualitative identification of organic compounds; aromatic and heterocyclic compounds; macromolecules. Three lectures and one additional three-hour lab meet weekly. Prerequisite: CH 111, CH 112, CH 211.

**CH 251 Analytical Chemistry: 4.5 semester hours**

Theory and application of basic methods in quantitative analysis: titrimetric, gravimetric, chromatographic, potentiometric, and spectrophotometric determinations. Three lectures and one additional four-hour lab meet weekly. Prerequisites: CH 111, CH 112, MA 142 or MA 164.

**CH 302 Biochemistry: 4.5 semester hours**

This course focuses on the study of life at the molecular level. The course examines the structure and function of key biological macromolecules (proteins, nucleic acids, lipids and carbohydrates), enzymes (kinetics, catalytic and regulatory strategies), central metabolic pathways and their regulation (cellular respiration, gluconeogenesis, glycogen, fatty acid and lipids), cell membranes and signal-transduction pathways. The laboratory portion emphasizes techniques used to study and analyze proteins. Three hours of lecture and one four-hour laboratory per week. Prerequisites: CH 111, CH 112, CH 211, CH 212, BI 125 and BI 125L. (Offered fall semester).

**CH 303 Biochemistry II: 3 semester hours**

A continuation of CH 302. Topics include the metabolism of amino acids, proteins, and nucleotides, membrane lipids and steroids; the integration of metabolism; exploring sensory systems, immune systems, and drug development. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 302. (Offered winter term in even years).

**CH 334 Instrumental Analysis: 4.5 semester hours**

The course teaches the underlying principles and practical aspects of using modern instruments in chemical analysis. Students will understand the chemistry relevant to sampling, sample preparation, and the chemical processes occurring in each instrument - such as electron transfer, electron emission, light scattering and absorption, gas and liquid phase equilibria. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 251.

**CH 370 Physical Chemistry: 4.5 semester hours**

An introduction to physical chemistry. Topics covered include thermodynamics, kinetics, quantum chemistry, molecular structure and spectroscopy. Three hours of lecture and one three-hour laboratory weekly. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 251, MA 164.

**CH 399 Special Topics in Chemistry: 3 semester hours**

Chemistry is a dynamic subject and this course is designed to present topics that may not have sufficient, sustained demand to be a regular course offering. The course is intended to provide an in-depth, advanced study of topics that are chosen with attention to student interest and faculty availability. This course may be repeated if topic is different. Prerequisite: CH 211 and permission of instructor.

**CH 450 Chemistry Internship: 6 semester hours**

This is a directed educational experience in employment situations under joint sponsorship by a faculty member and an employer. Students enrolled in this course will work with a community partner and are expected to perform duties as assigned by the community partner, who functions as the student's on-site supervisor. Internships are anticipated to mimic the employee-employer relationship and conform to standards prevalent at the community partner. Each credit hour of internship should correlate to approximately 40 hours of internship activities (activities are mainly determined by the specific job or projects assigned by the community partner). Students are required to: (1) Keep a journal during their internship reflecting on their experiences, new skills learned, etc. Due dates for the journal entries will be determined by the faculty instructor. (2) Meet (this may be done electronically, e.g. Facetime or Skype video conference) with the MMU instructor at least three times during the semester: at the beginning, near mid-term, and at the end of the semester (before the end of finals week), and (3) Complete an evaluation of the internship experience. Prerequisite: a successful application must be made in writing to a supervising chemistry instructor in the semester prior to the internship.

**CH 451 Chemistry Research: 6 semester hours**

This course provides a research opportunity for undergraduate students, which may include an introduction to relevant background material, technical instruction, identification of a meaningful project, data collection, analysis and dissemination. Projects and topics are determined by the faculty member in charge of the course and may relate to his/her research interests, or the interests of a student. This course will be offered based on faculty availability and student demand. Students may register for 1-6 credits per semester (1 semester credit= 40 project hours); students may repeat this course. Prerequisite: approval by advising instructor.

## Child and Adolescent Studies

This interdisciplinary minor is for students who want to focus their career on working with youth. This minor will focus on child development, health of the child and adolescent, and techniques for working with all youth. This minor may be of interest to students in social work, sociology, nursing, healthcare navigation, education, criminal justice, psychology, or business (marketing, communication, etc.).

### Child and Adolescent Studies Minor

#### Required:

EN 140	Introduction to Diversity Studies	3
GS 255	Child and Adolescent Health	3
PS 224	Developmental Psychology	3
SO 122	Introduction to Sociology	3

#### Select Two of the Following:

6 -  
9

CJ 228	Juvenile Justice
ED 143	Child and Family Nutrition
ED 253	Educational Psychology
ED 263	Educating the Exceptional Person
NU 350	Challenges Along the Journey: Interventions for Core Body System Alterations <sup>1</sup>
or NU 352	Challenges Along the Journey: Intervention for Alterations in Regulatory and Protective Mechanisms
PS 215	Adolescent Psychology
SO 202	Marriage & the Family: Intimate Relationships
SW 235	Family Child Welfare
SW 245	Basic Helping Skills
SW 310	Human Sexuality
or SO 310	Human Sexuality

**Total Hours** **18-21**

<sup>1</sup> This will only count as one elective. The nursing student will still need to choose a second elective.

## Communication

Study in the field of communication involves learning how humans employ widely varied media to produce understanding between people (or not). Learning in the field focuses on balancing general, theoretical studies of communication functions with the critical capacity to evaluate real world practice, and adding to this the enhanced ability to perform varied communication skills.

The core of the major emphasizes courses that introduce students to key concepts for communicating in the 21st century. The core courses provide vital foundations for work in the three areas of study, while the major-specific courses enable students to engage in integration, critical reflection, and application of all they have learned.

As the modes of communication are diverse, so too are the careers in the field, and the three majors (Communication, Journalism, and Public Relations) allow students to choose more specialized arenas of study to better prepare them for their chosen careers.

**Communication--verbal and media tracks:** The Communication major is designed to enhance students' skills and understanding of

either verbal or media communication in preparation for any career that heavily emphasizes communication practice. This two-track major gives students the opportunity to choose what form of communication they will emphasize: it includes a verbal track and a media track.

**The verbal track** includes skills courses in a variety of oral genres, including public speaking and interpersonal communication. In addition, since "verbal" means "with words," the major includes a three-class writing skill set.

**The media track** emphasizes communication in a variety of media modes, including publication design, web site development, computer video production, and photography.

Objectives for this major include for students to interpret the process of communication and employ communication in real-world practice as they strategically and competently apply verbal or media skills.

This major is an excellent second major when packaged with a related field of study in either liberal arts or a professional field.

### Career Opportunities

One strength of the three Communication program majors is that they prepare the individual for a wide variety of careers. For example, students who graduate with a Communication major must choose to complete the verbal track or the media track. Communication majors in the verbal track are prepared for careers that focus on communication practice, ranging from law to ministry, politics, business, and more. Communication majors in the media track are prepared for careers in media aspects of organizations (e.g. desktop publishing, video production, web page design) as well as the design and production of corporate publications (e.g. magazines, newsletters and annual reports).

See a full list of course descriptions on the Courses of Instruction (p. 329) page.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Communication: Verbal Track

#### Required:

CO 101	Oral Communication	3
CO 102	Public Speaking	3
CO 111	Introduction to Communication Studies	3
CO 130	Basic Media Grammar for Professional Writing	2
CO 242	Media Theory	3
CO 360	Law and Ethics of Mass Media	3
CO 311	Communication Analysis	3
CO 380	Internship in Communication	3
CO 480	Seminar in Communication	3
CO 120	Introduction to Journalism	3
or CO 280	Writing For Public Relations	

#### Select One of the Following: 3-4

EN 123	Professional Writing
EN 203	Creative Writing
EN 204	Writing Creative Nonfiction
EN 205	Writing Poetry
EN 206	Writing Fiction

#### Select One of the Following: 3

EN 210	Writing And Analysis Of Literature
EN 320	Intermediate Creative Writing
EN 321	Topics In Creative Writing
Literature course numbered 225-309	

**Select Two of the Following: 6**

CO 105	Introduction to Acting
CO 250	Effective Group Communication
BK 305	Professional Selling
BA 310	Dispute Resolution
ED 135	Storytelling
GS 250	Business Etiquette
SW 245	Basic Helping Skills
SP 220	Spanish for the Profession

**Total Hours 41-42****Communication: Media Track****Required:**

AR 103	Art Fundamentals	3
AR 106	Photography I	3
AR 120	Visual Technology	3
AR 130	Graphic Design I	3
AR 220	Typography & Design	3
AR 280	Video on the Computer	3
CO 111	Introduction to Communication Studies	3
CO 120	Introduction to Journalism	3
or CO 280	Writing For Public Relations	
CO 130	Basic Media Grammar for Professional Writing	2
CO 242	Media Theory	3
CO 290	News Processing for Journalism and Public Relations	4
CO 311	Communication Analysis	3
CO 360	Law and Ethics of Mass Media	3
CO 380	Internship in Communication	3
CO 480	Seminar in Communication	3
CS 103	Introduction To Web Site Development	3

**Total Hours 48**

**NOTE:** Students majoring in the Communication Program can pursue an additional major or minor in the Communication Program ONLY if they also earn, at minimum, some other non-communication department minor.

**Academic Requirements**

A grade of C or above (C- does not count) is required in each of the communication department course requirements.

**Communication: Verbal****Required:**

CO 111	Introduction to Communication Studies	3
CO 130	Basic Media Grammar for Professional Writing	2
CO 311	Communication Analysis	3

**Choose Two of the Following: 6**

BA 310	Dispute Resolution
BK 305	Professional Selling
CO 102	Public Speaking
CO 250	Effective Group Communication
SP 220	Spanish for the Profession

**Choose One of the Following: 3**

CO 120	Introduction to Journalism
CO 280	Writing For Public Relations

**Choose One of the Following: 3-4**

EN 123	Professional Writing
EN 203	Creative Writing

**Total Hours 20-21****Communication: Media****Required**

AR 220	Typography & Design	3
CO 111	Introduction to Communication Studies	3
CO 130	Basic Media Grammar for Professional Writing	2
CO 242	Media Theory	3
CS 103	Introduction To Web Site Development	3

**Choose One of the Following: 3**

AR 106	Photography I
AR 280	Video on the Computer

**Choose One of the Following: 3**

CO 120	Introduction to Journalism
CO 280	Writing For Public Relations

**Total Hours 20****Computer Science****Computer Science Major (CS)**

The computer science major prepares students to be professional computer programmers and (with the proper area of specialization) to enter graduate school in Computer Science. Students will learn both the theory and practice of the profession, how to work in groups to complete large software projects and appropriate ethical standards. Computer science is a rapidly changing profession and the Mount Mercy computer science program endeavors to teach, model and demonstrate the most modern professional practices. Students with a computer science degree find excellent employment opportunities in almost all industries.

\* NOTE: Computer science courses taken seven or more years ago are subject to review by the department before awarding credit for a major or minor in computer science.

Objectives established for students in this major include, among others: use programming languages to explain fundamental computer science concepts; design and analyze algorithms; and understand the process of software engineering (i.e. writing specifications.)

**Student Opportunities**

MMU CS students are engaged to participate in STEM events, undergraduate research projects with our faculty, and CS club activities. Opportunities for internships and/or competitions may be available.

**Career Opportunities**

Graduates of the MMU computer science program find excellent employment in almost all industries. Our students are also successful in continuing on to graduate programs. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

**Computer Science Major****Required:**

CS 105	Fundamentals Of Computer Science	4
CS 106	Data Structures	4

CS 190	Computer Organization	4
CS 203	Information Ethics	3
CS 235	Systems Programming Concepts	4
CS 302	Programming Languages	3
CS 388	Database Systems	4
CS 389	Algorithm Analysis	3
CS 435	Senior Project: Computer Science	4
DS 101	Introduction to Data Science I	3
MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 214	Probability And Statistics	3
or MA 135	Basic Statistics	
<b>One area of specialization</b>		<b>12.5</b>
		<b>-</b>
		<b>16</b>
<b>Total Hours</b>		<b>58.5-62</b>

## Area of specialization

The intent of the "Area of Specialization" is to allow students to create their own programs of study in Computer Science. A traditional computer science program is possible by selecting the Computational Science Specialization. Potential students are encouraged to "think outside the box" as they, with the advice and approval of their Computer Science faculty advisor, create their personal computer science majors at Mount Mercy.

The area of specialization must be declared by the end of the Spring term of your sophomore year (can be changed later).

## Sample Areas of Specialization for the Computer Science Major

### Computational Science

This specialization is intended for those considering graduate school in computer science and/or double major with mathematics.

MA 165	Calculus II	4
MA 166	Calculus III	3
MA 202	Linear Algebra	3
MA 210	Introduction To Graph Theory	3
<b>Total Hours</b>		<b>13</b>

### Information Security

Individuals choosing information security are encouraged to complete a mathematics minor.

CJ 297	Criminal Law	3
CS 422	IT Security and Risk Management	3
CS 393	Cryptology	3
MA 165	Calculus II	4
<b>Total Hours</b>		<b>13</b>

### Web Development

This specialization is for individuals interested in creating websites and/or databases for business.

AR 120	Visual Technology	3
AR 130	Graphic Design I	3
AR 231	Graphic Design II: Web & Motion Graphics	3
BK 208	Principles Of Marketing	3
CS 395	Web Programming	4
<b>Total Hours</b>		<b>16</b>

## Robotics and Embedded Systems

This specialization prepares the student for a career developing embedded software.

CS 391	Embedded Systems	3
CS 392	Robotic Systems	3
MA 202	Linear Algebra	3
PH 151	Principles of Physics I	4
<b>Total Hours</b>		<b>13</b>

## Software Engineering

This is the most technical CS area of specialization.

BA 250	Technology & Communication In Business	3
BN 204	Principles Of Management	3
BN 377	Project Management	3
CS 326	Information Systems Analysis	3
CS 395	Web Programming	4
<b>Total Hours</b>		<b>16</b>

## Scientific Computing

PH 151	Principles of Physics I	4
PH 152	Principles of Physics II	4
CH 111	General Chemistry I	4.5
or BI 125 & 125L	Foundations of Biology & Scientific Inquiry I and Biostatistics and Scientific Investigation I	
<b>Total Hours</b>		<b>12.5</b>

## Academic Requirements

A grade of C or above (C- does not count) is required in all courses in the major and their prerequisites. A cumulative grade point average (all courses) of 2.00 or higher is required for graduation with a major in Computer Science. CS 101 Using Computers in Research Settings, CS 103 Introduction To Web Site Development and CS 226 Programming in Visual Basic do not count towards major requirements(including area of specialization).

## Computer Science Minor

In an era of increasing technology, the MMU computer science minor provides a valuable skill set for almost any major.

### Required

CS 105	Fundamentals Of Computer Science	4
CS 106	Data Structures	4
CS 190	Computer Organization	4
CS 203	Information Ethics	3
CS 235	Systems Programming Concepts	4
CS 388	Database Systems	4
DS 101	Introduction to Data Science I	3
MA 162	Discrete Mathematics	3
<b>Total Hours</b>		<b>29</b>

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CS 105		4 Domain		3 CS 106	4
MA 162	3			CO 101	3
Writing Competency	4			DS 101	3



Portal	3	Domain	3
	<b>14</b>	<b>3</b>	<b>13</b>
<b>Sophomore</b>			
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>
CS 190	4	CS 203	3
MA 164	4	MA 214	3
Domain	3	Domain	3
Domain	3	Domain	3
		Domain	3
	<b>14</b>	<b>3</b>	<b>16</b>
<b>Junior</b>			
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>
CS 388	4	Elective	3
CS Elective	3	CS 302	3
Domain	3	Natural World Domain	4
Domain	3	Domain	3
Elective	3		
	<b>16</b>	<b>3</b>	<b>13</b>
<b>Senior</b>			
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>
CS 389	3	Elective	3
ME 450	1	CS 435	4
CS Elective	3	CS Elective	3
Elective	3	Elective	3
Elective	3	Elective	2
	<b>13</b>	<b>3</b>	<b>12</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****CS 101 Using Computers in Research Settings: 1 semester hour**

The course is designed to make students fluent in the use of common office applications in professional settings. We will learn these skills in the context of the analysis and interpretation of real-world data sets that come from the research of the faculty and students of Mount Mercy University. Students who complete this course will be able to be more productive here at Mount Mercy, and more prepared to enter careers or to attend graduate school.

**CS 103 Introduction To Web Site Development: 3 semester hours**

In Introduction to Web Site Development, students will learn a wide arrange of web-based technologies and scripting languages that are used for the development of internet web sites. The tools discussed in the course will vary in order to stay current with the rapidly changing environment of web development. These tools could include (but are not limited to): wysiwyg html editors, html, css, xml, Flash, java script and dynamic web programming languages. The intent of the course is to give students a broad experience with a wide range of web-based technologies. This course is intended for non-majors who are interested in careers focused on the development of web sites. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 105 Fundamentals Of Computer Science: 4 semester hours**

This course focuses on the concepts and constructs of computer programming, including program design and decomposition, data types, interactive and file input/output, control structures, and graphical user interface development. Formerly CS 175.

**CS 106 Data Structures: 4 semester hours**

This course introduces basic concepts of software development, elementary data structures (including sets, lists, stacks, queues, trees, and graphs), recursion, and elementary algorithm analysis. Formerly CS 205. Prerequisites: CS 105, MA 162 (the latter may be taken as a co-requisite).

**CS 112 Introduction to Object Oriented Programming: 3 semester hours**

This course teaches the concepts and skills of object oriented programming. Topics to be covered include inheritance, abstract fields, methods and classes, encapsulation and polymorphism. Demonstration of significant experience and skills in object oriented programming can be used to pass out of the course. Prerequisite: CS 105.

**CS 190 Computer Organization: 4 semester hours**

This course covers various hardware aspects of computers. Topics to be covered include number representation, digital logic, Boolean algebra, memory technologies, and management techniques, interrupts, CPU structure, microprogramming, assembly language, and input/output devices. Prerequisite: CS 105 & MA 162.

**CS 203 Information Ethics: 3 semester hours**

In this course, students will learn to define and analyze ethical, moral, social, and professional issues related to computing and information technology. Topics to be discussed include ethical frameworks for decision making, regulation of the Internet, intellectual property, privacy, security, and codes of conduct. Prerequisite: sophomore standing or consent of instructor.

**CS 215 Data Programming Languages: 3 semester hours**

This course is an introductory course for using current programming language techniques for Data Science. Students will learn to use a contemporary programming language, like python or R, to solve various data science challenges. The course reinforces the student's knowledge of objects and control structures. The student will expand this knowledge for data storage, manipulation, visualization, and randomness. These tools and techniques are vital to the data science professional. Prerequisite: CS 105.

**CS 226 Programming in Visual Basic: 4 semester hours**

This course is an introduction to programming using Visual Basic and the .NET development environment. Topics to be covered include control structures, input/output, graphical user interfaces, and interface with other Microsoft Office applications. This course is for MIS majors. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 235 Systems Programming Concepts: 4 semester hours**

This course explores topics related to operating systems and network programming, including shell programming, programming with operating systems calls, and programming using network sockets. Other topics include basic structure of operating systems and network software. Prerequisite: CS 190.

**CS 302 Programming Languages: 3 semester hours**

This course considers the evolution of programming languages. Topics to be discussed include language specification and analysis, syntax, semantics, parameter passing techniques, scope, binding, paradigms (including imperative, functional, and object-oriented), and translation techniques. Prerequisite: CS 235.

**CS 326 Information Systems Analysis: 3 semester hours**

This course will focus on management issues in the creation and management of information systems. Broad topics will include system investigation, system and feasibility analysis, system design, system implementation, and system maintenance. Various approaches to systems analysis and design will be considered, as well as tools. Prerequisites: CS 106 for CS students or CS 226 and BN 204 for MIS students.

**CS 340 Game Design and Development: 4 semester hours**

This course is an introductory overview of the video game design and development process. Through detailed study of historical as well as current games, students will learn the language and structure needed to develop their own game ideas. Students will learn the many aspects of a game development team and learn how each of these roles contributes to a game's overall design. Projects, in and out of class, will focus on creating and designing game concepts both digital and non-digital. A strong focus on the elements of game design and process will support class projects. Students will get a basic overview of game studies and integrate those concepts into their work. Prerequisite: CS 106, CS 235, & CS 326.

**CS 341 Mobile Development: 4 semester hours**

This course is an introductory overview of the mobile application design and development process. Through detailed study of historical as well as current mobile, students will learn the language and structure needed to develop their own mobile applications. Students will learn the many aspects of a mobile development team and learn how each of these roles contributes to an applications overall design. Projects, in and out of class, will focus on creating and designing mobile concepts. A strong focus on the elements of mobile design and process will support class projects. Prerequisite: CS 106, CS 235, & CS 326.

**CS 388 Database Systems: 4 semester hours**

This course emphasizes the concepts and structures necessary to design and implement a database management system. Topics to be covered include the evolution of database systems, the relational database model, query languages, triggers, constraints, views, and other advanced topics as time permits. Prerequisite: CS 235 or CS 326.

**CS 389 Algorithm Analysis: 3 semester hours**

This course is an introduction to advanced data structures and algorithm analysis techniques. Topics to be covered include asymptotic notation, empirical and theoretical analysis techniques, complexity classes, algorithmic approaches (divide and conquer, greedy), and advanced tree structures. Three hours lecture. Prerequisites: MA 162, CS 106.

**CS 391 Embedded Systems: 3 semester hours**

This course is an introductory overview of embedded systems and embedded language. Students will learn the skills needed to develop their embedded solutions through a detailed study of embedded control history and current applications of embedded systems. In and out of class, projects will focus on using, creating, and designing embedded system solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 392 Robotic Systems: 3 semester hours**

This course is an introductory overview of robotic systems and sensor networks. Students will learn the skills needed to develop their robotics and sensor network solutions through a detailed study of robotic history and current applications of robotic systems. Students will work with both mobile and stationary robotics. In and out of class, projects will focus on using, creating, and designing robotic solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 393 Cryptology: 3 semester hours**

This course is an introductory overview of Cryptology and Secure Programming. Students will learn the skills needed to develop their security solutions through a detailed study of cryptographic history and current cryptographic algorithms. Students will learn the many aspects of a security team and how each role contributes to security's overall design. In and out of class, projects will focus on using, creating, and designing security solutions for both digital and non-digital domains. Prerequisites: CS 106, CS 235, MA 164.

**CS 395 Web Programming: 4 semester hours**

This course explores the development of web-based applications and dynamic web pages using modern development tools and languages. Topics to be covered include basic web site design, scripting languages, web servers, use of databases and SQL in the development of dynamic web sites and web security. Prerequisite: CS 326 & CS 388.

**CS 399 Special Topics in Computer Science: 3 semester hours**

This course provides students the opportunity to take electives in an area of special interest in computer science. When possible, the course will be taught by experts from the field. Topics may include educational software development, artificial intelligence, robotics, embedded systems, bioinformatics, and cryptography. Prerequisite: permission of instructor.

**CS 415 Field Experience: 3 semester hours**

This course provides students the opportunity to take advantage of internship opportunities that become available. The internships include off-campus supervision at local employers and periodic conferences with the on-campus instructor. One semester hour of credit is assigned for each 45 hours of work per semester at the outside agency.

**CS 420 Management Information Systems Senior Thesis: 3 semester hours**

The MIS Senior Thesis is intended to be one option for the MIS capstone course specifically suited to students with significant professional experience as a team member on at least one large enterprise software development project. Students in this course will work with a faculty member to select a topic relevant to their education and professional experience, design a plan for researching the topic and produce a thesis that reviews and analyzes the research and integrates the research, the learning they have gained from their educational program and from their professional experience into a solution of the problem defined by the chosen topic.

**CS 422 IT Security and Risk Management: 3 semester hours**

This course introduces the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management. Prerequisite: BN 340 & CS 326.

**CS 425 IT Audit and Controls: 3 semester hours**

This course introduces the fundamental concepts of the information technology audit and control functions. This course focuses on understanding information controls, the types of controls, and their impact on the organization and managing and auditing them. The concepts and techniques used in information technology audits will be presented. Students will learn the process of creating a control structure with goals and objectives, audit an information technology infrastructure against it, and establish a systematic remediation procedure for any inadequacies. The course also covers the challenges of dealing with best practices, standards, and regulatory requirements governing information and controls. Prerequisite: BN 340 and CS 326.

**CS 430 Senior Project: Management Information Systems: 4 semester hours**

This is the capstone course for management information system majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team as project managers. Prerequisites: CS 226, CS 326 and BN 377.

**CS 435 Senior Project: Computer Science: 4 semester hours**

This is the capstone course for computer science majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team. Prerequisites: CS 388 and (CS 302 or CS 395).

**CS 445 Computer Science Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## Creative Writing

### Creative Writing Minor

**Required:**

EN 215	Major English Writers	3
EN 278	American Literature Survey: 1914 to Present	3

**Choose Three of the Following:** 9

EN 203	Creative Writing
EN 204	Writing Creative Nonfiction
EN 205	Writing Poetry

EN 206 Writing Fiction

EN 321 Topics In Creative Writing

**Total Hours****15****Courses****EN 011 Language & Literacy Support: 1 semester hour**

This course offers instruction and practice in college-level reading, writing, and English proficiency. All on-campus undergraduate students can enroll in this course: first-year students, upper-class students, returning students, and transfer students. Work will be individualized (arranged meeting) and will support the student's work in other courses. Repeatable.

**EN 012 Elements of English: 3 semester hours**

This is a "bridge" course between high school language arts and college writing courses. Objectives include learning to use college-level reading and writing strategies and developing academic confidence in literacy tasks. This course is geared toward both native- and non-native English-speaking students. Indications for placement include an ACT score below 15, a high school GPA below 2.5, committee admittance, and/or or a Duolingo score below 115 and/or any Duolingo subscore below 100 (or similar score in an equivalent assessment for English proficiency.).

**EN 101 Writing And History: 4 semester hours**

By examining a period of historical topic, students will have the opportunity to discover how history is relevant to contemporary life. The course will focus on a different topic each semester such as the Vietnam War, the Holocaust, or the American Frontier, using it as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 106 Writing And The Environment: 4 semester hours**

Our national culture is firmly rooted in the ways we treat the land and wildlife. Many writers have responded to our changing environment in a multitude of ways. This course will examine that literature in order to stimulate student writing and research. Fulfills the competency requirement in writing.

**EN 107 Writing And Popular Culture: 4 semester hours**

This course will study how television, movies, and music influence our everyday lives and shape our values, showing how popular culture has increasingly been used in fiction and poetry. Assignments will allow students to examine different perspectives about popular culture. Fulfills the competency requirement in writing.

**EN 108 Writing and Issues of Health & Mortality: 4 semester hours**

Frequently, the impulse behind writing comes from the awareness of our mortality and our desire to care for one another. Writers, including those who are doctors and nurses, know this and have created a rich trove of literature from all genres about these experiences. This course will examine that literature in order to stimulate students writing and research in writing.

**EN 111 Writing And Film: 4 semester hours**

This course will use cinema from around the world to stimulate student writing. Specific versions of the course might center around important American films, films of directors, films from a particular genre, or films dealing with a major theme. Students will explore different perspectives about how film can entertain, educate, and provoke an audience. Fulfills the competency requirement in writing.

**EN 112 Writing And Gender Studies: 4 semester hours**

Gender is a concept that refers to the cultural sources of our identities as women and men. This writing course will explore gender in conjunction with socialization, stereotypes, intimacy, the media, the workplace, and the family. Fulfills the competency requirement in writing.

**EN 114 Writing And Social Issues: 4 semester hours**

This course examines social issues such as racism, poverty, and crime. Students may participate in brief service projects. Fulfills the competency requirement in writing.

**EN 115 Writing And Other Cultures: 4 semester hours**

This course includes reading and writing about people from diverse cultural positions, and focuses on understanding the various social, political, and economic factors that shape a culture. Fulfills the competency requirement in writing.

**EN 116 Writing And Life Stories: 4 semester hours**

The course explores how students and published writers craft compelling stories out of life experiences. Assignments include personal essays, analytical papers, and a research project. Fulfills the competency requirement in writing.

**EN 117 Writing And Sports: 4 semester hours**

Given the emphasis placed on sports in the life of a college student, as well as in our culture in general, this course will stress the fundamentals of college writing and research while using sports as a thematic focus. The course will examine such topics as participation in sports, historical developments of professional sports, individual versus team sports, and the broad area of sports literature. Fulfills the competency requirement in writing.

**EN 118 Writing And Place: 4 semester hours**

An understanding and a belonging to a place can give us a sense of community and purpose. This class will explore issues connected with places both familiar and foreign while using them as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 120 Grammar: 1 semester hour**

A study of grammar with an emphasis on revising and editing.

**EN 122 Grammar for Teaching English as a Second Language: 3 semester hours**

This course covers aspects of modern English grammar important for teaching English as a Second Language (ESL). The basic structure of words (morphology), sentences (syntax), and meanings (semantics), including basic rules of writing mechanics most problematic for English learners are also studied.

**EN 123 Professional Writing: 4 semester hours**

Designed to help students understand the basic resources and techniques of writing pertinent to their chosen professions. Writing assignments and discussions covering such areas as occupational letters, reports, and letters of job application are geared to the student's individual professional needs. Prerequisites: One course selected from the core curriculum writing courses and sophomore standing.

**EN 125 Introduction To Language: 3 semester hours**

An introduction to the principles and basic structure of the English language with an emphasis on grammar, the history of English, and sociolinguistics.

**EN 133 Introduction to American Multicultural Literature: 3 semester hours**

This course surveys literature that reflects America's racial and ethnic diversity. Students will examine texts by African Americans, Native Americans, Latino Americans, Asian Americans, Jewish Americans, and Muslim Americans. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 134 Introduction to U.S. Latino Literature: 3 semester hours**

Stories are powerful transmitters of culture. In this course we will look at stories from contemporary Latino writers in the United States to help us discover, appreciate, and understand the Latino part of our multicultural heritage. As we study representations of Latino culture in different genres, we will grapple with the gifts and challenges of a bi-cultural identity. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 135 Introduction to African American Literature: 3 semester hours**

This course considers the breadth, depth, and significance of the African American literary tradition, ranging from the eighteenth century through the present era. We will study slave narratives, speeches, poetry, drama, and fiction to explore the complex relationship between race and writing and to discover how African American literature both responds to and helps shape American history and culture. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 140 Introduction to Diversity Studies: 3 semester hours**

This course introduces Diversity Studies, an interdisciplinary program of study that enables students to develop a broad understanding of the intersecting components of diversity in society, namely: race, ethnicity, sex, gender, sexuality, social class, religion, language, aging, and disability. By the end of the semester, students will develop an understanding of and sensitivity to diverse cultures and lifestyles and the contributions of historically-underrepresented communities to art, literature, history, culture, and society. Ultimately, the course equips students with the knowledge, skills, and perspectives essential to civic participation, career development, and the promotion of a just and an equitable society.

**EN 150 Introduction to Film Adaptation: 3 semester hours**

This course will study the common practice of creating film adaptations of all kinds: form literature, graphic novels, musicals, television scripts, history, etc. - for instance, adapting works such as *Pride and Prejudice*, *No Country for Old Men*, the short story "Million Dollar Baby", the musical *Chicago*, the Sherlock Holmes mysteries, the graphic novel *Persepolis*, the comic book series of *Batman*. This writing intensive class fulfills the literature requirement in the Expressive Arts domain.

**EN 154 Introduction to World Literature: 3 semester hours**

This course introduces the basics of literary analysis while examining works of poetry and prose by major writers from around the world. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: completion of the writing competency course.



**EN 170 Introduction To Literature: 3 semester hours**

This course will provide an introduction to poetry, fiction and drama, emphasizing reading, analysis, and interpretation. Students will be asked to read a variety of literature that reflects both the history and the diversity of the genres and to respond orally and in writing. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 175 American Drama: 3 semester hours**

Selected dramas from 1920 to the present ranging from classic American plays by Williams and Miller to more offbeat, contemporary works. Students may be required to attend productions outside class. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 176 American Literature Survey: Colonial to 1914: 3 semester hours**

This survey course will examine the major topics/trends/movements in American literature from our nation's beginnings to World War I through reading a variety of genres: poetry, short fiction, autobiography, and the novel. Topics will include American Romanticism, Realism, and Naturalism. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 178 Major American Writers: 3 semester hours**

This course will examine works (fiction, poetry, drama, and non-fiction) from important American writers. Some of the writers that may be included: Franklin, Hawthorne, Douglass, Thoreau, Dickinson, Whitman, Twain, Chopin, Hemingway, O'Neill, Faulkner, Frost, Morrison, Miller, A. Wilson, O'Connor, Wright, Kingston, Erdrich, Tan, and Cisneros. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 180 Introduction to Literature and Gender: 3 semester hours**

This course examines the ways in which poets, novelists, short story writers, playwrights, and memoirists create, explore, and challenge social constructions of gender. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 181 Introduction to LGBTQ Literature: 3 semester hours**

Students will explore literature that depicts the experiences of lesbian, gay, bisexual, transgender, and queer people. This course will emphasize literature by LGBTQ authors themselves, primarily American and British authors from the late nineteenth century to the present. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 190 British Literature and Culture: 3 semester hours**

This travel course examines selected works of British literature in conjunction with the art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 7-10 day trip to London, Canterbury, Bath, and Oxford. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 192 The Lost Generation: Expatriates in Paris: 3 semester hours**

This travel course treats literature created by the expatriate "Lost Generation" in Paris in the 1920s. Enrolled students will learn experientially how the city and culture of 1920s Paris shaped the literature of the Lost Generation and how expatriate writers in the 1920s helped inform Parisian culture and climate. The course includes a one- to two-week trip to Paris. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course completed from the core composition courses or equivalent.

**EN 195 Irish Literature & Culture: 3 semester hours**

This travel course examines selected works of Irish literature in conjunction with art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 1-2 week trip to Dublin, Belfast, and Derry. The writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 203 Creative Writing: 3 semester hours**

This multi-genre course introduces students to the writing of short stories, poems, and creative nonfiction. Students will participate in small-group workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 204 Writing Creative Nonfiction: 3 semester hours**

Students will study and create several types of creative nonfiction with an emphasis on the personal essay. Drawing upon writing tools used by both fiction writers and poets, students will compose original essays, participate in peer workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses.

**EN 205 Writing Poetry: 3 semester hours**

This workshop allows students to explore together the fundamentals of the craft of poetry. Students will identify the attributes that make poetry a unique and expressive art form, and will become familiar with diverse forms, subject matter, and styles by reading the work of established and emerging poets. Students will compose original poems, participate in peer workshops, and create a final portfolio of their work. This course will enable students to be more aware of their own writing processes and to access a breadth of strategies for composition, collaboration, and revision journeys. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 206 Writing Fiction: 3 semester hours**

Students will study and create several types of short stories. They will participate in peer workshops, revise, and assemble a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 210 Writing And Analysis Of Literature: 4 semester hours**

An intensive writing course required of English majors and minors. Also covers the critical analysis of the major genres and the study of various theoretical approaches. Must be taken at Mount Mercy before the senior year. The CLEP exam does not apply. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 215 Major English Writers: 3 semester hours**

This course focuses on selected writings from such authors as Chaucer, Shakespeare, Milton, Wordsworth, Charlotte Bronte, Keats, Browning, and Joyce. English majors must take this course before their senior year. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 225 Chaucer And The Middle Ages: 3 semester hours**

This course is an introduction to the Middle English literature with a concentration on Chaucer's *The Canterbury Tales*. Prerequisite: One lower division literature course or permission of the instructor.

**EN 234 Shakespeare: 3 semester hours**

Learn about theatre through the works of Shakespeare. Consider how actors, directors, other artists, and critics have interpreted Shakespeare's major plays. Students will view some film adaptations and, if possible, live performances. This course satisfies the Expressive Arts - Fine Arts Core Curriculum Domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 236 Milton and the 17th Century: 3 semester hours**

This course will place an emphasis on Milton's verse and prose; also selected works of the Cavalier and metaphysical poets, especially Donne. Prerequisite: One lower division course or permission of the instructor.

**EN 243 18th-Century Literature: 3 semester hours**

Major works from 1660-1780, showing the development of poetry, drama, and the novel. Prerequisite: One lower division literature course or permission of the instructor.

**EN 254 The English Romantic Age: 3 semester hours**

Prose and verse, 1780-1832, especially works by Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Scott, Austen, Lamb. Prerequisite: One lower division literature course or permission of the instructor.

**EN 265 The Victorian Age: 3 semester hours**

Poetry and fiction by such authors as Tennyson, Browning, Hopkins, Dickens, Eliot, Gaskell, and Hardy. Prerequisite: One lower division course or permission of the instructor.

**EN 278 American Literature Survey: 1914 to Present: 3 semester hours**

This course will examine the major topics/trends/movements in American Literature from World War I to the present through reading a variety of genres: poetry, short fiction, drama, and the novel. Topics will include Modernism, Postmodernism and Deconstruction, and Multiculturalism.

**EN 300 Topics in Literature: 3 semester hours**

This course will examine a specific topic in literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 303 Topics In American Literature: 3 semester hours**

This course includes an examination of a specific topic in American literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 305 Anglophone Literature: 3 semester hours**

After the demise of the British Empire in the 20th century, the English language remained in use all over the world in many of its former colonies and commonwealth states. As newly independent peoples began to define their national identity, their native writers adopted English as the medium for telling their stories. Appropriately called World Englishes, these offshoots of the language of Britain shaped themselves to the culture, geography, and circumstances of a whole new cadre of Anglophone writers. This course will explore world literature written in English from places such as India, Africa, Hong Kong, Australia, and the Caribbean in order to engage with the questions of identity that arise, both for nations and for individuals, in a post-colonial society in a global age.

**EN 309 British Modernism: 3 semester hours**

This course will focus on the major works and movements of British literature from 1900-1945, specifically focusing on Modernism. It will cover texts by such authors as Yeats, Auden, Conrad, Joyce, Woolf, Forster, Ford, Eliot, Lawrence, Mansfield, and Bowen.

**EN 310 Contemporary British Literature: 3 semester hours**

This course will examine the major works and movements in British literature from 1945 to the present. It will cover texts by such authors as Greene, Waugh, Lessing, Beckett, Heaney, Ishiguro, McEwan, Smith, and Barnes. Prerequisite: One lower division literature course or permission of the instructor.

**EN 314 Law and Literature: 3 semester hours**

How do law and literature shape our ethics, identities, and understanding of the truth? Why do so many literary writers feature legal documents, crime, prisons, and trial scenes? Students explore all these questions as they study British, American, and world literature ranging from ancient Greek tragedy to novels by Nobel Prize winners to recent Oprah picks. Students also have the opportunity to participate in a service learning project at the Anamosa State Penitentiary.

**EN 320 Intermediate Creative Writing: 3 semester hours**

This is an advanced creative writing course focusing on the student portfolio, a collection of original poems, stories and creative nonfiction written for the class. Prerequisite: EN 203 or permission of the instructor.

**EN 321 Topics In Creative Writing: 3 semester hours**

Students will study and practice creative writing focused on a specific theme or sub-genre, such as health and healing, coming of age, or science fiction. Students may repeat the course when it features a different theme or sub-genre. Prerequisite: EN 203, EN 204, EN 205 or EN 206 or permission of the instructor.

**EN 325 Seminar: Independent Research: 3 semester hours**

This is a capstone seminar which asks that students demonstrate through independent research and in-class activities a proficiency in critical, verbal, and written skills. Since this class is process oriented the instructor and students will collaborate on selecting the theme(s) for the seminar. Students will also explore career development. Required of all English majors. Prerequisites: Senior English major status; one course selected from the core composition courses; and at least one upper-level English literature course at Mount Mercy.

**EN 424 Internship: 3 semester hours**

This class is a supervised work experience in various profit/non-profit organization. It is required of all English majors who have not had another internship experience through Mount Mercy University and who are not Education majors. It is open to English majors of junior or senior status. All students must receive the approval/consent of the English Program before participating in this internship. If students do not receive this approval, they will take EN 455, focusing on career preparation. To count toward the English major, the internship must be taken for three credits.

**EN 445 Independent Study: 3 semester hours**

Study topic will be arranged by the student and the English Department best able to direct the work. An independent study gives the English major the opportunity to pursue authors, genres, and literary periods not developed in regular courses.

## Criminal Justice

The criminal justice major is designed to educate students to be critical thinkers, ethical problem solvers, and effective communicators. The program offers a comprehensive study of the criminal justice system, including law enforcement, criminal law and the judiciary, and corrections. Moreover, students will understand how these complex and interrelated systems relate to society, overall.

Students graduating from the program pursue diverse paths. For example, students have advanced to graduate and law schools. Other graduates have pursued careers in law enforcement, judicial administration, corrections, juvenile justice, and private security. Regardless of a student's orientation to the study of criminal justice, the program provides a unique blend of required and elective courses taught by experienced faculty. Students will be provided with a balanced and broad program of study, rooted in the liberal arts and social sciences. In addition, the curriculum offers opportunities for learning about practical applications in criminal justice, particularly through field trips and internships.

Criminal justice majors are also encouraged to supplement their education with studies in other areas. The major is structured to facilitate the ability to pursue a double-major or minor, which allows students to extend their knowledge as well as to provide flexibility with future career options. Students have pursued additional studies in a variety of areas such as business, psychology, political science, and social work, for instance. Students interested in forensic work may want to consider a double-major or minor in biology or chemistry (which now includes a forensic science track). Those interested in working as a game warden or conservation officer may consider a double-major in outdoor conservation. Courses in computer science or accounting may be particularly relevant for students interested in careers investigating white-collar crime. The pre-law minor is also available for students interested in pursuing a law degree after graduation.

The criminal justice major consists of 10 required and 2 elective courses, which provide students with a comprehensive understanding

of criminal justice. All majors, including transfers, must complete CJ 299 Criminal Justice Information, Communication and Ethics as a prerequisite for 300 and 400 criminal justice courses.

Upon graduating, criminal justice majors should be able to: demonstrate knowledge of the scientific approach; communicate effectively in both the oral and written form; and critically analyze ethical dilemmas and make principled choices in the field of criminal justice.

## Career Opportunities

Law enforcement, legal and judicial administration, corrections, juvenile justice, private security.

## Criminal Justice Major

**Required:**

CJ 101	Introduction To Criminal Justice	3
CJ 154	Criminology	3
CJ 203	Policing	3
CJ 244	Corrections	3
CJ 297	Criminal Law	3
CJ 299	Criminal Justice Information, Communication and Ethics	3
CJ 302	Criminal Justice Research Methods	3
CJ 305	White Collar Crime	3
CJ 365	Diversity and the Criminal Justice System	3
CJ 410	Senior Seminar	3

**Choose Two of the Following: 6**

CJ 228	Juvenile Justice
CJ/HI 242	Crime and Culture in America
CJ 246	Criminal Investigation
CJ 350	Trial Evidence
CJ 355	Criminal Procedure
CJ 380	Sex Offenders
CJ 390	Special Topics in Criminal Justice
CJ 426	Media and Crime
CJ 428	Internship
EN 314	Law and Literature
HI 245	Recent American History
HI 306	20th Century American History of Race and Gender
PO 326	Politics and Public Policy
PO 335	State and Local Government

**Total Hours 36**

## Academic Requirements

Transfer students must take a minimum of 15 semester hours in their criminal justice major or minor at Mount Mercy. A student may enroll in and complete a maximum of 6 semester hours for CJ 428 Internship, although only 3 semester hours may be counted toward the major. Majors should follow a sequence of completion in order:

CJ 101	Introduction To Criminal Justice	3
CJ 299	Criminal Justice Information, Communication and Ethics	3
CJ 302	Criminal Justice Research Methods	3
CJ 410	Senior Seminar	3

In addition, criminal justice majors and minors must complete CJ 101 Introduction To Criminal Justice before enrolling in other criminal justice courses.

## Criminal Justice Minor

### Required:

CJ 101	Introduction To Criminal Justice	3
CJ 203	Policing	3
CJ 244	Corrections	3
CJ 297	Criminal Law	3
CJ 299	Criminal Justice Information, Communication and Ethics	3

**Choose one additional course from the criminal justice major curriculum** 3

**Total Hours** 18

*Note: Students must meet semester hour requirements and course prerequisites.*

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Portal Course		3 CJ 203 (or Domain)		3 CO 101	3
Writing Competency	4			CJ 154	3
CJ 101	3			Literature Domain	3
Math Competency	3			Domain	3
Domain	3			Domain	3
	16		3		15

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
CJ 297		3 CJ 228 (or Domain)		3 CJ 244	3
CJ 299	3			CJ 246	3
Natural World Domain	4			Domain	3
Philosophy Domain	3			Elective	3
Domain	3			Elective	3
	16		3		15

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
CJ 302		3 CJ 350		3 CJ 305	3
Domain	3			Elective	3
CJ 428	3			CJ 355	3
Elective	3			Elective	3
	12		3		12

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
CJ 365		3 CJ 380		3 CJ 410	3
Elective	3			ME 450	1
Elective	3			Elective	3

Elective	3	Elective	3
		Elective	3
	12	3	13

### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience. Three Criminal Justice major electives are required.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### CJ 101 Introduction To Criminal Justice: 3 semester hours

This course is a review of the delivery of criminal justice services in the United States. Particular attention will be devoted to a modeling of the criminal process, the control of discretion within the various sub-processes, and the role of criminal justice in a democratic social order that emphasizes public accountability and the rule of law.

### CJ 154 Criminology: 3 semester hours

This course is the study of the causes of crime in society, along with the implications for the United States criminal justice system. Students will evaluate research in the field, like biological developments related to DNA, and studies correlating social factors and crime. The underlying theoretical assumptions of criminal justice policies and organizations will also be analyzed.

### CJ 203 Policing: 3 semester hours

This course includes an examination of the role of police in a free society. The course also reviews current research on policing, the concept of the rule of law, police behavior and subcultures, the historical evolution of the police, police selection and training, and the management and administration of police.

### CJ 228 Juvenile Justice: 3 semester hours

This course includes an examination of juvenile delinquency and the juvenile justice process. The study includes an analysis of the evolution of *parens patriae*, and case law of the juvenile process from taking into custody through disposition.

### CJ 242 Crime and Culture in America: 3 semester hours

This course explores the history of crime and the relationships between crime and culture in America. Major topics include the historical perspectives of crime and culture, cultural influences on crime and justice throughout history, and historical changes in the interpretation of crime.



**CJ 244 Corrections: 3 semester hours**

This course is the study of the history, philosophy, and practice of corrections. This course will include an analysis of corrections history and philosophy along with an examination of jails, prisons, probation, intermediate sanctions, and parole. The course will also cover legal developments in corrections, correctional trends, management and treatment of correctional populations, and problems facing correctional systems.

**CJ 246 Criminal Investigation: 3 semester hours**

This course includes a survey of the theory of scientific crime detection, investigation, interrogation, case presentation, and problems in criminal investigation. The content will include coverage of recent developments in forensic investigation such as DNA fingerprinting.

**CJ 297 Criminal Law: 3 semester hours**

This course introduces criminal law in the United States. The course examines the purposes and historical development of criminal law, and includes a discussion of the Constitutional limits on what behaviors can be criminalized. Students study the legal elements that must be proven to convict an individual. The course also considers parties to a crime, like accomplices and accessories, attempted crimes, and defenses to a crime (e.g., self-defense, insanity). Students will use the "case method," requiring them to critically analyze real-life legal cases.

**CJ 299 Criminal Justice Information, Communication and Ethics: 3 semester hours**

This course provides an opportunity for students to improve and apply reasoning skills in a criminal justice context, establishing a foundation for upper-level coursework. The course requires students to refine their communication and information research skills. Students will become adept at finding, evaluating, and properly citing research materials for the field of criminal justice. Special attention will also be given to ethical issues in criminal justice. For criminal justice majors, CJ 299 is a prerequisite for all 300- and 400-level criminal justice courses. Prerequisite: Grade of at least C- in core curriculum writing course.

**CJ 302 Criminal Justice Research Methods: 3 semester hours**

This course is an exploration of research in the field of criminal justice. Specifically, the course includes learning about research design, validity and reliability, data collection, secondary data analysis, levels of measurement, and hypothesis testing. Students will also learn how to analyze data and interpret statistical output. Prerequisites: CJ 299. A course in basic statistics is also suggested, but not required.

**CJ 305 White Collar Crime: 3 semester hours**

This course is a general survey reviewing both the nature and scope of white-collar crime. This course will explore crimes upon which society has placed little focus, yet at the same time have significant physical, fiscal, and social costs. Special emphasis is placed on the complexities of corporate crime and its effects on society. Prerequisite CJ 299.

**CJ 350 Trial Evidence: 3 semester hours**

This course is a study of the law governing the presentation of evidence at trial. Focus will be upon the various types of evidence, questions of competency, relevancy, and materiality, with special emphasis on the hearsay rule and its exceptions. The content will include the role of evidence in striking a theoretical balance between the defendant and the state in the pre-trial and trial adversary process. Prerequisites: CJ 297, CJ 299 and suggest CJ 355.

**CJ 355 Criminal Procedure: 3 semester hours**

This course is an examination of constitutional criminal procedure related to police stops, arrest, search and seizure, and interrogations. Emphasis is placed upon the role of criminal procedure in controlling police discretion in a democratic society. The fourth, fifth, and sixth amendments to the Bill of Rights are explored in-depth. Miranda warnings and the exclusionary rule are also studied. Prerequisite: CJ 299, suggest CJ 297.

**CJ 365 Diversity and the Criminal Justice System: 3 semester hours**

This course explores relationships between society and the criminal justice system. Particular attention is given to both past and contemporary relationships between the criminal justice system and historically marginalized groups. Issues of dissent and divergent perspectives on the role of the criminal justice system will also be examined. Prerequisite: CJ 299.

**CJ 380 Sex Offenders: 3 semester hours**

This course is a seminar on the contemporary topic of sex offenders. We will explore what constitutes a sex offense, examine different types of sex offenders, and study how society responds to these acts, victims, and offenders. Prerequisite: CJ 299.

**CJ 390 Special Topics in Criminal Justice: 3 semester hours**

This course provides the opportunity for a study of a significant topic, problem, or issue in criminal justice. This course may be repeated once for credit when content varies. Prerequisite: CJ 299.

**CJ 410 Senior Seminar: 3 semester hours**

This course is a study of select and highly contemporary criminal justice issues. The course format allows students to draw upon and integrate knowledge gained from previous courses and apply it in an area of individual, intensive research. The content will vary. Prerequisites: CJ 154, CJ 299, CJ 302.

**CJ 426 Media and Crime: 3 semester hours**

This course will focus on the interrelationships among media, crime, and the criminal justice system. Particular attention will be given to the construction of crime in the news and entertainment media, and how those constructions affect citizens' perception of the crime and the criminal justice system. Policy and legal implications of these perceptions will also be considered. Prerequisite: CJ 299.

**CJ 428 Internship: 3 semester hours**

This is an academically oriented practical experience gained through supervised work assignments with various governmental and private criminal justice-related agencies. The student will have the opportunity to contrast theory and practice. The internship is open to criminal justice majors of junior or senior status and with the consent of the internship coordinator. A student may enroll in and complete a maximum of six (6) semester hours for CJ 428 although only three (3) semester hours may be counted toward the major. The application deadlines are February 15 for summer internships, April 15 for fall internships, and September 15 for spring internships. Prerequisites: CJ 299, junior or senior in good standing, approved application, and consent of the internship coordinator. (1-6 semester hours).

**CJ 445 Independent Study: 3 semester hours**

Independent study courses are specially designed by the student and the instructor. This allows criminal justice majors to pursue research and/or study of a specific area of interest in criminal justice. Prerequisite: CJ 299 and instructor permission.

# Data Science

The Data Science major, which sits at the intersection of mathematics and computer science, will equip students with the skills to analyze real world data and from it draw useful conclusions. Students will develop the mathematical foundations to understand many algorithms and techniques in modern data science and the computing skills to implement these techniques in meaningful ways. The data science major will further prepare students to write and speak clearly about data and to visualize data in useful ways. Students will also explore ethical considerations of the use and mis-use of data in modern society. The student who majors in data science will be prepared for variety of careers in business, industry, or to pursue graduate education.

## Data Science Major

### Required:

CS 105	Fundamentals Of Computer Science	4
CS 106	Data Structures	4
CS 203	Information Ethics	3
CS 215	Data Programming Languages	3
CS 388	Database Systems	4
DS 101	Introduction to Data Science I	3
DS 301	Introduction to Data Science II	3
DS 400	Data Science Techniques I	3
DS 420	Data Science Techniques II	3
MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 165	Calculus II	4
MA 166	Calculus III	3
MA 202	Linear Algebra	3
MA 214	Probability And Statistics	3
MA 380	Senior Seminar in Mathematics	3
or CS 435	Senior Project: Computer Science	3

### Choose One of the Following:

CS 389	Algorithm Analysis	3
MA 210	Introduction To Graph Theory	
MA 245	Differential Equations	

### 6 credit hours of upper level coursework from another department

**Total Hours** 62

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
MA 164	4	Domain	3	MA 165	4
CS 105	4			CS 106	4
Writing Competency	4			DS 101	3
Portal	3			CO 101	3
	15		3		14

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
MA 166	3	CS 215	3	MA 202	3
MA 162	3			MA 214	3

Domain	3	Domain	3
Domain	3	Domain	3
	12	3	12

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
CS 388	4	CS 203	3	DS 400	3
DS 301	3			Domain	3
CS 389, MA 210, or MA 245	3			Domain	3
Domain	3			Domain	3
Elective	3			Elective	3
	16		3		15

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
DS 420		3 Elective		3 CS 435 or MA 380	4
Electives	10			ME 450	1
				Electives	9
	13		3		14

#### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

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## CS Courses

### CS 101 Using Computers in Research Settings: 1 semester hour

The course is designed to make students fluent in the use of common office applications in professional settings. We will learn these skills in the context of the analysis and interpretation of real-world data sets that come from the research of the faculty and students of Mount Mercy University. Students who complete this course will be able to be more productive here at Mount Mercy, and more prepared to enter careers or to attend graduate school.

**CS 103 Introduction To Web Site Development: 3 semester hours**

In Introduction to Web Site Development, students will learn a wide arrange of web-based technologies and scripting languages that are used for the development of internet web sites. The tools discussed in the course will vary in order to stay current with the rapidly changing environment of web development. These tools could include (but are not limited to): wysiwyg html editors, html, css, xml, Flash, java script and dynamic web programming languages. The intent of the course is to give students a broad experience with a wide range of web-based technologies. This course is intended for non-majors who are interested in careers focused on the development of web sites. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 105 Fundamentals Of Computer Science: 4 semester hours**

This course focuses on the concepts and constructs of computer programming, including program design and decomposition, data types, interactive and file input/output, control structures, and graphical user interface development. Formerly CS 175.

**CS 106 Data Structures: 4 semester hours**

This course introduces basic concepts of software development, elementary data structures (including sets, lists, stacks, queues, trees, and graphs), recursion, and elementary algorithm analysis. Formerly CS 205. Prerequisites: CS 105, MA 162 (the latter may be taken as a co-requisite).

**CS 112 Introduction to Object Oriented Programming: 3 semester hours**

This course teaches the concepts and skills of object oriented programming. Topics to be covered include inheritance, abstract fields, methods and classes, encapsulation and polymorphism. Demonstration of significant experience and skills in object oriented programming can be used to pass out of the course. Prerequisite: CS 105.

**CS 190 Computer Organization: 4 semester hours**

This course covers various hardware aspects of computers. Topics to be covered include number representation, digital logic, Boolean algebra, memory technologies, and management techniques, interrupts, CPU structure, microprogramming, assembly language, and input/output devices. Prerequisite: CS 105 & MA 162.

**CS 203 Information Ethics: 3 semester hours**

In this course, students will learn to define and analyze ethical, moral, social, and professional issues related to computing and information technology. Topics to be discussed include ethical frameworks for decision making, regulation of the Internet, intellectual property, privacy, security, and codes of conduct. Prerequisite: sophomore standing or consent of instructor.

**CS 215 Data Programming Languages: 3 semester hours**

This course is an introductory course for using current programming language techniques for Data Science. Students will learn to use a contemporary programming language, like python or R, to solve various data science challenges. The course reinforces the student's knowledge of objects and control structures. The student will expand this knowledge for data storage, manipulation, visualization, and randomness. These tools and techniques are vital to the data science professional. Prerequisite: CS 105.

**CS 226 Programming in Visual Basic: 4 semester hours**

This course is an introduction to programming using Visual Basic and the .NET development environment. Topics to be covered include control structures, input/output, graphical user interfaces, and interface with other Microsoft Office applications. This course is for MIS majors. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 235 Systems Programming Concepts: 4 semester hours**

This course explores topics related to operating systems and network programming, including shell programming, programming with operating systems calls, and programming using network sockets. Other topics include basic structure of operating systems and network software. Prerequisite: CS 190.

**CS 302 Programming Languages: 3 semester hours**

This course considers the evolution of programming languages. Topics to be discussed include language specification and analysis, syntax, semantics, parameter passing techniques, scope, binding, paradigms (including imperative, functional, and object-oriented), and translation techniques. Prerequisite: CS 235.

**CS 326 Information Systems Analysis: 3 semester hours**

This course will focus on management issues in the creation and management of information systems. Broad topics will include system investigation, system and feasibility analysis, system design, system implementation, and system maintenance. Various approaches to systems analysis and design will be considered, as well as tools. Prerequisites: CS 106 for CS students or CS 226 and BN 204 for MIS students.

**CS 340 Game Design and Development: 4 semester hours**

This course is an introductory overview of the video game design and development process. Through detailed study of historical as well as current games, students will learn the language and structure needed to develop their own game ideas. Students will learn the many aspects of a game development team and learn how each of these roles contributes to a game's overall design. Projects, in and out of class, will focus on creating and designing game concepts both digital and non-digital. A strong focus on the elements of game design and process will support class projects. Students will get a basic overview of game studies and integrate those concepts into their work. Prerequisite: CS 106, CS 235, & CS 326.

**CS 341 Mobile Development: 4 semester hours**

This course is an introductory overview of the mobile application design and development process. Through detailed study of historical as well as current mobile, students will learn the language and structure needed to develop their own mobile applications. Students will learn the many aspects of a mobile development team and learn how each of these roles contributes to an applications overall design. Projects, in and out of class, will focus on creating and designing mobile concepts. A strong focus on the elements of mobile design and process will support class projects. Prerequisite: CS 106, CS 235, & CS 326.

**CS 388 Database Systems: 4 semester hours**

This course emphasizes the concepts and structures necessary to design and implement a database management system. Topics to be covered include the evolution of database systems, the relational database model, query languages, triggers, constraints, views, and other advanced topics as time permits. Prerequisite: CS 235 or CS 326.

**CS 389 Algorithm Analysis: 3 semester hours**

This course is an introduction to advanced data structures and algorithm analysis techniques. Topics to be covered include asymptotic notation, empirical and theoretical analysis techniques, complexity classes, algorithmic approaches (divide and conquer, greedy), and advanced tree structures. Three hours lecture. Prerequisites: MA 162, CS 106.

**CS 391 Embedded Systems: 3 semester hours**

This course is an introductory overview of embedded systems and embedded language. Students will learn the skills needed to develop their embedded solutions through a detailed study of embedded control history and current applications of embedded systems. In and out of class, projects will focus on using, creating, and designing embedded system solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 392 Robotic Systems: 3 semester hours**

This course is an introductory overview of robotic systems and sensor networks. Students will learn the skills needed to develop their robotics and sensor network solutions through a detailed study of robotic history and current applications of robotic systems. Students will work with both mobile and stationary robotics. In and out of class, projects will focus on using, creating, and designing robotic solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 393 Cryptology: 3 semester hours**

This course is an introductory overview of Cryptology and Secure Programming. Students will learn the skills needed to develop their security solutions through a detailed study of cryptographic history and current cryptographic algorithms. Students will learn the many aspects of a security team and how each role contributes to security's overall design. In and out of class, projects will focus on using, creating, and designing security solutions for both digital and non-digital domains. Prerequisites: CS 106, CS 235, MA 164.

**CS 395 Web Programming: 4 semester hours**

This course explores the development of web-based applications and dynamic web pages using modern development tools and languages. Topics to be covered include basic web site design, scripting languages, web servers, use of databases and SQL in the development of dynamic web sites and web security. Prerequisite: CS 326 & CS 388.

**CS 399 Special Topics in Computer Science: 3 semester hours**

This course provides students the opportunity to take electives in an area of special interest in computer science. When possible, the course will be taught by experts from the field. Topics may include educational software development, artificial intelligence, robotics, embedded systems, bioinformatics, and cryptography. Prerequisite: permission of instructor.

**CS 415 Field Experience: 3 semester hours**

This course provides students the opportunity to take advantage of internship opportunities that become available. The internships include off-campus supervision at local employers and periodic conferences with the on-campus instructor. One semester hour of credit is assigned for each 45 hours of work per semester at the outside agency.

**CS 420 Management Information Systems Senior Thesis: 3 semester hours**

The MIS Senior Thesis is intended to be one option for the MIS capstone course specifically suited to students with significant professional experience as a team member on at least one large enterprise software development project. Students in this course will work with a faculty member to select a topic relevant to their education and professional experience, design a plan for researching the topic and produce a thesis that reviews and analyzes the research and integrates the research, the learning they have gained from their educational program and from their professional experience into a solution of the problem defined by the chosen topic.

**CS 422 IT Security and Risk Management: 3 semester hours**

This course introduces the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management. Prerequisite: BN 340 & CS 326.

**CS 425 IT Audit and Controls: 3 semester hours**

This course introduces the fundamental concepts of the information technology audit and control functions. This course focuses on understanding information controls, the types of controls, and their impact on the organization and managing and auditing them. The concepts and techniques used in information technology audits will be presented. Students will learn the process of creating a control structure with goals and objectives, audit an information technology infrastructure against it, and establish a systematic remediation procedure for any inadequacies. The course also covers the challenges of dealing with best practices, standards, and regulatory requirements governing information and controls. Prerequisite: BN 340 and CS 326.

**CS 430 Senior Project: Management Information Systems: 4 semester hours**

This is the capstone course for management information system majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team as project managers. Prerequisites: CS 226, CS 326 and BN 377.

**CS 435 Senior Project: Computer Science: 4 semester hours**

This is the capstone course for computer science majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team. Prerequisites: CS 388 and (CS 302 or CS 395).

**CS 445 Computer Science Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## DS Courses

**DS 101 Introduction to Data Science I: 3 semester hours**

Our world is driven by data. In order to navigate this world and understand the influence data and its science has on modern life, students will learn the core concepts of inference, data analysis, and computing. Students will work with real data sets from a variety of fields such as economics, geography, and sociology. Topics will include basic computing techniques using spreadsheets or other computing software, basic statistical concepts such as Bayes' Theorem, and the pitfalls of bias inherent in data sets.



**DS 301 Introduction to Data Science II: 3 semester hours**

Linear regression and associated techniques are some of the most tested and trusted methods in data science and statistics. In this course, we will develop the skills to apply linear methods to investigate relationships between various types of data, visualize data, and consider the responsible use of such models. Topics may include linear and multiple regression, resampling, model and feature selection, representing analyzed data visually, logistic regression, and the data science life cycle. Python/R will be used throughout. Prerequisites: : MA 162, MA 202, MA 214, CS 106, DS 101.

**DS 400 Data Science Techniques I: 3 semester hours**

In this course, we will learn a variety of techniques often used in data analysis. Methods for classification and regression may be considered. Students will continue to develop deeper mathematical skills, programming skills using Python/R, the ability to produce high-quality documents conveying the results of data-based analysis, and more. Topics may include classification with tree-based methods and support vector machines, clustering (such as k-means, hierarchical, and spectral), and dimension-reduction (such as principal component analysis). Issues regarding the ethical use of data will be explored. Prerequisite: DS 301.

**DS 420 Data Science Techniques II: 3 semester hours**

This course will be an introduction to deep learning with artificial neural networks. The course will focus on applications and computations with software such as Python/R but will have significant mathematical content. Issues of appropriate uses, un/interpretability, and ethics in data will be considered in the context of employing neural network models. Topics may include single and multi-layer perceptrons, feedforward networks, recurrent neural networks, convolutional neural networks, and corresponding mathematical foundations. Prerequisite: DS 400.

## Diversity Studies

Diversity Studies is an interdisciplinary program of study that enables students to develop a broad understanding of the intersecting components of diversity in society, namely: race, ethnicity, sex, gender, sexuality, social class, religion, language, aging, and disability. Diversity Studies courses educate students about the contributions of historically-underrepresented communities to art, literature, history, culture, and society. The goal of the minor is to equip students with knowledge, skills, and perspectives essential to civic participation, career development, and promoting a just and an equitable society. The minor is relevant to any graduate program or career that involves diverse populations of people, such as business, education, journalism, publishing, law, public relations, criminal justice, social welfare, and mental and physical health.

### Diversity Studies Minor

**Required:**

EN 140	Introduction to Diversity Studies	3
or SW 265	Diversity in America	

**Choose Four From the Lists Below: \*** **12****100-Level Courses:**

EN 133	Introduction to American Multicultural Literature
EN 134	Introduction to U.S. Latino Literature
EN 135	Introduction to African American Literature
EN 180	Introduction to Literature and Gender
EN 181	Introduction to LGBTQ Literature
RS 115	Introduction To World Religions

AR 216 History Of Non-Western Art

SP 100 Elementary Spanish I

SP 101 Elementary Spanish II

SP 120 Accelerated Spanish Review

**200-Level Courses: Choose At Least Two of the Following Courses:**

BI 210 Biology And Human Culture

CO 260 Intercultural Communication

HO 216 Honors: The Holocaust

PL 270 Introduction to Asian Thought

PS 221 Social Psychology

SO 200 Introduction to Gender Studies

SO 202 Marriage &amp; the Family: Intimate Relationships

SO 235 Social Inequalities

SP 200 Intermediate Spanish I

SP 201 Intermediate Spanish II

SP 205 Linguistics &amp; Second Language Acquisition

SP 220 Spanish for the Profession

SP 240 Spanish Conversation

SP 260 Spanish Conversation, Film and Culture

SW 225 Aging In America

**300-Level Courses: Choose At Least One of the Following Courses:**

AR 315 Contemporary Art and Theory

BK 310 Consumer Behavior

BN 382 Corporate Social Responsibility

CJ 365 Diversity and the Criminal Justice System

ED 371 Special Education Foundations

ED 380 Characteristics of Learners with Mild/Moderate Disabilities

EN 303 Topics In American Literature

EN 305 Anglophone Literature

HI 306 20th Century American History of Race and Gender

HI 369 Hispanic Culture &amp; Civilization

or SP 369 Hispanic Culture &amp; Civilization

HO 330 Biological Anthropology: Human Evolution and Biocultural Adaptations in the Ancient and Modern World

LS 301 Foundations of Servant Leadership

NU 470 Extending the Journey: Population Based Nursing

PO 302 Constitutional Law II: Civil Rights and Liberties

SO 330 Global Race Relations

SP 300 Spanish Grammar &amp; Composition

SP 310 Advanced Communicative Spanish Abroad

SP 320 Spanish Phonology

SP 331 Introduction to Hispanic Literature

**Total Hours****15**

\* - Two courses must be at the 200 level

- One course must be at the 300 level

- The remaining elective may be at any level.

- Spanish minors may only count one Spanish course toward the Diversity Minor.

## Education

The Mount Mercy Education program prepares reflective teachers and leaders informed by scholarship, grounded in best practice, enriched by caring, and committed to responsive service in the "Mercy Tradition." In order to achieve this mission, Mount Mercy provides for each prospective teacher a program of core curriculum, concentration in a major field of learning, varied field based experiences and a sequence of education courses leading to professional licensure by the State of Iowa. The curriculum for the Education majors, including endorsement areas, is under regulation and accreditation from the Department of Education in Iowa and is subject to change upon changes in regulation made by the State.

The Education major aims to prepare students to: create equitable instructional opportunities; demonstrate knowledge of subject areas; use assessment to monitor student learning and inform their planning and decisions; and display positive dispositional qualities of effective teachers.

## Career Opportunities

Graduates may select licensure and specific endorsements authorizing them to teach in a range of programs from preschool through secondary school. Public and parochial schools are the main employers of teacher education graduates. Additional career opportunities include service organizations and day care centers.

## An Invitation to Teaching

All students should enroll in ED 106 An Invitation to Teaching, during the first semester or term in which they take education courses. They will obtain a Teacher Education Program (TEP) handbook at this time along with specific information about policies and the Performance Assessment System (PAS). Students will review the handbook, complete certifications necessary for field work, develop an awareness of the dispositional qualities of effective teachers, and an understanding of TEP program and screening requirements.

## Field Experiences

Supervised field experiences with children prior to student teaching are an integral component of the Mount Mercy Teacher Education Program. A minimum of four field experiences are required of all students in education. Field experience is typically done on a regular weekly basis over the course of the term at state-approved public and non-public schools in the metropolitan area with certified teachers. These experiences provide students with opportunities to observe and to implement educational activities with individual pupils, small groups, and large groups under direct supervision of a certified teacher who models professional skills. Our standard practice is to avoid placing students in a school where they are employed, where a relative works, or where their children attend. Pass/Fail grading is used for field experience. Each field experience is associated with a specific course and a passing grade is required of all field experiences. Students are to attend field experiences throughout the entire semester or as scheduled for a specific course. Field experience expectations are specified within courses and in the *Teacher Education Handbook*.

### Field Experience Requirements:

1. Enroll in ED 106 An Invitation to Teaching, as a co-requisite with the first education course taken at Mount Mercy.

2. Successful completion of certification in: blood borne pathogens, mandatory reporting and Virtus training
3. Comply with health and safety guidelines established by the Education Department. (see TEP)
4. Complete a background check.
5. Sign waiver form.
6. All field experiences are considered an integral component of the associated core courses and, therefore, successful completion of the course requires students to meet the stated performance criteria for course and field work. Students who fail to successfully complete either the course or the associated field are required to retake both the course and the field experience (see TEP Handbook).

Students seeking additional field experiences may enroll in ED 417 Field Experience for Education (see catalog course description).

## Professional Development School Model

All Education students will participate in a Professional Development School Model (PDS). Under this model, students will attend classes and have their experience in a local school district. This provides students with hands on experiences in a school setting as well as numerous observations of classroom teachers and their instructors.

## Correspondence Courses

Correspondence courses are not accepted for required education courses. Correspondence courses may only be applied as elective credits toward the baccalaureate degree.

## Life Experience Credit

The Iowa Department of Education will not accept credits awarded for "life experience" for any purpose.

## Education Department Promotion and Admittance

It is the responsibility of the Education Department Promotion and Admittance Committee to admit students who are academically capable and who have demonstrated a level of performance that indicates the ability to continue successfully in the program. A Performance Assessment System, fully described in the *Teacher Education Handbook*, helps students monitor their progress in meeting established criteria for each phase of their preparation. Feedback is provided as students complete courses, field experiences, and at each admittance level. There are four levels to the Education major. Students take initial major and endorsement courses in Level I. The following courses are considered Level I courses, and a minimum 2.5 cumulative GPA is required before enrolling in these courses:

ED 102	Foundations of Education	2
ED 106	An Invitation to Teaching	1
ED 132	Children's Literature	3
ED 253	Educational Psychology	3
ED 263	Educating the Exceptional Person	3

Before progressing to Level II courses, feedback will be collected from faculty members regarding students' progression on identified TEP goals. Each student will meet with two faculty members to discuss this feedback and develop goals and action steps for Level II.

A GPA of 2.70 or above is required before entering Level II courses, specifically: ED 232 Principles of Elementary Education or ED 334 Principles of Secondary Education and ED 309 Reading and Language Arts in the Primary Classroom and ED 345 Math Methods for Elementary Teachers I. Some transfer students that have completed

a majority of the Level I courses at another institution may begin Level II upon enrollment at Mount Mercy if they meet all of the above requirements.

The Level III application process will begin in the fall of student's Junior year. Admittance to Level III is required to enroll in:

ED 166	Art Methods Majors K-8 with reading	2
ED 268	Music Methods Majors K-8 with reading	2
ED 311	Reading and Language Arts in the Intermediate Classroom	3
ED 319	Social Studies Methods for Elementary Teachers	2
ED 322	Content-Area Reading	2
ED 323	Art Methods Majors 5-12 (with Reading)	2
ED 324	Music Methods Music Majors 5-12 (with Reading)	2
ED 325	Methods 5-12 Business (with Reading)	3
ED 326	Methods 5-12 English/LA (with Reading)	3
ED 327	Methods 5-12 Mathematics (with Reading)	3
ED 328	Methods 5-12 Science (with Reading)	3
ED 329	Methods 5-12 Social Science (with Reading)	3
ED 346	Math Methods for Elementary Teachers II	3
ED 347	Science Methods for Elementary Teachers	2

The elementary education major grade point average is based on the following courses:

ED 102	Foundations of Education	2
ED 106	An Invitation to Teaching	1
ED 132	Children's Literature	3
ED 164	Health Awareness and PE Methods	3
ED 165	Art Methods K-8 for Classroom Teachers	1.5
ED 232	Principles of Elementary Education	2
ED 253	Educational Psychology	3
ED 263	Educating the Exceptional Person	3
ED 269	Music Methods K-8 Classroom Teachers	1.5
ED 309	Reading and Language Arts in the Primary Classroom	3
ED 311	Reading and Language Arts in the Intermediate Classroom	3
ED 319	Social Studies Methods for Elementary Teachers	2
ED 345	Math Methods for Elementary Teachers I	3
ED 346	Math Methods for Elementary Teachers II	3
ED 347	Science Methods for Elementary Teachers	2
ED 370	Education Leadership Seminar	2
ED 375	Classroom Management for Education Majors	1
ED 379	Human Relations	3
PS 224	Developmental Psychology	3

(Art and Music majors ED 166 Art Methods Majors K-8 with reading or ED 268 Music Methods Majors K-8 with reading). A 2.70 cumulative GPA is required for entry, continuation and licensure.

The secondary education major grade point average is based on the following courses:

ED 102	Foundations of Education	2
ED 106	An Invitation to Teaching	1
ED 253	Educational Psychology	3
ED 263	Educating the Exceptional Person	3
ED 322	Content-Area Reading	2

One of the following: 2

ED 323	Art Methods Majors 5-12 (with Reading)	
ED 324	Music Methods Music Majors 5-12 (with Reading)	
ED 325	Methods 5-12 Business (with Reading)	
ED 326	Methods 5-12 English/LA (with Reading)	
ED 327	Methods 5-12 Mathematics (with Reading)	
ED 328	Methods 5-12 Science (with Reading)	
ED 329	Methods 5-12 Social Science (with Reading)	
ED 334	Principles of Secondary Education	3
ED 370	Education Leadership Seminar	2
ED 375	Classroom Management for Education Majors	1
ED 379	Human Relations	3
PS 224	Developmental Psychology	3

A 2.70 cumulative GPA is required for entry, continuation and licensure.

The Education Department Promotion and Admittance Committee reviews each application and notifies the student of the decision by letter.

Acceptance into the program is based on the following:

1. Pass the standardized proficiency test in reading, writing, and math with acceptable scores in each area.
2. At the time of application to the teacher education program students must have a minimum cumulative grade point average of 2.70 and a grade point average of 2.70 in the elementary and/or secondary majors and any other major or endorsement areas.
3. No grades below C (2.00) in any of the following courses:
 

ED 102	Foundations of Education	2
ED 106	An Invitation to Teaching	1
ED 132	Children's Literature	3
ED 232	Principles of Elementary Education	2
ED 253	Educational Psychology	3
ED 263	Educating the Exceptional Person	3
ED 334	Principles of Secondary Education	3
PS 224	Developmental Psychology	3

  - a. These courses must be completed prior to admission to Level III.
4. Proficiency in composition and speech as evidenced by grades of at least C (2.00) in one core curriculum writing course and CO 101 Oral Communication . Proficiency in speech and writing must be demonstrated in education course work and field experience.
5. Proficiency in mathematics as evidenced by a grade of at least C (2.00) in MA 125 Fundamentals Of Arithmetic & Logic or other college-level mathematics course. This course must be completed prior to junior level methods courses.
6. Proficiency in social sciences as evidenced by a grade of at least C (2.00) in both an American History and Political Science. (See TEP Handbook)
7. Proficiency in meeting field experience criteria. (See TEP Handbook)
8. Written recommendations from full-time Mount Mercy instructors.
9. All students must take either ED 232 Principles of Elementary Education or ED 334 Principles of Secondary Education at Mount Mercy. These courses include an associated semester long field experience . The course and Field Experience must be successfully completed.

10. Demonstration of TEP performance criteria for knowledge, skills, and dispositions associated with professionalism in teaching.
11. The Education Department Promotion and Admittance Committee reviews each candidate to consider his/her potential for successful program completion. A grade of C (2.00) or above in an education course is not the sole indicator of success in the class. A student may receive a C or above in one or more courses while needing to remediate numerous core assignments. A pattern of low core performance scores, repeated course enrollments, remediated/unremediated core assignments, and/or numerous conditional ratings on the faculty recommendation form may result in denial by the Education Department Promotion and Admittance Committee.
12. Students need to provide pupils with a positive and safe learning environment. They must be able to meet the demands of teaching in a classroom. Frequent absences from the classroom and/or a student's inability to meet responsibilities to pupils and the cooperating teacher may delay or prevent admission to the program.
13. Students receiving a C- or below in any subject area methods course (ED 232 Principles of Elementary Education or ED 334 Principles of Secondary Education, ED 309 Reading and Language Arts in the Primary Classroom, ED 345 Math Methods for Elementary Teachers I) may not continue into the Level III courses in the spring.

The Education Department Promotion and Admittance Committee may approve or deny entrance into the teacher education program and student teaching, or the committee may recommend that a student withdraw his/her application and resubmit at a later date. Letters of acceptance or denial are sent to each applicant following the committee meeting. The committee includes full-time education faculty and two additional Mount Mercy faculty. Any student who is initially admitted to Level III, but does not successfully complete those courses or chooses to go at a slower pace and therefore does not complete those courses, must reapply to the Education Department Promotion and Admittance Committee before taking Level III courses.

## Admission to Student Teaching

Student teaching is considered Level IV. Students will apply for student teaching during the spring semester prior to student teaching. Similar to admittance to Level III, the Education Department Promotion and Admittance Committee will review student's application materials. Students must maintain a minimum cumulative grade point average of 2.70 and a 2.70 in both the elementary and/or secondary majors and other major or endorsement areas at the time of application for permission to student teach. A minimum of a C (2.00) must be obtained in all methods courses and all endorsement area courses. Core performance expectations, outlined in number nine and ten above, must continue to be met. Secondary students must complete or be near completion of courses in their original endorsement areas prior to student teaching.

If a student's cumulative or endorsement GPA drops below 2.70 at the end of the spring methods semester the student has the following options: change majors, return and retake the course(s) the following spring to raise the GPA, or select the nonlicensure option. NOTE: if the GPA falls below 2.50 students will need to select another major.

## Student Teaching

Student teaching is completed in state-approved public and non-public schools in the area with certified teachers. The education program is carefully sequenced to ensure student teaching during the fall semester. Placements are based on feedback from the

student, school/teacher availability, faculty judgment and supervisory responsibilities. Students are required to attend student teacher orientation in the spring prior to student teaching. Student teaching commences with fall in-service activities at the assigned school and both the cooperating teacher and student teacher workshop at Mount Mercy. Therefore, the student teaching calendar may differ from the Mount Mercy calendar. (A pass-fail grade is assigned for student teaching and a letter grade is assigned for ED 370 Education Leadership Seminar, ED 375 Classroom Management for Education Majors and ME 450 Mercy Experience Capstone).

## Continuation in the Teacher Education Program

The Education Department reserves the right to retain students who, in the judgment of the Education Department Promotion and Admittance Committee, continue to demonstrate the standards expected of prospective members of the teaching profession.

## Appeal

A student who is not accepted into the education program or to student teaching may appeal in accordance with the Academic/Administrative Grievance Procedure (See the Mount Mercy Grievance Policy in the *Good Book*). A student who is denied admission to the teacher education program has one additional opportunity to resubmit an application. This must occur within one year of the denial. Students who withdraw their application may resubmit at a later date.

## Licensure

Upon successful completion of student teaching and all graduation requirements (including earning a minimum of 123.0 total semester hours), the University Certification Official recommends candidates to the State of Iowa for licensure. Applications for Licensure by the Iowa Department of Education are typically completed during ED 370 Education Leadership Seminar. A baccalaureate degree and completion of the sequence of professional education courses are not guarantees of recommendation for licensure. The student must be approved by the Education faculty, which will recommend only those who have maintained the scholastic standards required for admission to student teaching, successfully completed all student teaching requirements, and consistently have manifested a professional demeanor. Prior to initial licensure the state requires fingerprinting and criminal background checks. Students who do not successfully complete both Student Teaching placements but have met all other requirements for graduation can receive their degree, with permission of the Education Department, but cannot be recommended for licensure.

Students who are recommended by Mount Mercy may then apply to the Iowa Department of Education for licensure with the endorsements for which they are prepared; the initial license is valid for a two-year period, the substitute license is valid for a five-year period.

Mount Mercy offers programs to prepare students for the following original endorsements:

- Elementary Education (K-6)
- Secondary Education (7-12) (specific content area)
- Elementary Art (K-8)
- Secondary Art (5-12)
- Elementary Music (K-8)
- Secondary Music (5-12)

Iowa state licensure requires courses that are already prescribed in the general core curriculum with the requirements including a college-level mathematics course, a natural science course, a history course, and



a teacher education course in human relations to meet Iowa licensure requirements. Elementary majors must complete two science courses (a biological and a physical science).

If students plan to teach in a state other than Iowa, they are responsible for planning a program to meet the requirements in that state.

## Non-Licensure Option

The Education Major is primarily designed to move candidates toward the attainment of an Iowa teaching license. However, there are instances when an Education Major without teaching licensure better suits a student's long-term goals. In these cases, a student may receive a Bachelor's degree in Education without recommendation for Iowa teaching licensure.

To complete the Education Major: Non-Licensure students will work directly with the chair of the Education department to design a program of study. This program of study must include 25 credits of required coursework in Education, an additional 18 credits of Education electives and a 6 or 12 credit Education Internship.

Any student who completes the Education Major: Non-Licensure and later decides to pursue an Iowa teaching license will need to meet all licensing requirements prior to being recommended to the Board of Educational Examiners.

## Iowa Scholar Opportunity

The Education Department is required to identify the top 25% of each graduating class for the Iowa College Student Aid Commission. The Education Department has established procedures to identify these students including major and cumulative GPA, faculty feedback, and senior portfolio presentation scores. Identified graduates teaching in Iowa in specified shortage areas would be eligible, pending funding, for the opportunity to receive a scholarship during their first year of teaching by applying through the schools in which they teach. Applications are provided by school districts during their first year.

\*Note: a list of the current shortage areas can be found on the Iowa Department of Education website.

## Paraeducator Certificate

Students in the Education department who may choose pursue the paraeducator certificate. Specific courses are required for the different specializations. This certificate has been approved by the Department of Education in Iowa and allows those who receive it additional benefits as they pursue positions as paraeducators. These benefits may include higher salary as compared to those who do not have the certificate. The certificate is offered through the Iowa Department of Education and not as a part of the Mount Mercy University degree programs.

## Post Baccalaureate Licensure Option

Individuals who hold a Bachelor's degree (from Mount Mercy or another four-year university) may complete requirements for an Iowa teaching license through the attainment of a second-degree. Students in this program will complete all of the requirements for Mount Mercy's teacher education program and will be recommended for Iowa teaching licensure once all requirements have been met. To be awarded a second-degree and qualify for federal financial aid, students must complete a minimum of 30 credits at Mount Mercy University. Students completing the post-baccalaureate program are also eligible to complete requirements through equivalent courses offered through our graduate program if their cumulative GPA is 3.0 or higher.

## Post Baccalaureate Endorsement Option

Individuals with a current Iowa teaching license who seek to obtain additional endorsements must complete a minimum of one-third or 9 semester hours of the required coursework in the desired endorsement at Mount Mercy. Additionally, a minimum grade point average for courses counting toward the endorsement must be 2.70. If this requirement is not met, Mount Mercy will not recommend the individual for the endorsement, however they may apply directly to the BOEE.

*Students enrolling in either post-baccalaureate option are eligible for reduced tuition and will be charged a per-credit rate. Individuals participating in these programs are not eligible for other forms of financial assistance from Mount Mercy. However, they may be eligible for federal financial aid and should contact the Student Financial Services Office with questions.*

## Title II Public Disclosure Requirements

1. Students admitted to the Education Program in 2022-2023: 51
2. Student Teachers in 2022-2023: 28
3. 14 supervisory faculty for student teaching
4. 640 hours of student teaching over 16 weeks

The Mount Mercy Teacher Preparation Program is accredited by the State of Iowa and is in good standing.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

The Education major aims to prepare students, among others, to: create equitable instructional opportunities; demonstrate knowledge of the subject areas for which they will be responsible as teachers; and use assessment to monitor student learning and inform their planning and decisions.

## Elementary Education Major

### (State of Iowa Teaching Endorsement #102)

ED 102	Foundations of Education	2
ED 106	An Invitation to Teaching	1
ED 132	Children's Literature	3
ED 164	Health Awareness and PE Methods	3
ED 165	Art Methods K-8 for Classroom Teachers	1.5
ED 232	Principles of Elementary Education	2
ED 253	Educational Psychology	3
ED 263	Educating the Exceptional Person	3
ED 269	Music Methods K-8 Classroom Teachers	1.5
ED 309	Reading and Language Arts in the Primary Classroom	3
ED 311	Reading and Language Arts in the Intermediate Classroom	3
ED 319	Social Studies Methods for Elementary Teachers	2
ED 345	Math Methods for Elementary Teachers I	3
ED 346	Math Methods for Elementary Teachers II	3
ED 347	Science Methods for Elementary Teachers	2
ED 370	Education Leadership Seminar	2
ED 353	Student Teaching in the Elementary School	10
or ED 352	Student Teaching in the Elementary School	
ED 375	Classroom Management for Education Majors	1

or ED 350	Classroom Management: Behavior Strategies	
ED 379	Human Relations	3
ED 400	Level I General Education Field (Elem)	1
ED 401	Level I Special Education Field (Elem)	1
ED 402	Level II Field (Elem)	2
ED 403	Level III Field (Elem)	2
PS 224	Developmental Psychology	3
<b>Total Hours</b>		<b>61</b>

Each elementary education major must select and complete an approved endorsement from the following list. Alternatively, they may select to complete a related minor or second major. (Students substituting a major/minor for the endorsement requirement must have this approved by the chair of the department.) All students receive a BS in Elementary Education.

### Elementary Education Endorsements:

- Art (K-8)
- Early Childhood Education: Teacher – Prekindergarten-Kindergarten
- English – Language Arts (K-8)
- English as a Second Language (K-12)
- Instructional Strategist I (K-8) (special education)\*
- Instructional Strategist II (K-12 Behavior Disorder and Learning Disabilities) (special education)\*\*
- Instructional Strategist II (K-12 Intellectual Disabilities) (special education)\*\*\*
- Mathematics (K-8)
- Middle School (5-8)
- Music (K-8)
- Reading (K-8)
- Science – Basic (K-8)
- Social Science – Social Studies (K-8)

### \*Instructional Strategist I (K-8) Endorsement:

This endorsement is for students wishing to teach students with mild/moderate disabilities. This endorsement requires one eight-week student teaching placement in a special education classroom and one eight-week placement in a regular education classroom. Students must maintain a minimum 2.70 GPA in this endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

### \*\*Instructional Strategist II (K-12 BD and LD) Endorsement:

This endorsement is for students wishing to teach students with moderate to severe behavior disorders to include Autism/Asperger's as well as Learning Disabilities. The endorsements requires one eight-week student teaching placement in a special education classroom at level of endorsement (elementary or secondary), one eight-week placement in regular education and one four-week placement at the alternative level of endorsement. Students must maintain a minimum 2.70 GPA in this endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00). *Some required courses will be taught in the Graduate Program.*

### \*\*\*Instructional Strategist II (K-12 ID) Endorsement:

This endorsement is for students wishing to teach students with moderate to severe intellectual disabilities. The endorsements requires one eight-week student teaching placement in a special education classroom at level of endorsement (elementary or secondary),

one eight-week placement in regular education and one four-week placement at the alternative level of endorsement. Students must maintain a minimum 2.70 GPA in this endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00). *Some required courses will be taught in the Graduate Program.*

### Early Childhood Endorsements:

These endorsements are options for individuals seeking an Elementary Education (K-6) license

Teacher – Prekindergarten-Kindergarten (endorsement #103)

The endorsements require one eight-week student teaching placement in a kindergarten (ED 359 Student Teaching in Kindergarten) or primary (grades 1-3) (ED 352 Student Teaching in the Elementary School) classroom, and one student teaching placement in a prekindergarten (ED 363 Student Teaching in Pre-Kindergarten). Students must maintain a minimum 2.70 GPA in these endorsements. Courses in these endorsements must be completed with a minimum grade of C (2.00).

### Endorsement Requirements

#### English - Languages Arts Endorsement (K-8) End. #119

One course selected from core curriculum writing courses		4
ED 132	Children's Literature	3
ED 309	Reading and Language Arts in the Primary Classroom	3
ED 311	Reading and Language Arts in the Intermediate Classroom	3
CO 101	Oral Communication	3
ED 135	Storytelling	3
ED 237	Language Development and Learning Experiences for Young Children	3
Select one of the following:		3
EN 133	Introduction to American Multicultural Literature	
EN 176	American Literature Survey: Colonial to 1914	
EN 278	American Literature Survey: 1914 to Present	
EN 303	Topics In American Literature	
Select one of the following:		3
EN 203	Creative Writing	
EN 204	Writing Creative Nonfiction	
EN 205	Writing Poetry	
EN 206	Writing Fiction	

**Total Hours** **28**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

#### English as a Second Language (K-12) End. #104

EN 122	Grammar for Teaching English as a Second Language	3
SP 205	Linguistics & Second Language Acquisition	3
ED 307	Language, Culture, & Schooling	3
ED 308	Assessment in Teaching English as a Second Language	3
ED 316	ESL Methods for Teaching Academic Content	3

ED 317	ESL Reading & Language Arts Methods & Practicum	3
ED 352	Student Teaching in the Elementary School	5
ED 354	Student Teaching in the Secondary School	5

**Total Hours** **28**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

### Instructional Strategist I (K-8) End. #260

ED 237	Language Development and Learning Experiences for Young Children	3
ED 263	Educating the Exceptional Person	3
ED 350	Classroom Management: Behavior Strategies	2
ED 314	Diagnostic Reading	3
ED 371	Special Education Foundations	3
ED 376	Methods for Instructional Strategist I K-8	3
ED 380	Characteristics of Learners with Mild/Moderate Disabilities	3
ED 385	Assessment and Measurement in Special Education	3
ED 352	Student Teaching in the Elementary School	5
ED 361	Student Teaching - Instructional Strategist I K-8	5

**Total Hours** **33**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

### Instructional Strategist II (K-12) BD/LD End. #263 ( Some required courses will be taught in the Graduate Program. )

ED 237	Language Development and Learning Experiences for Young Children	3
ED 263	Educating the Exceptional Person	3
ED 313	Prescriptive Reading Instruction	4
ED 350	Classroom Management: Behavior Strategies	2
ED 371	Special Education Foundations	3
ED 378	Transition	2
ED 382	Methods for Instructional Strategist II K-12	3
ED 383	Methods for Teaching BD & LD Students	3
ED 385	Assessment and Measurement in Special Education	3
ED 352	Student Teaching in the Elementary School	5
ED 368	Student Teaching - Instructional Strategist II K-8 BD/LD	5
ED 392	Student Teaching - Instructional Strategist II 5-12 for BD/LD	3

**Total Hours** **39**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

### Instructional Strategist II (K-12) ID End. #264 ( Some required courses will be taught in the Graduate Program. )

ED 263	Educating the Exceptional Person	3
ED 350	Classroom Management: Behavior Strategies	2
ED 371	Special Education Foundations	3
ED 378	Transition	2
or ED 580	Transitions and Career Planning	
ED 382	Methods for Instructional Strategist II K-12	3
ED 384	Methods For Teaching ID Students	3
ED 385	Assessment and Measurement in Special Education	3
ED 343	Student Teaching - Instructional Strategist II K-8 for ID	5
ED 352	Student Teaching in the Elementary School	5
ED 398	Student Teaching - Instructional Strategist II 5-12 for ID	3

**Total Hours** **32**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

### Mathematics Endorsement (K-8) End. #142

MA 125	Fundamentals Of Arithmetic & Logic	3
MA 130	Finite Mathematics	3
MA 135	Basic Statistics	3
MA 145	History of Mathematics for Elementary Education	3
CS 103	Introduction To Web Site Development	3
MA 132	Basic Mathematical Modeling	3
MA 139	Pre-Calculus	4
or MA 164	Calculus I	
MA 162	Discrete Mathematics	3
ED 345	Math Methods for Elementary Teachers I	3
ED 346	Math Methods for Elementary Teachers II	3

**Total Hours** **31**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

### Middle School Endorsement (5-8) End. #182

PS 214	Psychology of the Middle School Student	3
ED 311	Reading and Language Arts in the Intermediate Classroom	3
or ED 322	Content-Area Reading	
or ED 334	Principles of Secondary Education	
ED 315	Middle School Methods	3

Completion of work in two content areas consisting of 15 semester hours from one content area and 12 semester hours from a second

**Total Hours** **36**

Students must maintain a minimum 2.70 GPA in the endorsement. Content areas include:

**Middle School Language Arts (5-8)**

CO 101	Oral Communication	3
SP 205	Linguistics & Second Language Acquisition	3
ED 305	Adolescent Literature	3
EN 133	Introduction to American Multicultural Literature	3
EN 203	Creative Writing	3
or EN 204	Writing Creative Nonfiction	
or EN 205	Writing Poetry	
or EN 206	Writing Fiction	

**Total Hours** 15

**Middle School Mathematics (5-8)**

MA 132	Basic Mathematical Modeling	3
MA 135	Basic Statistics	3
Select two of the following:		6-7
MA 125	Fundamentals Of Arithmetic & Logic	
MA 139	Pre-Calculus	
MA 162	Discrete Mathematics	

**Total Hours** 12-13

**Middle School Science (5-8)**

PH 115	Introduction To Earth Science	4
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**Select one of the following:** 4 -

4.5

PH 114	Natural Science-Physical	
PH 151	Principles of Physics I	
CH 111	General Chemistry I	

**Select one of the following:** 4 -

4.5

BI 125	Foundations of Biology & Scientific Inquiry I	
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AND

BI 125L	Biostatistics and Scientific Investigation I	
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OR

BI 123	Biology of Human Concern	
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**Total Hours** 12-13

**Middle School Social Studies (5-8)**

PO 111	Introduction To American Politics	3
HI 101	Geography of World Regions	3
or HI 102	Human Geography	
HI 114	History of Early America	3
HI 115	History Of Modern America	3
HI 130	Emergence Of The West, 800-1648	3
or HI 140	History Of Western World Since 1648	
or HI 265	Latin American History	

**Total Hours** 15

**Reading Endorsement (K-8) End. #148**

ED 132	Children's Literature	3
ED 237	Language Development and Learning Experiences for Young Children	3
ED 309	Reading and Language Arts in the Primary Classroom	3
ED 311	Reading and Language Arts in the Intermediate Classroom	3

ED 313	Prescriptive Reading Instruction	4
ED 314	Diagnostic Reading	3
ED 317	ESL Reading & Language Arts Methods & Practicum	3
or SP 205	Linguistics & Second Language Acquisition	
ED 380	Characteristics of Learners with Mild/Moderate Disabilities	3

**Total Hours** 25

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

**Science - Basic Endorsement (K-8) End. #150**

BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
CH 111	General Chemistry I	4.5
ED 347	Science Methods for Elementary Teachers	2
PH 114	Natural Science-Physical	4
PH 115	Introduction To Earth Science	4
PH 151	Principles of Physics I	4
PH 152	Principles of Physics II	4

**Total Hours** 31.5

Students must maintain a minimum 2.70 GPA in the endorsement.

**Social Science - Social Studies Endorsement (K-8) End. #164**

ED 319	Social Studies Methods for Elementary Teachers	2
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**History**

HI 101	Geography of World Regions	
or HI 102	Human Geography	
HI 114	History of Early America	
HI 115	History Of Modern America	
HI 130	Emergence Of The West, 800-1648	
or HI 140	History Of Western World Since 1648	

**American Government (political science)**

PO 111	Introduction To American Politics	
or PO 102	Government and Politics Around the World	

**Sociology**

SO 122	Introduction to Sociology	
or SO 183	Introduction to Cultural Anthropology	

**Economics**

EC 251	Macroeconomics Principles	
or EC 252	Microeconomic Principles	

**Psychology**

PS 101	Introductory Psychology	
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**Total Hours** 2

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).



## Teacher - Prekindergarten-Kindergarten End. #103

ED 117	Instructional Programs and Methods in Early Childhood Education	3
ED 143	Child and Family Nutrition	3
ED 237	Language Development and Learning Experiences for Young Children	3
ED 272	Creative Experiences for Young Children	4
ED 306	Learning Environments for Young Children	3
ED 332	Parent-School Relationships	3
ED 359	Student Teaching in Kindergarten	5
or ED 352	Student Teaching in the Elementary School	
ED 363	Student Teaching in Pre-Kindergarten	5

**Total Hours** **29**

Students must complete all requirements for an Elementary Teaching License. One kindergarten field experience must be completed in association with a core course. Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

## Original Endorsement in Art (K-8) End. #113

AR 102	Drawing I	3
AR 103	Art Fundamentals	3
AR 141	Painting I	3
AR 151	Printmaking I	3
AR 171	Sculpture I	3
AR 202	Drawing II	3
AR 212	Art History I	3
AR 213	Art History II	3
AR 415	Art & Design Thesis	3
Select one of the following:		3

AR 106	Photography I
AR 120	Visual Technology
AR 161	Ceramics I

Plus the following Education Courses:

ED 102	Foundations of Education
ED 106	An Invitation to Teaching
ED 166	Art Methods Majors K-8 with reading
ED 232	Principles of Elementary Education
ED 253	Educational Psychology
ED 263	Educating the Exceptional Person
ED 370	Education Leadership Seminar
ED 375	Classroom Management for Education Majors
ED 379	Human Relations
PS 224	Developmental Psychology

Select one of the following:

ED 364	Student Teaching - Art K-8
ED 351	Student Teaching - Art K-8
& ED 356	and Student Teaching - Art 5-12

**Total Hours** **30**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

## Original Endorsement in Music (K-8) End. #144

MU 100	Seminar	0
MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 107	Instrumental Music Methods and Materials	1
MU 108	Instrumental Techniques Brass and Percussion	1
MU 109	Instrumental Techniques Strings and Woodwinds	1
MU 202	Music Theory III	3
MU 203	Music Theory IV	3
MU 251	Conducting	3
MU 257	Vocal Techniques	3
or MU 315	Piano Literature And Pedagogy	
or MU 322	Instrumentation and Arranging	
MU 324	Form and Analysis	3
MU 332	Music History I: Medieval Times to Classical Period	3
MU 333	Music History II: Romantic Period to the Present	3

Plus ensemble and applied music every semester enrolled except when student teaching (6-12 semester hours)

Plus the following Education Courses:

ED 102	Foundations of Education
ED 106	An Invitation to Teaching
ED 232	Principles of Elementary Education
ED 253	Educational Psychology
ED 263	Educating the Exceptional Person
ED 268	Music Methods Majors K-8 with reading
ED 370	Education Leadership Seminar
ED 375	Classroom Management for Education Majors
ED 379	Human Relations
PS 224	Developmental Psychology

Select one of the following:

ED 366	Student Teaching in Music K-8
ED 357	Student Teaching - Music K-8
& ED 358	and Student Teaching - Music 5-12

**Total Hours** **30**

Students must maintain a minimum 2.70 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

The Education major aims to prepare students, among others, to: create equitable instructional opportunities; demonstrate knowledge of the subject areas for which they will be responsible as teachers; and use assessment to monitor student learning and inform their planning and decisions.

Each secondary teacher must have an original endorsement of at least 30 semester hours in an academic field. The original endorsement is listed as major for degree and transcript purposes as specified below. In addition, the student must complete the secondary education major. A second teaching endorsement (minor area) is not required but highly recommended. Students must maintain a minimum 2.70 GPA in the original endorsements, the second teaching endorsements (minor areas) and in the Secondary Education Major.

## Secondary Education Major

ED 102	Foundations of Education	2
ED 106	An Invitation to Teaching	1
ED 253	Educational Psychology	3
ED 263	Educating the Exceptional Person	3
ED 322	Content-Area Reading	2
Select one of the following:		3
ED 323	Art Methods Majors 5-12 (with Reading)	
ED 324	Music Methods Music Majors 5-12 (with Reading)	
ED 325	Methods 5-12 Business (with Reading)	
ED 326	Methods 5-12 English/LA (with Reading)	
ED 327	Methods 5-12 Mathematics (with Reading)	
ED 328	Methods 5-12 Science (with Reading)	
ED 329	Methods 5-12 Social Science (with Reading)	
ED 334	Principles of Secondary Education	3
ED 370	Education Leadership Seminar	2
ED 355	Student Teaching in the Secondary School	10
or ED 354	Student Teaching in the Secondary School	
ED 375	Classroom Management for Education Majors	1
ED 379	Human Relations	3
ED 420	Level I General Education Field (Sec)	1
ED 421	Level I Special Education Field (Sec)	1
ED 422	Level II Field (Sec)	1
ED 423	Level III Field (Sec)	1
PS 224	Developmental Psychology	3

**Total Hours** 40

### Original endorsements (5-12):

Art – Education  
 Business – All  
 English – Language Arts  
 History  
 Mathematics – Education  
 Music – Education  
 Science – Biological  
 Social Science – All  
 Social Science – American Government  
 Social Science – American History  
 Social Science – Psychology  
 Social Science – Sociology  
 Social Science – World History  
 Spanish

### Original Endorsement in Art (5-12) End. #114

AR 102	Drawing I	3
AR 103	Art Fundamentals	3
AR 141	Painting I	3
AR 151	Printmaking I	3
AR 171	Sculpture I	3
AR 202	Drawing II	3
AR 212	Art History I	3
AR 213	Art History II	3

AR 415	Art & Design Thesis	3
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Select one of the following: 3

AR 106 Photography I

AR 120 Visual Technology

AR 161 Ceramics I

Plus the major in secondary education including ED 322 and ED 323 (reading included)

**Total Hours** 30

The student will receive a Bachelor of Arts degree with majors in Art-Education and Secondary Education.

### Original Endorsement in Business - All (5-12) End. #1171

BC 265	Principles Of Accounting I	3
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BC 266	Principles Of Accounting II	3
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BA 203	Principles of Law	3
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BA 250	Technology & Communication In Business	3
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BA 300	Entrepreneurship	3
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BA 379	Financial Management	3
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BN 204	Principles Of Management	3
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BN 340	Management Information Systems	3
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EC 251	Macroeconomics Principles	3
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EC 252	Microeconomic Principles	3
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BK 208	Principles Of Marketing	3
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Select one of the following: 3

BK 300 Advertising and Creative Campaign Strategies

BK 305 Professional Selling

BK 310 Consumer Behavior

Plus the major in secondary education, including ED 322 and ED 325 (reading included)

**Total Hours** 36

The student will receive a Bachelor of Business Administration with majors in Business-Education and Secondary Education.

### Original Endorsement in English - Language Arts (5-12) End. #120

ED 305	Adolescent Literature	3
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SP 205	Linguistics & Second Language Acquisition	3
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EN 176	American Literature Survey: Colonial to 1914	3
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EN 210	Writing And Analysis Of Literature	4
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EN 215	Major English Writers	3
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EN 234	Shakespeare	3
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EN 325	Seminar: Independent Research	3
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EN 203	Creative Writing	3
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or EN 204 Writing Creative Nonfiction

or EN 205 Writing Poetry

or EN 206 Writing Fiction

EN 278	American Literature Survey: 1914 to Present	3
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or EN 303 Topics In American Literature

Choose 3 courses: 9

EN 225 Chaucer And The Middle Ages

EN 236 Milton and the 17th Century

EN 254 The English Romantic Age

EN 265 The Victorian Age

EN 300	Topics in Literature
EN 305	Anglophone Literature
EN 309	British Modernism
EN 310	Contemporary British Literature
EN 314	Law and Literature

Plus the major in secondary education including ED 322 and ED 326 (reading included)

Must also select a course from the core curriculum writing courses; CO 101

**Total Hours** **37**

The student will receive a Bachelor of Arts degree with majors in English-Language Arts and Secondary Education.

### Original Endorsement in Mathematics (5-12) End. #143

MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 165	Calculus II	4
MA 166	Calculus III	3
MA 202	Linear Algebra	3
MA 214	Probability And Statistics	3
MA 323	Foundations Of Modern Geometry	3
MA 364	Modern Algebra	3
MA 380	Senior Seminar in Mathematics	3

Electives in mathematics 3

Electives in computer programming 3

Plus the major in secondary education, including ED 327 (reading included)

**Total Hours** **35**

The student will receive a Bachelor of Science degree with majors in Mathematics-Education and Secondary Education.

### Original Endorsement in Music (5-12) End. #145

MU 100	Seminar	0
MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 107	Instrumental Music Methods and Materials	1
MU 108	Instrumental Techniques Brass and Percussion	1
MU 109	Instrumental Techniques Strings and Woodwinds	1
MU 202	Music Theory III	3
MU 203	Music Theory IV	3
MU 251	Conducting	3
MU 257	Vocal Techniques	3
or MU 315	Piano Literature And Pedagogy	
or MU 322	Instrumentation and Arranging	
MU 324	Form and Analysis	3
MU 332	Music History I: Medieval Times to Classical Period	3
MU 333	Music History II: Romantic Period to the Present	3

Ensemble and applied music every semester enrolled except when student teaching

Plus the Education Courses:

ED 102	Foundations of Education
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ED 106	An Invitation to Teaching
ED 253	Educational Psychology
ED 263	Educating the Exceptional Person
ED 324	Music Methods Music Majors 5-12 (with Reading)
ED 334	Principles of Secondary Education
ED 370	Education Leadership Seminar
ED 375	Classroom Management for Education Majors
ED 379	Human Relations
PS 224	Developmental Psychology

One of the following:

ED 367	Student Teaching in Music 5-12
OR	
ED 357 & ED 358	Student Teaching - Music K-8 and Student Teaching - Music 5-12

**Total Hours** **30**

The student will receive a Bachelor of Arts degree with majors in Music-Education and Secondary Education.

### Original Endorsement in Science - Biological (5-12) End. #151

BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
BI 127	Foundations of Biology & Scientific Inquiry III	4.5
BI 274	Human Physiology	3
BI 303	Genetics	4.5
BI 310	Ecology	4.5
CH 111	General Chemistry I	4.5

Select one of the following: 3

BI 225	Global Environmental Issues
BI 242	Iowa Natural History
BI 315	General Microbiology
CH 112	General Chemistry II

Plus the major in secondary education, including ED 328 (reading included)

BI 305 and a statistics course are also recommended

**Total Hours** **33**

The student will receive a Bachelor of Science degree with majors in Biology-Education and Secondary Education.

### Original Endorsement in Social Sciences – All Social Sciences (5-12) End. # 186

HI 114	History of Early America	3
HI 115	History Of Modern America	3
HI 245	Recent American History	3
PO 102	Government and Politics Around the World	3
PO 111	Introduction To American Politics	3
PO 311	American Foreign Policy	3
PS 101	Introductory Psychology	3
PS 224	Developmental Psychology	3
HI 101	Geography of World Regions	3
HI 102	Human Geography	3
EC 251	Macroeconomics Principles	3

EC 252	Microeconomic Principles	3
Choose 2 courses:		6
SO 122	Introduction to Sociology	
SO 183	Introduction to Cultural Anthropology	
SO 330	Global Race Relations	

**Total Hours** 42

The student will receive a Bachelor of Science degree with majors in Secondary Education and Social Science-Education.

### Original Endorsement in Social Sciences – Combining three (3) Social Science Areas (5-12)

Choose three (3) of the social science areas below. For students choosing History, both American and World History must be completed. With the major in secondary education including ED 329 Methods 5-12 Social Science (with Reading). The student will be eligible for Iowa Licensure in the three (3) areas completed. The student will receive a Bachelor of Science degree with majors in Secondary Education and Social Science-Education.

#### Social Sciences - American History: 15 semester hours

HI 115	History Of Modern America	3
HI 215	The American Nation, 1789-1877	3
HI 400	Seminar In Historical Research	3
Select two of the following:		6
HI 205	Colonial And Revolutionary America	
HI 225	History Of Iowa	
HI 245	Recent American History	
HI 278	History Of US Environmentalism	
HI 285	US And The Vietnam War	
HI 306	20th Century American History of Race and Gender	

**Total Hours** 15

#### Social Sciences - World History: 15 semester hours

HI 140	History Of Western World Since 1648	3
Select two of the following:		6
HI 250	Medieval Europe	
HI 260	Early Modern Europe 1450-1789	
HI 270	Nineteenth Century Europe	
HI 280	Twentieth Century Europe	
Select two of the following:		6
HI 120	Origins Of The Western Tradition	
HI 130	Emergence Of The West, 800-1648	
HI 213	Recent China In Global Economy	
HI 230	Modern East Asia	
HI 265	Latin American History	
HI 380	Imperial Russia and the Soviet Era	

**Total Hours** 15

#### Social Sciences - American Government: 15 semester hours

PO 111	Introduction To American Politics	3
Select four of the following:		12

PO 201	The Presidency	
PO 202	Congress	
PO 203	The U.S. Supreme Court and the American Judiciary	
PO 204	Political Parties, Voters and Elections	
PO 205	History of American Political Thought	
PO 301	Constitutional Law I: Structure of Government	
PO 302	Constitutional Law II: Civil Rights and Liberties	
PO 311	American Foreign Policy	
PO 314	Contemporary Political Ideologies	
PO 326	Politics and Public Policy	
PO 335	State and Local Government	
PO 353	Politics and Economic Policy in the United States	
PO 445	Independent Study	

**Total Hours** 15

#### Social Sciences - Psychology: 19 semester hours

PS 101	Introductory Psychology	3
PS 325	Statistics for Psychology	4
Select three of the following:		9
PS 205	Psychology Of Adjustment	
PS 221	Social Psychology	
PS 306	Clinical Psychology and Mental Health	
PS 319	Classic Theories of Personality	
PS 371	Counseling Theories and Application	
PS 385	Cognitive Neuroscience	
PS 386	Biological Psychology	
Select one of the following:		3
PS 214	Psychology of the Middle School Student	
PS 215	Adolescent Psychology	

**Total Hours** 19

#### Social Sciences - Sociology: 15 semester hours

SO 122	Introduction to Sociology	3
SO 235	Social Inequalities	3
SO 251	Sociological Theories	3
Select two of the following:		6
SO 155	Social Problems	
SO 176	Deviant Behaviors	
SO 202	Marriage & the Family: Intimate Relationships	
SO 330	Global Race Relations	

**Total Hours** 15

#### Social Sciences - Economics: 15 semester hours

EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3
Select three of the following:		9
EC 230	Humanistic Economics	
EC 366	Money and Banking	
EC 376	International Economics	
EC 445	Independent Study	
PO 312	Politics of International Economic Relations	



PO 353	Politics and Economic Policy in the United States	
<b>Total Hours</b>		<b>15</b>

### Original Endorsement in Social Science - American History (5-12) End. #158

18 semester hours in American history:

HI 115	History Of Modern America	3
HI 215	The American Nation, 1789-1877	3
HI 400	Seminar In Historical Research	3

Select three of the following: 9

HI 205	Colonial And Revolutionary America	
HI 225	History Of Iowa	
HI 245	Recent American History	
HI 278	History Of US Environmentalism	
HI 285	US And The Vietnam War	
HI 306	20th Century American History of Race and Gender	

Plus 15 semester hours in World History:

HI 140	History Of Western World Since 1648	3
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Select two of the following: 6

HI 250	Medieval Europe	
HI 260	Early Modern Europe 1450-1789	
HI 270	Nineteenth Century Europe	
HI 280	Twentieth Century Europe	

Select two of the following: 6

HI 120	Origins Of The Western Tradition	
HI 130	Emergence Of The West, 800-1648	
HI 213	Recent China In Global Economy	
HI 230	Modern East Asia	
HI 265	Latin American History	
HI 380	Imperial Russia and the Soviet Era	

Plus the major in secondary education, including ED 329 (reading included)

**Total Hours 33**

Also qualifies for World History endorsement. The student will receive a Bachelor of Arts degree with majors in History and Secondary Education.

### Original Endorsement in Social Science - Psychology (5-12) End. #163

PS 101	Introductory Psychology	3
PS 325	Statistics for Psychology	4

Select three of the following: 9

PS 205	Psychology Of Adjustment	
PS 221	Social Psychology	
PS 306	Clinical Psychology and Mental Health	
PS 319	Classic Theories of Personality	
PS 371	Counseling Theories and Application	
PS 385	Cognitive Neuroscience	
PS 386	Biological Psychology	

PS 214	Psychology of the Middle School Student	3
or PS 215	Adolescent Psychology	

SO 122	Introduction to Sociology	3
SO 235	Social Inequalities	3

SO 251	Sociological Theories	3
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Select two of the following: 6

SO 155	Social Problems	
SO 176	Deviant Behaviors	
SO 202	Marriage & the Family: Intimate Relationships	
SO 330	Global Race Relations	

Plus the major in secondary education, including ED 329 (reading included)

**Total Hours 34**

The student will receive a Bachelor of Science degree with majors in Social Science-Psychology and Secondary Education.

### Original Endorsement in Social Science - Sociology (5-12) End. #165

SO 122	Introduction to Sociology	3
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SO 235	Social Inequalities	3
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SO 251	Sociological Theories	3
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Select two of the following: 6

SO 155	Social Problems	
SO 176	Deviant Behaviors	
SO 202	Marriage & the Family: Intimate Relationships	
SO 330	Global Race Relations	

Plus 15 semester hours selected from one of the following content areas: 15

American Government	
Economics	
Psychology	

Plus the major in secondary education, including ED 329 (reading included)

**Total Hours 30**

The student will receive a Bachelor of Arts degree with majors in Social Science-Sociology and Secondary Education.

### Original Endorsement in Social Science - World History (5-12) End. #166

HI 140	History Of Western World Since 1648	3
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HI 400	Seminar In Historical Research	3
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Select two of the following: 6

HI 250	Medieval Europe	
HI 260	Early Modern Europe 1450-1789	
HI 270	Nineteenth Century Europe	
HI 280	Twentieth Century Europe	

Select two of the following: 6

HI 120	Origins Of The Western Tradition	
HI 130	Emergence Of The West, 800-1648	
HI 213	Recent China In Global Economy	
HI 230	Modern East Asia	
HI 265	Latin American History	
HI 380	Imperial Russia and the Soviet Era	

HI 115	History Of Modern America	3
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HI 215	The American Nation, 1789-1877	3
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Select three of the following: 9

HI 205	Colonial And Revolutionary America	
HI 225	History Of Iowa	

HI 245	Recent American History
HI 278	History Of US Environmentalism
HI 285	US And The Vietnam War
HI 306	20th Century American History of Race and Gender

Plus the major in secondary education, including ED 329 (reading included)

**Total Hours** **33**

The student will receive a Bachelor of Arts degree with majors in History and Secondary Education.

## **ENDORSEMENT IN SPANISH (5-12) END. #134**

ED 321	Secondary Spanish Methods	3
SP 200	Intermediate Spanish I	3
SP 201	Intermediate Spanish II	3
SP 205	Linguistics & Second Language Acquisition	3
SP 300	Spanish Grammar & Composition	3
SP 331	Introduction to Hispanic Literature	3
SP 369	Hispanic Culture & Civilization	3
Choose 3 courses:		9
SP 220	Spanish for the Profession	
SP 240	Spanish Conversation	
SP 260	Spanish Conversation, Film and Culture	
SP 310	Advanced Communicative Spanish Abroad	
SP 325	Independent Study	
SP 370	Race, Class and Gender in Latin American Film	

**Total Hours** **30**

## **Secondary Education Minor Endorsements (5-12)**

Mount Mercy offers the following minor endorsement areas for 5-12; these differ from original endorsements in that they must accompany an original endorsement:

English – Language Arts

Instructional Strategist I (5-12)

*(Special Education - must be paired with a subject area endorsement)*

Instructional Strategist II (K-12 Behavior Disorders/Learning Disabilities)

*(Special Education - must be paired with a subject area endorsement)*

Instructional Strategist II (K-12 Intellectual Disabilities)

*(Special Education - must be paired with a subject area endorsement)*

Journalism

Mathematics

Middle School (5-8)*(must be paired with a subject area endorsement)*

Science – Chemistry

Social Science – American Government

Social Science – American History

Social Science – Economics

Social Science – Psychology

Social Science – Sociology

Social Science – World History

## **Endorsement in English - Language Arts (5-12) (second teaching area) End. #120**

EN 125	Introduction To Language	3
EN 176	American Literature Survey: Colonial to 1914	3
EN 178	Major American Writers	3
EN 203	Creative Writing	3
EN 210	Writing And Analysis Of Literature	4
EN 215	Major English Writers	3
EN 278	American Literature Survey: 1914 to Present	3
ED 305	Adolescent Literature	3
Select two of the following:		6

EN 225	Chaucer And The Middle Ages	
EN 234	Shakespeare	
EN 236	Milton and the 17th Century	
EN 243	18th-Century Literature	
EN 254	The English Romantic Age	
EN 265	The Victorian Age	
EN 300	Topics in Literature	
EN 309	British Modernism	
CO 101	Oral Communication	3
ED 326	Methods 5-12 English/LA (with Reading)	3

**Total Hours** **37**

## **Instructional Strategist I (5-12) End. #261**

ED 263	Educating the Exceptional Person	3
ED 350	Classroom Management: Behavior Strategies	2
ED 371	Special Education Foundations	3
ED 377	Methods for Instructional Strategist I 5-12	3
ED 378	Transition	2
ED 380	Characteristics of Learners with Mild/Moderate Disabilities	3
ED 385	Assessment and Measurement in Special Education	3
ED 354	Student Teaching in the Secondary School	5
ED 362	Student Teaching - Instructional Strategist I 5-12	5

**Total Hours** **29**

All coursework in this endorsement must be completed with a grade of C (2.00) or above. This endorsement must be paired with a subject area endorsement.

## **Instructional Strategist II (K-12) BD/LD End. #263**

ED 237	Language Development and Learning Experiences for Young Children	3
ED 263	Educating the Exceptional Person	3
ED 313	Prescriptive Reading Instruction	4
ED 350	Classroom Management: Behavior Strategies	2
ED 371	Special Education Foundations	3
ED 378	Transition	2
ED 382	Methods for Instructional Strategist II K-12	3
ED 383	Methods for Teaching BD & LD Students	3
ED 385	Assessment and Measurement in Special Education	3
ED 354	Student Teaching in the Secondary School	5

ED 369	Student Teaching - Instructional Strategist II 5-12 for BD/LD	5
ED 391	Student Teaching - Instructional Strategist II K-8 BD/LD	3

**Total Hours** **39**

All coursework in this endorsement must be completed with a grade of C (2.00) or above. This endorsement must be paired with a subject area endorsement.

### Instructional Strategist II (K-12) ID End. #264

ED 263	Educating the Exceptional Person	3
ED 350	Classroom Management: Behavior Strategies	2
ED 371	Special Education Foundations	3
ED 378	Transition	2
or ED 580	Transitions and Career Planning	
ED 382	Methods for Instructional Strategist II K-12	3
ED 384	Methods For Teaching ID Students	3
ED 385	Assessment and Measurement in Special Education	3
ED 344	Student Teaching - Instructional Strategist II 5-12 for ID	5
ED 354	Student Teaching in the Secondary School	5
ED 397	Student Teaching - Instructional Strategist II K-8 for ID	3

**Total Hours** **32**

All coursework in this endorsement must be completed with a grade of C (2.00) or above. This endorsement must be paired with a subject area endorsement.

### Endorsement in Journalism (5-12) (second teaching area) End. #141

CO 120	Introduction to Journalism	3
CO 281	Newspaper Reporting	3
CO 290	News Processing for Journalism and Public Relations	4
CO 372	Communication Practicum	1
AR 130	Graphic Design I	3
ED 326	Methods 5-12 English/LA (with Reading)	3

Also recommended (but not required) to take:

AR 106	Photography I	
CO 140	Introduction to Mass Media in the United States	

**Total Hours** **17**

### Endorsement in Mathematics (5-12) (second teaching area) End. #143

MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 165	Calculus II	4
MA 202	Linear Algebra	3
MA 214	Probability And Statistics	3
MA 323	Foundations Of Modern Geometry	3
CS 103	Introduction To Web Site Development	3
ED 327	Methods 5-12 Mathematics (with Reading)	3

**Total Hours** **26**

### Endorsement in Middle School (5-8) End. #182

PS 214 Psychology of the Middle School Student, ED 311 Reading and Language Arts in the Intermediate Classroom, ED 315 Middle School Methods and work in two content areas consisting of 15 semester hours from one content area and 12 semester hours from a second. Students must maintain a minimum 2.70 GPA in the endorsement. Content areas include:

#### Middle School Language Arts (5-8)

CO 102	Public Speaking	3
EN 125	Introduction To Language	3
EN 203	Creative Writing	3
ED 305	Adolescent Literature	3
Select one of the following:		3
EN 133	Introduction to American Multicultural Literature	
EN 175	American Drama	
EN 176	American Literature Survey: Colonial to 1914	
EN 278	American Literature Survey: 1914 to Present	

#### Middle School Mathematics (5-8)

MA 135	Basic Statistics	3
MA 132	Basic Mathematical Modeling	3
Select one of the following:		3
MA 125	Fundamentals Of Arithmetic & Logic	
MA 139	Pre-Calculus	
MA 162	Discrete Mathematics	

#### Middle School Science (5-8)

PH 115	Introduction To Earth Science	4
BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
PH 114	Natural Science-Physical	4
CH 111	General Chemistry I	4.5

#### Middle School Social Studies (5-8)

PO 111	Introduction To American Politics	3
Select two of the following:		6
HI 114	History of Early America	
HI 115	History Of Modern America	
HI 215	The American Nation, 1789-1877	

Select two of the following:		6
HI 120	Origins Of The Western Tradition	
HI 130	Emergence Of The West, 800-1648	
HI 140	History Of Western World Since 1648	
HI 213	Recent China In Global Economy	
HI 230	Modern East Asia	
HI 265	Latin American History	
HI 101	Geography of World Regions	
HI 102	Human Geography	

Plus social studies elective as needed to fulfill credit hour requirements

### Endorsement in Science - Chemistry (5-12) (second teaching area) End. #152

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
CH 212	Organic Chemistry II	4.5
Two chemistry electives		10
CH 251	Analytical Chemistry	
CH 302	Biochemistry	
CH 334	Instrumental Analysis	
ED 328	Methods 5-12 Science (with Reading)	3
<b>Total Hours</b>		<b>31</b>

### Endorsement in Social Science - American Government (5-12) (second teaching area) End. #157

PO 111	Introduction To American Politics	3
Select seven of the following:		21
PO 201	The Presidency	
PO 202	Congress	
PO 203	The U.S. Supreme Court and the American Judiciary	
PO 204	Political Parties, Voters and Elections	
PO 205	History of American Political Thought	
PO 301	Constitutional Law I: Structure of Government	
PO 302	Constitutional Law II: Civil Rights and Liberties	
PO 311	American Foreign Policy	
PO 314	Contemporary Political Ideologies	
PO 326	Politics and Public Policy	
PO 335	State and Local Government	
PO 353	Politics and Economic Policy in the United States	
PO 445	Independent Study	
ED 329	Methods 5-12 Social Science (with Reading)	3
<b>Total Hours</b>		<b>27</b>

### Endorsement in Social Science - American History (5-12) (second teaching area) End. #158

HI 115	History Of Modern America	3
HI 215	The American Nation, 1789-1877	3
Select six of the following:		18
HI 205	Colonial And Revolutionary America	
HI 225	History Of Iowa	
HI 245	Recent American History	
HI 285	US And The Vietnam War	
HI 400	Seminar In Historical Research	
HI 306	20th Century American History of Race and Gender	
HI 445	History Independent Study	
ED 329	Methods 5-12 Social Science (with Reading)	3
<b>Total Hours</b>		<b>27</b>

### Endorsement in Social Science - Economics (5-12) (second teaching area) End. #160

EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3
Select three of the following:		9
EC 230	Humanistic Economics	
EC 366	Money and Banking	
EC 376	International Economics	
EC 445	Independent Study	
PO 312	Politics of International Economic Relations	
PO 353	Politics and Economic Policy in the United States	
Plus 15 semester hours in American government, Sociology or Business		15
ED 329	Methods 5-12 Social Science (with Reading)	3
<b>Total Hours</b>		<b>33</b>

### Endorsement in Social Science - Psychology (5-12) (second teaching area) End. #163

PS 101	Introductory Psychology	3
PS 325	Statistics for Psychology	4
Select five of the following:		15
PS 205	Psychology Of Adjustment	
PS 221	Social Psychology	
PS 306	Clinical Psychology and Mental Health	
PS 319	Classic Theories of Personality	
PS 371	Counseling Theories and Application	
PS 385	Cognitive Neuroscience	
PS 386	Biological Psychology	
Select one of the following:		3
PS 214	Psychology of the Middle School Student	
PS 215	Adolescent Psychology	
ED 329	Methods 5-12 Social Science (with Reading)	3
<b>Total Hours</b>		<b>28</b>

### Endorsement in Social Science - Sociology (5-12) (second teaching area) End. #164

SO 122	Introduction to Sociology	3
SO 155	Social Problems	3
SO 235	Social Inequalities	3
SO 251	Sociological Theories	3
SO 330	Global Race Relations	3
Select three of the following:		9
SO 176	Deviant Behaviors	
SO 202	Marriage & the Family: Intimate Relationships	
ED 329	Methods 5-12 Social Science (with Reading)	3
<b>Total Hours</b>		<b>27</b>



## Endorsement in Social Science - World History (5-12) (second teaching area) End. #166

HI 140	History Of Western World Since 1648	3
HI 120	Origins Of The Western Tradition	3
or HI 130	Emergence Of The West, 800-1648	
Select six of the following:		18
HI 213	Recent China In Global Economy	
HI 230	Modern East Asia	
HI 250	Medieval Europe	
HI 260	Early Modern Europe 1450-1789	
HI 265	Latin American History	
HI 270	Nineteenth Century Europe	
HI 280	Twentieth Century Europe	
HI 380	Imperial Russia and the Soviet Era	
HI 445	History Independent Study	
ED 329	Methods 5-12 Social Science (with Reading)	3
<b>Total Hours</b>		<b>27</b>

## Early Childhood Minor

### \*Insufficient hours for licensure/endorsement

ED 117	Instructional Programs and Methods in Early Childhood Education	3
ED 143	Child and Family Nutrition	3
ED 237	Language Development and Learning Experiences for Young Children	3
ED 270	Care & Education of Infants & Toddlers	3
ED 272	Creative Experiences for Young Children	4
ED 306	Learning Environments for Young Children	3
ED 332	Parent-School Relationships	3
PS 224	Developmental Psychology	3
<b>Total Hours</b>		<b>25</b>

## English as a Second Language Minor

### \*Insufficient hours for licensure/endorsement

EN 122	Grammar for Teaching English as a Second Language	3
SP 205	Linguistics & Second Language Acquisition	3
ED 307	Language, Culture, & Schooling *	3
Choose two of the following		6
CO 260	Intercultural Communication	
ED 308	Assessment in Teaching English as a Second Language <sup>1</sup>	
ED 316	ESL Methods for Teaching Academic Content <sup>1</sup>	
ED 317	ESL Reading & Language Arts Methods & Practicum <sup>1</sup>	
ED 379	Human Relations <sup>1</sup>	
SO 330	Global Race Relations	
SP 100	Elementary Spanish I	
SP 101	Elementary Spanish II	
SP 220	Spanish for the Profession	
<b>Total Hours</b>		<b>15</b>

<sup>1</sup> These courses count towards the full ESL minor/endorsement and are recommended for teaching majors.

\* ME 120 Immigrants and Literacy: In Pursuit of the American Dream can count in place of this course. ME 120 Immigrants and Literacy: In Pursuit of the American Dream should only be taken by students who need to complete the portal requirement of the core curriculum.

## Courses

### **ED 010 Licensure Renewal Credit: 1 semester hour**

This is a course that can be taken by licensed educators (e.g., teachers, administrators, etc.) for the sole purpose of licensure renewal credit.

### **ED 102 Foundations of Education: 2 semester hours**

A basic historical, philosophical, and sociological orientation to the whole field of American education, including a study of contemporary issues and problems; a field experience of thirty hours in an elementary or secondary school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Cumulative grade point average of 2.50 (Spring semester, freshman year or fall or spring semester, sophomore year).

### **ED 106 An Invitation to Teaching: 1 semester hour**

This course provides an orientation to the Teacher Education Program (TEP) at Mount Mercy. Required training in mandatory reporting and blood borne pathogens is included. This course is required for all education majors. Enrollment along with the first education course at Mount Mercy is recommended. This course must be completed with a minimum grade of C (2.00). Prerequisite: Cumulative grade point average of 2.50.

### **ED 117 Instructional Programs and Methods in Early Childhood Education: 3 semester hours**

A basic course for early childhood teachers designed to present the history, philosophy and purposes of early childhood education; introduction to procedures in observing, recording, and interpreting behavior of young children; study of various contemporary programs including comparison of theoretical foundations, methods of implementation, and evaluative data; a broad overview of all aspects of setting up and managing a program for young children. This course must be completed with a minimum grade of C (2.00). This course can be taken at Kirkwood Community College as ECE 107: Foundations in Early Childhood. (Fall semester, sophomore year). Prerequisite: Cumulative grade point average of 2.50.

### **ED 132 Children's Literature: 3 semester hours**

This course provides a broad survey of children's literature (birth-12 years). Students will be exposed to a wide variety of genres, authors, illustrators, teaching techniques, and literature response appropriate to the elementary school. This course must be completed with a minimum grade of C (2.00). Prerequisite: minimum cumulative grade point average of 2.50. (Fall or spring semester, sophomore year).

### **ED 135 Storytelling: 3 semester hours**

This course will investigate the history and universal nature of storytelling. Throughout a wide variety reading, the students will explore contemporary and traditional literature and a variety of ways to share stories. Students will refine their skills in storytelling and oral interpretation by sharing stories and poetry in area schools/libraries. Prerequisite: Cumulative grade point average of 2.50.

**ED 143 Child and Family Nutrition: 3 semester hours**

Examination of the function of nutrition in the child's development and in maintaining good health; study of factors influencing family eating patterns and the formation of eating habits of the young child; review of government funded nutrition programs affecting young children and their families; exploring techniques for planning group eating experiences and nutrition education for young children. This course must be completed with a minimum grade of C (2.00). This course can be taken at Kirkwood Community College as ECE 133: Child Health, Safety and Nutrition the fall semester of freshman, sophomore or junior year. Prerequisite: Cumulative grade point average of 2.50.

**ED 164 Health Awareness and PE Methods: 3 semester hours**

This course will focus on the importance of health, wellness, and physical education for children and those who work with children and families. This course focuses on the research and theories of physical education, wellness, and movement with an analysis of the teaching and learning processes involved. It will provide students with the necessary knowledge to teach fundamental and developmentally appropriate lessons for elementary children in the areas of physical education and wellness. A specific focus will be given to promoting healthy lifestyles in self and others.

**ED 165 Art Methods K-8 for Classroom Teachers: 1.5 semester hour**

A course for the elementary teacher providing a study of the basic theories of child art as well as opportunities to experience the various media and concepts appropriate for use at the elementary level. Students meet one day a week for two hours. Recommended for elementary education majors of sophomore standing or above. This course must be completed with a minimum grade of C (2.00). (\$20 lab fee).

**ED 166 Art Methods Majors K-8 with reading: 2 semester hours**

This is a course for art majors who wish to teach art in the elementary school. Special emphasis will be on planning the program, setting up the classroom, and examining current methods of teaching. A field experience in an elementary art classroom is required. This course is open to art minors with the permission of the instructor. The course includes one hour of lecture, two hours of laboratory experience and three hours of school observations each week. This course is required for art majors seeking K-8 teaching certification for art. This course must be completed with a minimum grade of C (2.00). Prerequisites: Art major, junior standing and ED 232.

**ED 232 Principles of Elementary Education: 2 semester hours**

This introductory methods course provides teacher education students with principles related to curriculum, assessment, instructional design, differentiation and classroom management. This course must be taken at Mount Mercy. This course must be completed with a minimum grade of C (2.00). Corequisite: ED 402. Prerequisites: ED 102, ED 253, ED 263, and a cumulative grade point average of 2.70.

**ED 237 Language Development and Learning Experiences for Young Children: 3 semester hours**

An examination of current research and theories related to speech and language development and relationship of language and thought processes, consideration of children's conceptual development in relation to their direct experiences; exploration of current programs and curricula designed to foster language acquisition and cognitive development; emphasis on creating an environment where language is encouraged, including design and implementation of language stimulation activities. This course must be completed with a minimum grade of C (2.00) prior to early childhood student teaching. Prerequisites: PS 224 or equivalent. Cumulative GPA of 2.50. (Spring semester, sophomore or junior year).

**ED 253 Educational Psychology: 3 semester hours**

This course examines the psychological conditions and research underlying educational practice, especially in the school setting. Current research, contextual examples and class discussion will be used to focus on the characteristics of the learner, the teacher and the teaching/learning process. Study will include theories of learning, motivation, student variability, assessment, and classroom management. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 101, PS 224, and a cumulative grade point average of 2.50.

**ED 263 Educating the Exceptional Person: 3 semester hours**

This course will introduce pedagogical, curricular, and social considerations involved in educating diverse learners in the general education classroom. Historical foundations, models, theories, and legislation, as well as contemporary approaches to inclusive classroom practices, will be explored. This course must be completed with a minimum grade of C (2.00). Corequisite: ED 401 or ED 421. Prerequisites: PS 101, PS 224, and a cumulative GPA of 2.50.

**ED 268 Music Methods Majors K-8 with reading: 2 semester hours**

This course will study procedures, materials, and methods in teaching music in the elementary school. Lesson planning and practical teaching demonstrations by students. A widely-used textbook series will be surveyed, and music appreciation material suitable for children will be presented. This course includes a field experience in an elementary music classroom. Content area reading component included. This course must be completed with a minimum grade of C (2.00). (Spring semester). Prerequisites: Music major, junior standing and ED 232.

**ED 269 Music Methods K-8 Classroom Teachers: 1.5 semester hour**

This is a course for elementary school teachers who are not majoring in music. Students will be assisted in increasing their ability to sing and play classroom instruments. Methods and content appropriate for the various grades will be studied. Content area reading component included. This course must be completed with a minimum grade of C (2.00). (Fall and spring semesters).

**ED 270 Care & Education of Infants & Toddlers: 3 semester hours**

This course will provide students with a basic understanding of infant and toddler development and of principles for establishing appropriate programs for this age group. Emphasis will be placed on cooperation with parents, the caregiver's role, use of routines, and developmental issues as key elements in effective home and group-based programs. The class will include a field experience component. This course can be taken at Kirkwood Community College as ECE 221: Infant /Toddler Care and Education. This course must be completed with a minimum grade of C (2.00). (Winter term, sophomore or junior year).

**ED 272 Creative Experiences for Young Children: 4 semester hours**

A review of young children's physical, intellectual, social, emotional, and spiritual growth with implications for instructional procedures, assessments, and guidance practices; Study of the value of play and creative activities in facilitating children's development; using evidence based practice in planning, implementing, managing and evaluation learning experiences to meet individual and group needs of children ages three through six with emphasis on Iowa Early Learning Standards 7,8,9, and 12. Weekly field experience in a prekindergarten setting. This course must be completed with a minimum grade of C (2.00). Cumulative GPA of 2.50.(spring semester, Sophomore or Junior year).

**ED 290 Education Travel Abroad: 1 semester hour**

This course will allow students in Education to explore, compare, and contrast the education system and teacher preparation programs in the United Kingdom with that of the United States. Students will attend classes at Christ Church in Canterbury in Education. Additionally, they will visit local schools to examine curricula and routines/policies. Students will finally visit London and experience cultural exhibits to determine the value these exhibits might bring to their classrooms here in the Midwest.

**ED 305 Adolescent Literature: 3 semester hours**

This course emphasizes the role of the classroom teacher in the selection of appropriate literature for middle and high school learners. Students will be exposed to a variety of teaching techniques for reading and responding to literature. Class assignments will provide the opportunity to read and evaluate contemporary as well as classical literature for adolescents. (Alternating spring semesters). Prerequisite: Cumulative grade point average of 2.50.

**ED 306 Learning Environments for Young Children: 3 semester hours**

A review of history, theory, research, policies, organizational practices, and contemporary curriculum models impacting preschool and kindergarten programs; employing developmentally appropriate assessments and early learning standards to plan and implement challenging learning experiences with application to literacy, mathematics, and science for children ages three to six (Iowa Early Learning Standards 8,10, and 11); supporting key cognitive skills and positive approaches to learning that acknowledge individual differences, support competence, and promote school success of young children. Emphasis on evidence-based practice as a foundation for professional decision making and on identified dispositional qualities on effective educator this course must be completed with a minimum grade of C (2.00) prior to student teaching. Prerequisites: PS 224, ED 117 required, ED 237 recommended. Cumulative GPA of 2.50.

**ED 307 Language, Culture, & Schooling: 3 semester hours**

Language is the primary means by which we represent the world to ourselves and to others. This course will examine some of the ways in which growth in language reflects and enables cognitive development. Topics covered in this course include a sociolinguistic perspective of language, language diversity, language ideology and power, national language policies, World Englishes, the growing number of non-native English speakers, and attitudes of native and non-native English speakers toward the domination of English, and the impact language has on children's success in our communities and schools. Prerequisite: EN 122, SP 205.

**ED 308 Assessment in Teaching English as a Second Language: 3 semester hours**

This course takes an in-depth look at assessment of bilingual/ESL learners and programs. It includes individual as well as large-scale standardized assessments, alternative assessments, and social justice issues involved in the assessment of English language learners. Prerequisites: EN 122 and SP 205.

**ED 309 Reading and Language Arts in the Primary Classroom: 3 semester hours**

This course is designed to offer the prospective elementary teacher a developmental overview of methods, assessments and instructional techniques to support and develop early literacy and the teaching of reading and language arts in an integrated manner. Emphasis is given to both theoretical and practical development as students work in a primary classroom applying various methods and instructional techniques. This course must be completed with a minimum grade of a C (2.00) prior to student teaching. Corequisites: ED 232 and ED 402. Prerequisites: ED 132 and a cumulative GPA of 2.70.

**ED 311 Reading and Language Arts in the Intermediate Classroom: 3 semester hours**

This course provides an overview of assessments, methods, strategies, and theoretical models for teaching content area reading and the language arts. Lesson planning and practical experiences provide students with opportunities to deliver appropriate reading and writing instruction. This course must be completed with a minimum grade of C (2.0). Corequisite: ED 403. Prerequisites: ED 232, ED 309, acceptance into the Teacher Education Program, and a cumulative grade point average of 2.70.

**ED 313 Prescriptive Reading Instruction: 4 semester hours**

This course deals with the nature and cause of reading disability and remedial treatment of reading difficulties. Current techniques as well as research in the field will be discussed. Students will use remedial reading techniques in tutoring children in the schools. A field experience in an elementary reading classroom is required. This course must be completed with a minimum grade of a C (2.00) Prerequisites: ED 237, ED 309, ED 311 prerequisites or corequisite; ED 314 recommended. Cumulative GPA of 2.70 (Spring semester Junior or Senior year).

**ED 314 Diagnostic Reading: 3 semester hours**

The major emphasis in this course is on diagnosis of reading difficulties. Tests, testing procedures, and informal diagnostic techniques are examined and discussed. Students will have practice administering and interpreting test results. Current research in the area of diagnostic reading will be studied. This course must be completed with a minimum grade of a C (2.00). Prerequisites: ED 237, ED 309, and a cumulative grade point average of 2.70.

**ED 315 Middle School Methods: 3 semester hours**

The middle school educational philosophy focuses on meeting the unique developmental needs of the early adolescent. This course will prepare the student to implement the middle school philosophy through the study of innovative curricula design and appropriate teaching methods and strategies. This course includes a middle school field experience. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 232 or permission of the instructor. Recommend PS 214, characteristics unique to the middle school student, prior to ED 315. (Every other winter term). Prerequisite: Cumulative grade point average of 2.70.

**ED 316 ESL Methods for Teaching Academic Content: 3 semester hours**

This course covers methods and strategies for making math, science, and social studies accessible to ELs in grades K-12. Students will learn how to promote L2 language development so ELs can successfully engage in academic content learning. A 10-hour field experience is required in an ESL classroom or in a classroom with a significant number of ELL students. Prerequisite: ED 106.

**ED 317 ESL Reading & Language Arts Methods & Practicum: 3 semester hours**

The content of this course includes research-based ESL listening, speaking, reading, and writing strategies on which to build a solid foundation for success with second language learners. A field experience of 12 hours of tutoring ESL students is required. Prerequisite: ED 106.

**ED 319 Social Studies Methods for Elementary Teachers: 2 semester hours**

This course explores objectives, concepts, and procedures of teaching social studies in the elementary and middle school. Emphasis is given to inquiry-based instruction, critical thinking, and civil discourse. Content strands include geography, history, civics/government, and economics. Best practices for implementing a social studies program and recent trends in social studies education will be discussed. This course must be completed with a minimum of a C (2.00). Co or prerequisite: ED 232 and a cumulative grade point average of 2.70.

**ED 321 Secondary Spanish Methods: 3 semester hours**

This course provides prospective secondary school Spanish teachers with instruction in recommended methods and content standards pertinent to Secondary Spanish Education. This course must be completed with a minimum grade of C (2.0). Prerequisite: Acceptance to Level 2 of the Teacher Education Program. Co-requisites: ED322, ED422.

**ED 322 Content-Area Reading: 2 semester hours**

This course is designed to prepare preservice candidates in the instructional methods and issues related to teaching their content fields for middle and high school populations. Important goals focus on the teaching of content area reading. Prerequisite: ED 422, secondary methods course (ED 323, ED 325, ED 326, ED 327, ED 328, or ED 329), and cumulative grade point average of 2.70.

**ED 323 Art Methods Majors 5-12 (with Reading): 2 semester hours**

This course provides a study and practicum in current theories and methods for teaching art in the secondary classroom. This course includes one hour of lecture, two hours of laboratory experience and field experience. Content area reading component included. This course is required for art majors seeking teacher certification 5-12 in art. This course must be completed with a minimum grade of C (2.00). Prerequisites: Art major, junior standing and ED 234. \$30 lab fee. (Spring semester). Prerequisite: Cumulative grade point average of 2.70.

**ED 324 Music Methods Music Majors 5-12 (with Reading): 2 semester hours**

This course provides a study and practicum in current theories and methods for teaching music in the secondary classroom. This course includes a field experience. Content area reading component included. This course is required for music majors seeking teacher certification 5-12. This course must be completed with a minimum grade of C (2.00). Prerequisites: music major, junior standing and ED 234. (Spring semester). Prerequisite: Cumulative grade point average of 2.70.

**ED 325 Methods 5-12 Business (with Reading): 3 semester hours**

This course provides prospective secondary school business teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 326 Methods 5-12 English/LA (with Reading): 3 semester hours**

This course provides prospective secondary school English/Language Arts teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 327 Methods 5-12 Mathematics (with Reading): 3 semester hours**

This course provides prospective secondary school mathematics teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 328 Methods 5-12 Science (with Reading): 3 semester hours**

This course provides prospective secondary school science teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 329 Methods 5-12 Social Science (with Reading): 3 semester hours**

This course provides prospective secondary school social science teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.



**ED 332 Parent-School Relationships: 3 semester hours**

Study of factors within the home setting which may influence a child's development and behavior with an emphasis on the importance of parent involvement in early childhood and elementary programs; a study of factors affecting parent-school interaction and the need for cooperative effort in encouraging and guiding the learning experiences of children with and without disabilities; examination of techniques for parent involvement and methods of working with home and community resources to enhance development of the child's potential. Required for the Teacher-Prekindergarten through Grade 3 including Special Education endorsement and for the Teacher - Prekindergarten endorsement. Includes a field experience. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 224, senior status or consent of instructor and cumulative GPA of 2.70. (Spring semester, senior year).

**ED 334 Principles of Secondary Education: 3 semester hours**

This course must be taken at Mount Mercy. This course includes a study of instructional planning, patterns, and strategies. Major course topics will focus on student achievement through unit planning, instructional strategies and techniques, management, and assessment. This course must be completed with a minimum grade of C (2.00).

**ED 340 Educational Internship: Non-Licensure: 6 semester hours**

This course is a supervised internship in school or community agency working in an education capacity with children. This option does not lead to Iowa teaching license.

**ED 341 Educational Internship: Non-Licensure: 12 semester hours**

This course is a supervised internship in school or community agency working in an education capacity with youth. This option does not lead to Iowa teaching license.

**ED 342 Educational Internship: Non-Licensure: 3 semester hours**

This course is a supervised internship in school or community agency working in an education capacity with youth. This option does not lead to Iowa teaching license.

**ED 343 Student Teaching - Instructional Strategist II K-8 for ID: 5 semester hours**

Strategist II Student Teaching K-8 for ID.

**ED 344 Student Teaching - Instructional Strategist II 5-12 for ID: 5 semester hours**

Strategist II Student Teaching 5-12 for ID; 6 hours.

**ED 345 Math Methods for Elementary Teachers I: 3 semester hours**

This course is designed to offer elementary teachers an introduction to what it means to teach math for understanding including the essential skills and characteristics this entails. Emphasis will be placed on the pedagogical content knowledge necessary for the elementary teacher within the following mathematical strands: number and operation (including early number concept development, building meaning for the operations, place value concepts and rational numbers and measurement.) This course must be completed with a minimum grade of C (2.0) prior to student teaching. Corequisites: ED 232 and ED 402. Prerequisite: MA 125 or math competency and a cumulative grade point average of 2.70.

**ED 346 Math Methods for Elementary Teachers II: 3 semester hours**

This course is designed to offer elementary teachers a continuation of the work completed in Math Methods for Elementary Teachers I, to further develop the principles of mathematics education within the strands of algebra, geometry, and data analysis & probability. Focus will be upon integration of the content, teaching strategies and unique content knowledge for teaching necessary for the elementary teacher. This course must be completed with a minimum grade of C (2.0) prior to student teaching. Corequisite: ED 403. Prerequisite: C (2.0) minimum in ED 345, ED 232, and a cumulative grade point average of 2.70.

**ED 347 Science Methods for Elementary Teachers: 2 semester hours**

This course examines the instructional methods and associated science content, skills, and attitudes needed in the elementary classroom across the content strands of STEM, life, physics and earth/space science. Students will use inquiry-based instruction to guide student thinking and exploration. This course must be completed with a minimum grade of C (2.00) prior to student teaching. Co or prerequisite: ED 232 and a cumulative grade point average of 2.70.

**ED 350 Classroom Management: Behavior Strategies: 2 semester hours**

This course will introduce the process of conducting a Functional Behavior Assessment, developing and implementing a Behavior Intervention Plan, and strategies for behavioral interventions. Classroom management theories, models, and techniques for use in general and special education classrooms will be explored. Classroom observations will be required. This course must be completed with a minimum of a C (2.00). Co or prerequisites: ED 263 and a cumulative GPA of 2.50.

**ED 351 Student Teaching - Art K-8: 5 semester hours**

Student teaching.

**ED 352 Student Teaching in the Elementary School: 5 semester hours**

Student teaching.

**ED 353 Student Teaching in the Elementary School: 10 semester hours**

Student teaching.

**ED 354 Student Teaching in the Secondary School: 5 semester hours**

Student teaching.

**ED 355 Student Teaching in the Secondary School: 10 semester hours**

Student teaching.

**ED 356 Student Teaching - Art 5-12: 5 semester hours**

Student teaching. Prerequisite: Cumulative grade point average of 2.70.

**ED 357 Student Teaching - Music K-8: 5 semester hours**

Student teaching.

**ED 358 Student Teaching - Music 5-12: 5 semester hours**

Student teaching.

**ED 359 Student Teaching in Kindergarten: 5 semester hours**

Student teaching.

**ED 360 Student Teaching in Pre-Kindergarten: 3 semester hours**

Student teaching.

**ED 361 Student Teaching - Instructional Strategist I K-8: 5 semester hours**

Student teaching.

**ED 362 Student Teaching - Instructional Strategist I 5-12: 5 semester hours**

Student teaching.

**ED 363 Student Teaching in Pre-Kindergarten: 5 semester hours**

Student teaching.

**ED 364 Student Teaching - Art K-8: 10 semester hours**

Student teaching.

**ED 365 Student Teaching - Art 5-12: 10 semester hours**

Student teaching.

**ED 366 Student Teaching in Music K-8: 10 semester hours**

Student teaching.

**ED 367 Student Teaching in Music 5-12: 10 semester hours**

Student teaching.

**ED 368 Student Teaching - Instructional Strategist II K-8 BD/LD: 5 semester hours**

Student teaching BD/LD.

**ED 369 Student Teaching - Instructional Strategist II 5-12 for BD/LD: 5 semester hours**

Student teaching BD/LD.

**ED 370 Education Leadership Seminar: 2 semester hours**

This course focuses on topics of special importance to students culminating their undergraduate preparation and assuming leadership roles in classroom and school settings. Key topics include: classroom management techniques; professional communication across contexts; assuming leadership in the classroom for both students and adults; conducting parent conferences; interviewing and resume development; addressing factors impacting the current educational climate; and understanding professional contracts and licensure. This is the senior seminar in the Teacher Education program and is required in conjunction with the appropriate student teaching course(s). Prerequisites: ED 232/ED 234 and ED methods courses with at least a grade of C (2.00) in each, acceptance into student teaching, and a cumulative grade point average of 2.70.

**ED 371 Special Education Foundations: 3 semester hours**

This course introduces foundational issues and practices in special and inclusive education. Emphases will include: historical and legal implication, communication and collaborative practices with professionals and parents, and professional advocacy. Prerequisite: ED 263.

**ED 375 Classroom Management for Education Majors: 1 semester hour**

This course is designed to provide students with a basic understanding of the principles and techniques for establishing a positive learning environment that encourages positive social interaction, active engagement, and self-regulation for all students. In addition, this course will provide pre-service teachers a variety of techniques for implementing classroom procedures and routines that supports safety, high learning expectations and effective use of instructional time. Course must be completed with a minimum grade of C (2.00). Co-requisite: Student Teaching.

**ED 376 Methods for Instructional Strategist I K-8: 3 semester hours**

Intensive instructional methods, materials, and assessment for students with mild/moderate disabilities in grades K-8 will be introduced. Environmental and instructional considerations will be considered. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 371, ED 380, ED 232, and cumulative grade point average of 2.70.

**ED 377 Methods for Instructional Strategist I 5-12: 3 semester hours**

Intensive instructional methods, materials, and assessment for students with mild/moderate disabilities in grades 5-12 will be introduced. Environmental and instructional considerations will be considered. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 371, ED 380, and a cumulative grade point average of 2.70.

**ED 378 Transition: 2 semester hours**

This course will explore various models used for training students with special needs as they move from school to adulthood. Career assessment, transition planning, supported employment, and interagency services will be examined. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 371. Prerequisite: Cumulative grade point average of 2.50.

**ED 379 Human Relations: 3 semester hours**

This course develops an awareness of diverse perspectives and provides opportunities for self-examination of personal beliefs for the purpose of understanding oneself and others. A review of educational policies arising from specific historical as well as current events and their impact on how American public schools deliver education are discussed. Engaging in critical thinking, practicing effective ways to communicate, and gaining a respect for diversity provide opportunities for developing effective human relations. This course must be completed with a minimum grade of C (2.0). Prerequisites: ED 102 and a cumulative grade point average of 2.50.

**ED 380 Characteristics of Learners with Mild/Moderate Disabilities: 3 semester hours**

This course will introduce common traits and characteristics of individuals with mild and moderate disabilities. A significant focus will be placed on learning disabilities and dyslexia. Etiologies of high incident disabilities, current trends in educational programming, and instructional techniques for use in general and special education will be emphasized. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 263 and a cumulative grade point average of 2.50.

**ED 382 Methods for Instructional Strategist II K-12: 3 semester hours**

Curriculum and instructional techniques for working with students in Instructional Strategist II programs will be studied. Environmental considerations, teaching methods, management, and instructional variables will be considered during this course. In addition, ways in which to adapt curriculum, implement instruction at the Level II setting, and materials available to use at this level will be examined. Students will be exposed to a functional curriculum. A field experience component is required. This course must be completed with a minimum grade of C (2.0). Prerequisites: ED 263, ED 232/ED 234, and ED 371, cumulative GPA of 2.70.

**ED 383 Methods for Teaching BD & LD Students: 3 semester hours**

This course is designed for the study of those characteristics of students with learning disabilities and/or behavior disorders. Study will include strategies for teaching those with these disabilities. Students will participate in projects, discussions, and activities that will require they apply this knowledge. Students will complete a field experience in a Level II or III Special Education classroom. Co-requisites: ED 232/ED 234, ED 263, ED 371 and cumulative GPA of 2.70.

**ED 384 Methods For Teaching ID Students: 3 semester hours**

This course will provide students with an overview of the various characteristics, current trends in educational programming, educational alternatives and related services needed for individuals with intellectual disabilities from K-12, as well as the importance of the multidisciplinary team in providing appropriate educational programming. Additionally, this course will provide students with the methods, strategies, and models for providing curriculum and instruction to include sources of curriculum materials for the development of cognitive, academic, social, language. Functional life skills for individuals with intellectual disabilities, as well as the related instructional and remedial methods and techniques will be discussed and explored. Note: A 20-hour practicum with students with moderate to severe intellectual disabilities is included in this course.

**ED 385 Assessment and Measurement in Special Education: 3 semester hours**

This course will introduce formal and informal methods of assessment for identification, eligibility and progress monitoring used in special education. Evaluation of academic and behavioral skills, including curriculum-based measurement and functional behavioral assessment, will be emphasized. Prerequisites: ED 263, ED 371, and a cumulative grade point average of 2.50.

**ED 391 Student Teaching - Instructional Strategist II K-8 BD/LD: 3 semester hours**

Student teaching BD/LD.

**ED 392 Student Teaching - Instructional Strategist II 5-12 for BD/LD: 3 semester hours**

Student teaching for BD/LD.

**ED 393 Student Teaching - Art (K-8): 3 semester hours**

Student teaching.

**ED 394 Student Teaching - Art 5-12: 3 semester hours**

Student teaching.

**ED 395 Student Teaching - Music K-8: 3 semester hours**

Student teaching.

**ED 396 Student Teaching - Music 5-12: 3 semester hours**

Student teaching.

**ED 397 Student Teaching - Instructional Strategist II K-8 for ID: 3 semester hours**

Strategist II Student Teaching K-8 for ID.

**ED 398 Student Teaching - Instructional Strategist II 5-12 for ID: 3 semester hours**

Strategist II Student Teaching 5-12 ID; 3 hours.

**ED 400 Level I General Education Field (Elem): 1 semester hour**

This course is designed to provide elementary education students with an early experience in the general education classroom. Students enrolling in this class will receive a placement to work in a local community elementary school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre or Co-Requisite: ED 106.

**ED 401 Level I Special Education Field (Elem): 1 semester hour**

This course is designed to provide elementary education students with an early experience in the special education classroom. Students enrolling in this class will receive a placement to work in a elementary school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre-Requisite: ED 106; Co-Requisite: ED 263.

**ED 402 Level II Field (Elem): 2 semester hours**

This course is designed to provide elementary education students with a more advanced field experience combining Literacy, Math and General methods. Students enrolling in this class will be placed in a Professional Development School (PDS). During this course students will have the opportunity to demonstrate INTASC standards appropriate to Level II of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level III. Corequisites ED 232, ED 309, ED 345, and a cumulative grade point average of 2.70.

**ED 403 Level III Field (Elem): 2 semester hours**

The course is designed to provide elementary education students with a field experience and accompanying seminar that focus on content-area and general methods just prior to student teaching in an elementary setting. Within the field placement, students will have the opportunity to demonstrate InTASC standards appropriate to Level III of the Teacher Education Program across multiple lessons. The demonstration of these Level III competencies is a prerequisite to promotion to Level IV. Corequisites: ED 311 and ED 346. Prerequisites: Admittance to the Teacher Education Program and a cumulative grade point average of 2.70.

**ED 417 Field Experience for Education: 1 semester hour**

This course is designed primarily for students who may wish to complete a field experience in a term when they are not placed in the field in association with another education course. Students may also be advised/required to complete this course when taking ED 232 - Principles of Early Childhood and Elementary Education) not in conjunction with another course requiring a field placement. Students enrolling in this course will be placed in an early childhood, elementary, middle or high school classroom. Prerequisite: Cumulative grade point average of 2.50.

**ED 420 Level I General Education Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with an early experience in the general education classroom. Students enrolling in this class will receive a placement to work in a local high school or middle school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre or Co-Requisite: ED 106.

**ED 421 Level I Special Education Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with an early experience in the special education classroom. Students enrolling in this class will receive a placement to work in a high school or middle school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre or Co-Requisite: ED 106.

**ED 422 Level II Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with a more advanced field experience specifically focused on the content-area methods of their endorsement with an overall focus on writing objectives and lesson plans. Students enrolling in this class will complete a 40-hour field experience. During this course students will have the opportunity to demonstrate INTASC standards appropriate to Level II of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level III. Corequisite: Secondary methods (ED 323, ED 325, ED 326, ED 327, ED 328, or ED 329). Prerequisite: ED 106 and cumulative grade point average of 2.70.

**ED 423 Level III Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with a capstone field experience focused on general methods just prior to student teaching. Students enrolling in this class will complete a 40-hour field experience. During this course students will have the opportunity to demonstrate INTASC standards appropriate to Level III of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level IV. Corequisite: ED 334. Prerequisite: ED 422, secondary methods course (ED 323, ED 325, ED 326, ED 327, ED 328, or ED 329), and cumulative grade point average of 2.70.

**ED 430 Special Topics: 3 semester hours**

This course will focus on important topics and issues in education.

**ED 441 Independent Study: 1 semester hour**

Study topics will be designed by the student in consultation with the instructor.

**ED 442 Independent Study: 2 semester hours**

Study topics will be designed by the student in consultation with the instructor.

**ED 443 Independent Study: 3 semester hours**

Study topics will be designed by the student in consultation with the instructor.

**ED 497 Professional Development in Catholic Education: 1 semester hour**

This course is offered as an elective to address special topics in PreK-12 Catholic education. It can be used to coincide with conferences, seminars, workshops, courses, etc., in which Mount Mercy University will offer recertification or graduate credit as a result of attendance, participation, and/or work completed in accordance with expectations and guidelines on the syllabus.

## English

An English major and minor, and minors in creative writing and writing are offered.

The core curriculum courses in English introduce students to the basics of writing clearly and concisely and to an appreciation and understanding of literature.

Other courses emphasize 1) the study of literature by major British, American, and world writers; 2) the research and writing process; and 3) the student's own creative use of language.

English majors explore a range of literary genres and periods; they grapple with the complexities of literary texts; they hone their abilities to write, speak, think, and research; and they prepare portfolios for use in job interviews and/or graduate school applications.

The writing classes EN 101 Writing And History to EN 118 Writing And Place fulfill the competency requirement in writing. Each course concentrates on the student's own writing but uses a different thematic content as a basis for the reading, writing, and research assignments. All courses use a workshop format, require several individual conferences with the instructor, and require the same number and scope of assignments. Students are advised to take one of these courses as early in their studies as possible because the courses stress writing and research skills needed for other competency courses. Students also may take these courses as electives.

## Career Opportunities

English majors find employment in many professional areas, including education, business, publishing, communications, and government. They also continue their education in graduate and professional schools, majoring in English, journalism, creative writing, education, law, or other related studies.

## Admission to the English Major or Minor

The student wishing to major or minor in English must have a cumulative grade point average of at least 2.00 and no grades below C- in any required English course.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## English Major

**Required:**

EN 176	American Literature Survey: Colonial to 1914 <sup>2</sup>	3
EN 203	Creative Writing	3
or EN 204	Writing Creative Nonfiction	
or EN 205	Writing Poetry	
or EN 206	Writing Fiction	
EN 210	Writing And Analysis Of Literature (before the senior year)	4
EN 215	Major English Writers (before the senior year)	3
EN 234	Shakespeare	3
EN 278	American Literature Survey: 1914 to Present	3
EN 303	Topics In American Literature	3
EN 325	Seminar: Independent Research	3

**Choose One of the Following: 3-4**

BA 250	Technology & Communication In Business
CO 120	Introduction to Journalism
CO 280	Writing For Public Relations
EN 123	Professional Writing

**Choose Three of the Following: 9**

EN 225	Chaucer And The Middle Ages
EN 236	Milton and the 17th Century
EN 243	18th-Century Literature
EN 254	The English Romantic Age
EN 265	The Victorian Age
EN 300	Topics in Literature



EN 305	Anglophone Literature	
EN 309	British Modernism	
EN 310	Contemporary British Literature	
EN 314	Law and Literature	
<b>Choose One of the Following Internships:</b>		<b>3</b>
EN 424	Internship	
ED 354	Student Teaching in the Secondary School	
ED 355	Student Teaching in the Secondary School	
A three-credit internship in another discipline		

**Total Hours 40-41**

Students who cannot complete an internship will take EN 445 Independent Study with a focus on career preparation. Students planning to pursue teacher education should follow the program guidelines within the education section of this *Catalog* and contact an advisor in the education department for assistance. *Students cannot double major between English and English - Language Arts*

<sup>2</sup> This course double counts for the Literature Domain.

## English Minor

### Required:

EN 203	Creative Writing	3
or EN 204	Writing Creative Nonfiction	
or EN 205	Writing Poetry	
or EN 206	Writing Fiction	
EN 210	Writing And Analysis Of Literature	4
EN 215	Major English Writers	3
EN 278	American Literature Survey: 1914 to Present	3

**Choose One of the Following: 3**

EN 225	Chaucer And The Middle Ages	
EN 234	Shakespeare	
EN 236	Milton and the 17th Century	
EN 243	18th-Century Literature	
EN 254	The English Romantic Age	
EN 265	The Victorian Age	
EN 300	Topics in Literature	
EN 305	Anglophone Literature	
EN 309	British Modernism	
EN 310	Contemporary British Literature	
EN 314	Law and Literature	

**Total Hours 16**

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Writing Competency		4 Math Competency		3 EN 176	3
CO 101	3			Historical Roots Domain	3

Portal	3	Natural World Domain	4
Fine Arts Domain	3	Religious Studies Domain	3
		Self and Society Domain	3
<b>13</b>		<b>3</b>	<b>16</b>

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
EN 203, 204, 205, or 206		3 Holistic Health Domain		3 EN 215	3
EN 210	4			EN 278	3
Philosophy Domain	3			Global Awareness Domain	3
Self and Society Domain	3			Elective	3
				Elective	3
<b>13</b>			<b>3</b>		<b>15</b>

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
EN 234		3 Elective		3 English Elective (200 or higher)	3
EN 424	3			Professional Writing Requirement <sup>1</sup>	3
Elective	3			Elective	3
Elective	3			Elective	3
English Elective (200 or higher)	3				
<b>15</b>			<b>3</b>		<b>12</b>

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
EN 303		3 Elective		3 EN 325	3
Elective	3			ME 450	1
Elective	3			Elective	3
Elective	3			Elective	3
English Elective (200 or higher)	3			Elective	2
<b>15</b>			<b>3</b>		<b>12</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

<sup>1</sup> BA 250 Technology & Communication In Business, CO 120 Introduction to Journalism, CO 280 Writing For Public Relations, or EN 123 Professional Writing

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### ***EN 011 Language & Literacy Support: 1 semester hour***

This course offers instruction and practice in college-level reading, writing, and English proficiency. All on-campus undergraduate students can enroll in this course: first-year students, upper-class students, returning students, and transfer students. Work will be individualized (arranged meeting) and will support the student's work in other courses. Repeatable.

### ***EN 012 Elements of English: 3 semester hours***

This is a "bridge" course between high school language arts and college writing courses. Objectives include learning to use college-level reading and writing strategies and developing academic confidence in literacy tasks. This course is geared toward both native- and non-native English-speaking students. Indications for placement include an ACT score below 15, a high school GPA below 2.5, committee admittance, and/or a Duolingo score below 115 and/or any Duolingo subscore below 100 (or similar score in an equivalent assessment for English proficiency.).

### ***EN 101 Writing And History: 4 semester hours***

By examining a period of historical topic, students will have the opportunity to discover how history is relevant to contemporary life. The course will focus on a different topic each semester such as the Vietnam War, the Holocaust, or the American Frontier, using it as a focus for writing and research. Fulfills the competency requirement in writing.

### ***EN 106 Writing And The Environment: 4 semester hours***

Our national culture is firmly rooted in the ways we treat the land and wildlife. Many writers have responded to our changing environment in a multitude of ways. This course will examine that literature in order to stimulate student writing and research. Fulfills the competency requirement in writing.

### ***EN 107 Writing And Popular Culture: 4 semester hours***

This course will study how television, movies, and music influence our everyday lives and shape our values, showing how popular culture has increasingly been used in fiction and poetry. Assignments will allow students to examine different perspectives about popular culture. Fulfills the competency requirement in writing.

### ***EN 108 Writing and Issues of Health & Mortality: 4 semester hours***

Frequently, the impulse behind writing comes from the awareness of our mortality and our desire to care for one another. Writers, including those who are doctors and nurses, know this and have created a rich trove of literature from all genres about these experiences. This course will examine that literature in order to stimulate students writing and research in writing.

### ***EN 111 Writing And Film: 4 semester hours***

This course will use cinema from around the world to stimulate student writing. Specific versions of the course might center around important American films, films of directors, films from a particular genre, or films dealing with a major theme. Students will explore different perspectives about how film can entertain, educate, and provoke an audience. Fulfills the competency requirement in writing.

### ***EN 112 Writing And Gender Studies: 4 semester hours***

Gender is a concept that refers to the cultural sources of our identities as women and men. This writing course will explore gender in conjunction with socialization, stereotypes, intimacy, the media, the workplace, and the family. Fulfills the competency requirement in writing.

### ***EN 114 Writing And Social Issues: 4 semester hours***

This course examines social issues such as racism, poverty, and crime. Students may participate in brief service projects. Fulfills the competency requirement in writing.

### ***EN 115 Writing And Other Cultures: 4 semester hours***

This course includes reading and writing about people from diverse cultural positions, and focuses on understanding the various social, political, and economic factors that shape a culture. Fulfills the competency requirement in writing.

### ***EN 116 Writing And Life Stories: 4 semester hours***

The course explores how students and published writers craft compelling stories out of life experiences. Assignments include personal essays, analytical papers, and a research project. Fulfills the competency requirement in writing.

### ***EN 117 Writing And Sports: 4 semester hours***

Given the emphasis placed on sports in the life of a college student, as well as in our culture in general, this course will stress the fundamentals of college writing and research while using sports as a thematic focus. The course will examine such topics as participation in sports, historical developments of professional sports, individual versus team sports, and the broad area of sports literature. Fulfills the competency requirement in writing.

### ***EN 118 Writing And Place: 4 semester hours***

An understanding and a belonging to a place can give us a sense of community and purpose. This class will explore issues connected with places both familiar and foreign while using them as a focus for writing and research. Fulfills the competency requirement in writing.

### ***EN 120 Grammar: 1 semester hour***

A study of grammar with an emphasis on revising and editing.

### ***EN 122 Grammar for Teaching English as a Second Language: 3 semester hours***

This course covers aspects of modern English grammar important for teaching English as a Second Language (ESL). The basic structure of words (morphology), sentences (syntax), and meanings (semantics), including basic rules of writing mechanics most problematic for English learners are also studied.

**EN 123 Professional Writing: 4 semester hours**

Designed to help students understand the basic resources and techniques of writing pertinent to their chosen professions. Writing assignments and discussions covering such areas as occupational letters, reports, and letters of job application are geared to the student's individual professional needs. Prerequisites: One course selected from the core curriculum writing courses and sophomore standing.

**EN 125 Introduction To Language: 3 semester hours**

An introduction to the principles and basic structure of the English language with an emphasis on grammar, the history of English, and sociolinguistics.

**EN 133 Introduction to American Multicultural Literature: 3 semester hours**

This course surveys literature that reflects America's racial and ethnic diversity. Students will examine texts by African Americans, Native Americans, Latino Americans, Asian Americans, Jewish Americans, and Muslim Americans. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 134 Introduction to U.S. Latino Literature: 3 semester hours**

Stories are powerful transmitters of culture. In this course we will look at stories from contemporary Latino writers in the United States to help us discover, appreciate, and understand the Latino part of our multicultural heritage. As we study representations of Latino culture in different genres, we will grapple with the gifts and challenges of a bi-cultural identity. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 135 Introduction to African American Literature: 3 semester hours**

This course considers the breadth, depth, and significance of the African American literary tradition, ranging from the eighteenth century through the present era. We will study slave narratives, speeches, poetry, drama, and fiction to explore the complex relationship between race and writing and to discover how African American literature both responds to and helps shape American history and culture. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 140 Introduction to Diversity Studies: 3 semester hours**

This course introduces Diversity Studies, an interdisciplinary program of study that enables students to develop a broad understanding of the intersecting components of diversity in society, namely: race, ethnicity, sex, gender, sexuality, social class, religion, language, aging, and disability. By the end of the semester, students will develop an understanding of and sensitivity to diverse cultures and lifestyles and the contributions of historically-underrepresented communities to art, literature, history, culture, and society. Ultimately, the course equips students with the knowledge, skills, and perspectives essential to civic participation, career development, and the promotion of a just and an equitable society.

**EN 150 Introduction to Film Adaptation: 3 semester hours**

This course will study the common practice of creating film adaptations of all kinds: form literature, graphic novels, musicals, television scripts, history, etc. - for instance, adapting works such as *Pride and Prejudice*, *No Country for Old Men*, the short story "Million Dollar Baby", the musical *Chicago*, the Sherlock Holmes mysteries, the graphic novel *Persepolis*, the comic book series of *Batman*. This writing intensive class fulfills the literature requirement in the Expressive Arts domain.

**EN 154 Introduction to World Literature: 3 semester hours**

This course introduces the basics of literary analysis while examining works of poetry and prose by major writers from around the world. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: completion of the writing competency course.

**EN 170 Introduction To Literature: 3 semester hours**

This course will provide an introduction to poetry, fiction and drama, emphasizing reading, analysis, and interpretation. Students will be asked to read a variety of literature that reflects both the history and the diversity of the genres and to respond orally and in writing. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 175 American Drama: 3 semester hours**

Selected dramas from 1920 to the present ranging from classic American plays by Williams and Miller to more offbeat, contemporary works. Students may be required to attend productions outside class. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 176 American Literature Survey: Colonial to 1914: 3 semester hours**

This survey course will examine the major topics/trends/movements in American literature from our nation's beginnings to World War I through reading a variety of genres: poetry, short fiction, autobiography, and the novel. Topics will include American Romanticism, Realism, and Naturalism. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 178 Major American Writers: 3 semester hours**

This course will examine works (fiction, poetry, drama, and non-fiction) from important American writers. Some of the writers that may be included: Franklin, Hawthorne, Douglass, Thoreau, Dickinson, Whitman, Twain, Chopin, Hemingway, O'Neill, Faulkner, Frost, Morrison, Miller, A. Wilson, O'Connor, Wright, Kingston, Erdrich, Tan, and Cisneros. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 180 Introduction to Literature and Gender: 3 semester hours**

This course examines the ways in which poets, novelists, short story writers, playwrights, and memoirists create, explore, and challenge social constructions of gender. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 181 Introduction to LGBTQ Literature: 3 semester hours**

Students will explore literature that depicts the experiences of lesbian, gay, bisexual, transgender, and queer people. This course will emphasize literature by LGBTQ authors themselves, primarily American and British authors from the late nineteenth century to the present. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 190 British Literature and Culture: 3 semester hours**

This travel course examines selected works of British literature in conjunction with the art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 7-10 day trip to London, Canterbury, Bath, and Oxford. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 192 The Lost Generation: Expatriates in Paris: 3 semester hours**

This travel course treats literature created by the expatriate "Lost Generation" in Paris in the 1920s. Enrolled students will learn experientially how the city and culture of 1920s Paris shaped the literature of the Lost Generation and how expatriate writers in the 1920s helped inform Parisian culture and climate. The course includes a one- to two-week trip to Paris. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course completed from the core composition courses or equivalent.

**EN 195 Irish Literature & Culture: 3 semester hours**

This travel course examines selected works of Irish literature in conjunction with art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 1-2 week trip to Dublin, Belfast, and Derry. The writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 203 Creative Writing: 3 semester hours**

This multi-genre course introduces students to the writing of short stories, poems, and creative nonfiction. Students will participate in small-group workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 204 Writing Creative Nonfiction: 3 semester hours**

Students will study and create several types of creative nonfiction with an emphasis on the personal essay. Drawing upon writing tools used by both fiction writers and poets, students will compose original essays, participate in peer workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses.

**EN 205 Writing Poetry: 3 semester hours**

This workshop allows students to explore together the fundamentals of the craft of poetry. Students will identify the attributes that make poetry a unique and expressive art form, and will become familiar with diverse forms, subject matter, and styles by reading the work of established and emerging poets. Students will compose original poems, participate in peer workshops, and create a final portfolio of their work. This course will enable students to be more aware of their own writing processes and to access a breadth of strategies for composition, collaboration, and revision journeys. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 206 Writing Fiction: 3 semester hours**

Students will study and create several types of short stories. They will participate in peer workshops, revise, and assemble a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 210 Writing And Analysis Of Literature: 4 semester hours**

An intensive writing course required of English majors and minors. Also covers the critical analysis of the major genres and the study of various theoretical approaches. Must be taken at Mount Mercy before the senior year. The CLEP exam does not apply. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 215 Major English Writers: 3 semester hours**

This course focuses on selected writings from such authors as Chaucer, Shakespeare, Milton, Wordsworth, Charlotte Bronte, Keats, Browning, and Joyce. English majors must take this course before their senior year. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 225 Chaucer And The Middle Ages: 3 semester hours**

This course is an introduction to the Middle English literature with a concentration on Chaucer's *The Canterbury Tales*. Prerequisite: One lower division literature course or permission of the instructor.

**EN 234 Shakespeare: 3 semester hours**

Learn about theatre through the works of Shakespeare. Consider how actors, directors, other artists, and critics have interpreted Shakespeare's major plays. Students will view some film adaptations and, if possible, live performances. This course satisfies the Expressive Arts - Fine Arts Core Curriculum Domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 236 Milton and the 17th Century: 3 semester hours**

This course will place an emphasis on Milton's verse and prose; also selected works of the Cavalier and metaphysical poets, especially Donne. Prerequisite: One lower division course or permission of the instructor.

**EN 243 18th-Century Literature: 3 semester hours**

Major works from 1660-1780, showing the development of poetry, drama, and the novel. Prerequisite: One lower division literature course or permission of the instructor.

**EN 254 The English Romantic Age: 3 semester hours**

Prose and verse, 1780-1832, especially works by Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Scott, Austen, Lamb. Prerequisite: One lower division literature course or permission of the instructor.



**EN 265 The Victorian Age: 3 semester hours**

Poetry and fiction by such authors as Tennyson, Browning, Hopkins, Dickens, Eliot, Gaskell, and Hardy. Prerequisite: One lower division course or permission of the instructor.

**EN 278 American Literature Survey: 1914 to Present: 3 semester hours**

This course will examine the major topics/trends/movements in American Literature from World War I to the present through reading a variety of genres: poetry, short fiction, drama, and the novel. Topics will include Modernism, Postmodernism and Deconstruction, and Multiculturalism.

**EN 300 Topics in Literature: 3 semester hours**

This course will examine a specific topic in literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 303 Topics In American Literature: 3 semester hours**

This course includes an examination of a specific topic in American literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 305 Anglophone Literature: 3 semester hours**

After the demise of the British Empire in the 20th century, the English language remained in use all over the world in many of its former colonies and commonwealth states. As newly independent peoples began to define their national identity, their native writers adopted English as the medium for telling their stories. Appropriately called World Englishes, these offshoots of the language of Britain shaped themselves to the culture, geography, and circumstances of a whole new cadre of Anglophone writers. This course will explore world literature written in English from places such as India, Africa, Hong Kong, Australia, and the Caribbean in order to engage with the questions of identity that arise, both for nations and for individuals, in a post-colonial society in a global age.

**EN 309 British Modernism: 3 semester hours**

This course will focus on the major works and movements of British literature from 1900-1945, specifically focusing on Modernism. It will cover texts by such authors as Yeats, Auden, Conrad, Joyce, Woolf, Forster, Ford, Eliot, Lawrence, Mansfield, and Bowen.

**EN 310 Contemporary British Literature: 3 semester hours**

This course will examine the major works and movements in British literature from 1945 to the present. It will cover texts by such authors as Greene, Waugh, Lessing, Beckett, Heaney, Ishiguro, McEwan, Smith, and Barnes. Prerequisite: One lower division literature course or permission of the instructor.

**EN 314 Law and Literature: 3 semester hours**

How do law and literature shape our ethics, identities, and understanding of the truth? Why do so many literary writers feature legal documents, crime, prisons, and trial scenes? Students explore all these questions as they study British, American, and world literature ranging from ancient Greek tragedy to novels by Nobel Prize winners to recent Oprah picks. Students also have the opportunity to participate in a service learning project at the Anamosa State Penitentiary.

**EN 320 Intermediate Creative Writing: 3 semester hours**

This is an advanced creative writing course focusing on the student portfolio, a collection of original poems, stories and creative nonfiction written for the class. Prerequisite: EN 203 or permission of the instructor.

**EN 321 Topics In Creative Writing: 3 semester hours**

Students will study and practice creative writing focused on a specific theme or sub-genre, such as health and healing, coming of age, or science fiction. Students may repeat the course when it features a different theme or sub-genre. Prerequisite: EN 203, EN 204, EN 205 or EN 206 or permission of the instructor.

**EN 325 Seminar: Independent Research: 3 semester hours**

This is a capstone seminar which asks that students demonstrate through independent research and in-class activities a proficiency in critical, verbal, and written skills. Since this class is process oriented the instructor and students will collaborate on selecting the theme(s) for the seminar. Students will also explore career development. Required of all English majors. Prerequisites: Senior English major status; one course selected from the core composition courses; and at least one upper-level English literature course at Mount Mercy.

**EN 424 Internship: 3 semester hours**

This class is a supervised work experience in various profit/non-profit organization. It is required of all English majors who have not had another internship experience through Mount Mercy University and who are not Education majors. It is open to English majors of junior or senior status. All students must receive the approval/consent of the English Program before participating in this internship. If students do not receive this approval, they will take EN 455, focusing on career preparation. To count toward the English major, the internship must be taken for three credits.

**EN 445 Independent Study: 3 semester hours**

Study topic will be arranged by the student and the English Department best able to direct the work. An independent study gives the English major the opportunity to pursue authors, genres, and literary periods not developed in regular courses.

## Environmental Justice

Understanding the impact that human and natural systems have on each other will be an important area of study in the 21<sup>st</sup> century. The Environmental Justice curriculum combines scientific knowledge about the natural environment with an understanding of environmental policy and its impact on vulnerable populations. Integrating these disciplinary perspectives will prepare students to think critically about global environmental issues, to assess the effects human activity has on the natural environment, and to address issues of social injustice that arise when vulnerable populations are disproportionately impacted by environmental degradation. As whole new categories of Green jobs are being created, knowledge of environmental justice will become necessary in fields such as business, health care, social work, education, law, tourism, outdoor conservation, and policy making. The Environmental Justice minor can be easily paired with any major to create an area of emphasis for your bachelor's degree. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Environmental Justice Minor

**Required:**

BI 125	Foundations of Biology & Scientific Inquiry I <sup>1*</sup>	3
BI 125L	Biostatistics and Scientific Investigation I <sup>1</sup>	1.5
PO 103	Introduction to International Relations <sup>*</sup>	3
PO 112	Globalization and Human Survival <sup>*</sup>	3
HI 278	History Of US Environmentalism	3

**Choose One of the Following: 4.5**

BI 225	Global Environmental Issues
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BI 242	Iowa Natural History	
<b>Choose One of the Following:</b>		<b>3</b>
SO 330	Global Race Relations *	
SW 265	Diversity in America *	
<b>Total Hours</b>		<b>21</b>

<sup>1</sup> Transfer students or students in majors requiring an alternative introductory science course may count BI 123 Biology of Human Concern or PH 115 Introduction To Earth Science in lieu of BI 125 Foundations of Biology & Scientific Inquiry I and BI 125L Biostatistics and Scientific Investigation I.

\* Students may count no more than two of these Core Curriculum requirements towards the Environmental Justice minor.

## Exercise Science

Exercise science is an interdisciplinary field which spans the physiological, psychological, nutritional, motor, and functional adaptations and responses to exercise, physical activity, and sport. Mount Mercy University's exercise science program prepares students interested in pursuing careers and graduate/professional degrees in athletic training, physical therapy, occupational therapy, cardiac rehabilitation, dietetics, personal training, health promotion, strength and conditioning, coaching, and sport & performance psychology. Students choose electives that support their desired career path. In their final year of study, students complete an internship to increase practical understanding of course knowledge and help gain insight into their work world.

### Exercise Science Major

#### Required:

BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 273	Human Anatomy	4.5
EX 101	Introduction to Exercise Science	3
EX 255	Prevention and Care of Athletic Injuries	3
EX 275	Human Nutrition	3
EX 280	Practical Skills in Exercise Science	3
EX 305	Exercise Physiology	4
EX 315	Structural and Functional Kinesiology	4
EX 350	Sport and Exercise Behavior	3
EX 355	Principles of Strength and Conditioning	4.5
EX 375	Exercise Testing and Prescription	3
EX 450	Exercise Science Internship	3
PS 101	Introductory Psychology	3
<b>Choose One of the Following:</b>		<b>3 - 4.5</b>
BI 274	Human Physiology	
BI 374	Integrated Physiology	
<b>Choose One of the Following:</b>		<b>3</b>
EX 307	Environmental Exercise Physiology	
EX 308	Motor Learning and Control	
EX 309	Exercise for Special Populations	
<b>Total Hours</b>		<b>51.5-53</b>

## Recommended

The following courses are recommended but not required:

PS 259 Health Psychology: Health & Wellness Applied 3

## Academic Requirement

All **exercise science majors** must achieve a minimum grade of C (C- does not count) in all courses required for the major. This requirement applies equally to any course equivalents that may be accepted by transfer from any other college/university.

The following is the typical sequence of courses required for the major\*:

### Exercise Science

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
BI 125		3 CO 101		3 EX 255	3
BI 125L	1.5			Literature Domain	3
EX 101	3			MA 135	3
Portal	3			PS 101	3
Writing Competency	4			SO 122	3
<b>14.5</b>		<b>3</b>		<b>15</b>	

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
Historical Roots Domain		3 EX 275		3 BI 273	4.5
Ultimate Questions - Religion Domain		3		EX 280	3
Holistic Health Domain		3		PL 269	3
Elective	3			PS 224	3
Elective	3				
<b>15</b>		<b>3</b>		<b>13.5</b>	

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
EX 315	4	Elective		3 EX 305	4
BI 274 or 374	3			EX 375	3
Elective	3			Elective	3
Elective	3			Elective	3
<b>13</b>		<b>3</b>		<b>13</b>	

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
EX 308 or 309		3 Elective		3 ME 450	1
EX 355	4.5			EX 450	3
Fine Arts Domain	3			Elective	3
Global Awareness Domain	3			Elective	3

Elective	1.5	Elective	2
	<b>15</b>	<b>3</b>	<b>12</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, an internship, or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

*\*\*\*PS 259 Health Psychology is recommended for students.*

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****EX 101 Introduction to Exercise Science: 3 semester hours**

Exercise science is an interdisciplinary field that spans the physiological, psychological, nutritional, motor, and functional adaptations and responses to exercise, physical activity, and sport. This course introduces students to foundational terms and concepts in the field. A broad overview of the various subdisciplines in exercise science is provided. Career opportunities within exercise science will be reviewed and explored so that students can make informed decisions regarding their academic and professional goals.

**EX 255 Prevention and Care of Athletic Injuries: 3 semester hours**

This course provides instruction and practice in the prevention, care, and evaluation of common sport-related injuries. Students gain familiarity with managing injury and emergency situations when an athletic trainer or physician is not available.

**EX 275 Human Nutrition: 3 semester hours**

This course provides an overview of food and metabolism, particularly as it pertains to exercise, health, and performance. Biochemical and physiological processes in digestion are addressed. Students learn how to calculate nutritional intake and caloric expenditure based on professional guidelines. Psychosocial factors influencing diet are also discussed. Prerequisite: BI 125.

**EX 280 Practical Skills in Exercise Science: 3 semester hours**

The course is offered to introduce students to the concepts of resistance training, translational and dynamic movement assessments, speed and agility, power training, and professional practices in exercise science. Students will actively engage in hands-on application and work to develop practical cueing and observational assessment skills. Prerequisite: EX 101.

**EX 300 Principles of Personal Training: 4 semester hours**

A study of the scientific principles related to physical fitness, fitness programming, and personal training in fitness, recreation, and corporate settings. This course provides an overview of functional anatomy, exercise physiology, health and physical fitness, weight management, exercise prescription, and programming considerations. Students will be prepared to sit for a personal training certification following completion of the course. Students will be involved in setting up, participating in, and evaluating physical fitness in a lab setting. Prerequisite: EX 101.

**EX 305 Exercise Physiology: 4 semester hours**

This course provides information on the nature and function of metabolism, circulation, respiration, and acid-base balance as it pertains to exercise. In the laboratory portion, students are exposed to research methods and equipment evaluating physiological responses at rest and during exercise. Prerequisite: BI 274 OR BI 374.

**EX 307 Environmental Exercise Physiology: 3 semester hours**

This course offers an exploration of the acute and chronic effects of exercise on physiological systems under various environmental conditions, including heat, cold, hypoxia, hyperbaria, microgravity, and pollution. Prerequisite: EX 305.

**EX 308 Motor Learning and Control: 3 semester hours**

The course is offered to introduce students to the concepts of teaching motor skills, neuroanatomy, neurophysiology, and methodology for motor learning in human performance, coaching, and/or therapeutic setting. Students will engage in hands-on learning and application using a clinical or performance lens to assess human movement and motor control/learning. Prerequisite: EX 101.

**EX 309 Exercise for Special Populations: 3 semester hours**

The course is offered to introduce students to the concepts of special populations in exercise and human performance. Special populations include but are not limited to: older adults, children, obesity, diabetes, CVD, cancer, multiple sclerosis, COPD, arthritis, and musculoskeletal injuries. Basic principles of exercise programming for optimal health will be reviewed. Evidence-based, advanced programming for population-specific considerations will be discussed and applied. It is vital for Human and Sport Performance Coaches, Athletic Trainers, and Exercise Science professionals have a full understanding of how to utilize effective exercise programs in specialized conditions. Prerequisite: EX 101.

**EX 315 Structural and Functional Kinesiology: 4 semester hours**

Kinesiology is the study of human movement. This course specifically applies anatomical principles to examine the causes and effects of motion produced by human biological systems. Functional movements pertaining to physical activity, human performance, and physical rehabilitation are emphasized. Three hours of lecture and two hours of laboratory per week. Prerequisite: BI 273.

**EX 350 Sport and Exercise Behavior: 3 semester hours**

This course explores the basic concepts and principles essential to understanding the behavioral aspects of sport and exercise. Current concepts and research are presented to develop an understanding of behaviors in sport and exercise settings. Emphasis is given to the applied aspects of sports performance enhancement and mental skills, sport and exercise behavior, motivation, and coaching skills. Prerequisite: EX 101, PS 101.

**EX 355 Principles of Strength and Conditioning: 4.5 semester hours**

This course explores scientific theories and principles of strength and conditioning for the purposes of optimizing health and human performance. Students evaluate popular (mis)conceptions of resistance training by examining scholarly evidence in the discipline. Instruction on proper form and technique is also provided. Students gain hands-on experience by participating in multiple resistance training activities and assignments. Prerequisite: EX 315.

**EX 375 Exercise Testing and Prescription: 3 semester hours**

This course includes an overview of testing protocols for assessing health-related components of physical fitness, including cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition. Exercising prescription principles (frequency, intensity, time, and mode) are also addressed. Students gain experience working with a client, assessing their health/fitness and creating an appropriate exercise plan using American College of Sports Medicine guidelines. Co-requisite: EX 305.

**EX 450 Exercise Science Internship: 3 semester hours**

Students gain direct and indirect educational experience by working with a professional in an exercise science-related career. Students are jointly supervised by a faculty member and an employer. Typically completed during the senior year. Prerequisite: EX 395.

## Finance

The **finance major** prepares students to work in any of the major areas of the field of finance. These areas include commercial banking, financial planning, fixed income analyst, equity analyst, corporate financial analyst, investment banking, etc. Many of these areas are expected to grow in demand for the foreseeable future. The coursework required for this major gives students a well-rounded background in business and finance. Students will learn core financial skills and how to apply them. They will also learn to think analytically and solve problems in an uncertain environment.

Upon graduating, Finance majors should be able to: compute the cost of capital for a company and make capital budgeting decisions; make financial forecasts and analyze financial statements; and use discounted cash flow analysis and valuation metrics to value companies and their stocks.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Core Requirements for all Business Majors

**Required:**

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

**Choose One of the Following:** 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

**Internship - use course number which corresponds to your major:** 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours** 39

### Finance Major (Core business requirements plus 18 additional semester hours)

**Business Core** 39**Required**

BA 344	Investments <sup>1</sup>	3
BA 420	Cases In Finance	3
EC 366	Money and Banking <sup>2</sup>	3

**One BC course numbered 300 or above** 3**Choose Two of the Following:** 6

BA 320	Applied Financial Reporting	
BA 350	Risk Management	
BA 360	Securities Analysis	
BA 425	Finance Internship	

**Total Hours** 57

<sup>1</sup> Cannot double count for the management or business majors or economics minor.

<sup>2</sup> Cannot double count for management or business majors but does double count for economics minors.

### Academic Requirements for the Finance Major

All finance majors must achieve a minimum grade of C- in each of the following courses: BC 265 Principles Of Accounting I, BC 266 Principles Of Accounting II, BA 344 Investments, BA 379 Financial Management, BA 420 Cases In Finance, EC 251 Macroeconomics Principles, EC 252 Microeconomic Principles, EC 366 Money and Banking, and the upper level accounting course. Finance majors must achieve a minimum grade of C- in both finance electives as well. This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

### Finance Minor

**Required:**

BA 344	Investments <sup>1</sup>	3
BA 379	Financial Management	3
BA 420	Cases In Finance	3
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3
EC 366	Money and Banking <sup>2</sup>	3



<b>Choose one accounting course numbered 300 or above</b>	<b>3</b>
<b>Total Hours</b>	<b>27</b>

<sup>1</sup> Cannot double count for the management or business majors or economics minor.

<sup>2</sup> Cannot double count for management or business majors but does count for economics minor.

All finance minors must achieve a minimum grade of C- in each of the following courses: BC 265 Principles Of Accounting I, BC 266 Principles Of Accounting II, BA 344 Investments, BA 379 Financial Management, BA 420 Cases In Finance, EC 251 Macroeconomics Principles, EC 252 Microeconomic Principles, EC 366 Money and Banking, and the upper level accounting course.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Portal		3 Elective		3 BN 204	3
Writing Competency	4			BK 208	3
MA 130 (or higher)	3			BA 250	3
CO 101	3			Literature Domain	3
				Elective	3
	<b>13</b>		<b>3</b>		<b>15</b>

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BC 265		3 Elective		3 BC 266	3
EC 251	3			EC 252	3
BA 203	3			Philosophy Domain	3
Natural World Domain	4			Global Awareness Domain	3
				Elective	3
	<b>13</b>		<b>3</b>		<b>15</b>

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
EC 366		3 BC 315		3 BA 270	3
BA 379	3			Finance Elective	3
BA 344	3			Holistic Health Domain	3
Religious Studies Domain	3			Self and Society Domain	3
Elective	3			Elective	3
	<b>15</b>		<b>3</b>		<b>15</b>

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Finance Elective		3 Elective		3 BA 420	3
BA 435	3			Historical Roots Domain	3
Fine Arts Domain	3			BA 425	3
Elective	3			Elective	3
				Elective	1
	<b>12</b>		<b>3</b>		<b>13</b>

#### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

### \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

### Courses

#### BA 101 Business 101: 1 semester hour

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

#### BA 203 Principles of Law: 3 semester hours

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

**BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

## Financial Planning

The financial planning major is intended to prepare students for a career in financial planning. After completing the curriculum requirements students should be capable of demonstrating a comprehensive understanding of all of the topics within the financial planning major and effectively apply and integrate this information in the formulation of a financial plan. They should also be capable of the following:

- Analyze personal financial situations that includes both qualitative and quantitative information, evaluating clients' objectives, needs, values, and risk tolerance to develop an appropriate strategy within the financial plan.
- Demonstrate logic and reasoning to identify the strengths and weaknesses of various approaches to a specific problem.
- Evaluate the impact of economic, political, and regulatory issues with regard to the financial plan.

- Apply the CFP Board Code of Ethics and Standards of Conduct to the financial planning process.
- Effectively communicate the financial plan, both orally and in writing, including information based on research, peer, colleague or simulated client interaction and/or results emanating from synthesis of material.

See the Graduate section (<http://catalog.mtmercy.edu/graduateprograms/>) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## CORE REQUIREMENTS FOR ALL BUSINESS MAJORS

### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

### Choose One of the Following: 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

### Internship - use course number which corresponds to your major: 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours 39**

## Financial Planning Major (CORE BUSINESS REQUIREMENTS PLUS 18 ADDITIONAL SEMESTER HOURS)

**Business Core 39**

### Required

BA 330	Estate Planning	3
BA 344	Investments	3
BA 350	Risk Management <sup>1</sup>	3
BA 365	Financial Products <sup>1</sup>	3
BA 410	Financial Planning	3

BC 442	Tax Accounting	3
<b>Total Hours</b>		<b>57</b>

<sup>1</sup> Cannot count as elective for the finance major if used for the financial planning major.

## Courses

### BA 101 Business 101: 1 semester hour

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

### BA 203 Principles of Law: 3 semester hours

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

### BA 240 Personal Financial Planning: 3 semester hours

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.



**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

## Fitness and Wellness Management

Fitness and wellness management is an interdisciplinary field of study including biology, exercise science, psychology, and business, integrating these content areas with knowledge of physical activity, fitness, and all-inclusive health. Mount Mercy University's fitness and wellness management program prepares students interested in pursuing careers or graduate programs in fitness and exercise, health and wellness, corporate wellness, spa/resort entities, social media fitness and wellness, and occupational fitness/wellness settings. The program prepares all students to sit for professional certification in year three, followed by an internship in the student's final year to develop further industry insights and develop real-world experience.

### Fitness and Wellness Management Major

**Required:**

BA 371	Sport Event and Facility Management	3
BC 202	Accounting: Information for Decisions	4
BK 208	Principles Of Marketing	3
BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 273	Human Anatomy	4.5
BI 274	Human Physiology	3
BK 305	Professional Selling	3
BK 345	Digital Marketing, Advertising, and Social Media	3
BK 378	Sports Marketing and Promotion	3
BN 204	Principles Of Management	3
EX 101	Introduction to Exercise Science	3
EX 255	Prevention and Care of Athletic Injuries	3
EX 275	Human Nutrition	3
EX 300	Principles of Personal Training	4
EX 309	Exercise for Special Populations	3
EX 350	Sport and Exercise Behavior	3
EX 375	Exercise Testing and Prescription	3
EX 450	Exercise Science Internship	3
GS 120	Complementary Therapy & Wellness	3

PS 101	Introductory Psychology	3
<b>Total Hours</b>		<b>65</b>

## Academic Requirement

All **fitness and wellness management majors** must achieve a minimum grade of C (C- does not count) in all courses required for the major. This requirement applies equally to any course equivalents that may be accepted by transfer from any other college/university. The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
BI 125		3 CO 101		3 BN 204	3
BI 125L	1.5			EX 255	3
EX 101	3			PS 101	3
Writing Competency	4			SO 122	3
Portal	3			Literature Domain	3
<b>14.5</b>		<b>3</b>		<b>15</b>	

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
EX 350		3 EX 275		3 BA 371	3
BI 274	3			BI 273	4.5
MA 135	3			BK 208	3
PL 269	3			Historical Roots Domain	3
Religious Studies Domain	3				
<b>15</b>		<b>3</b>		<b>13.5</b>	

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
BC 202		4 GS 120		3 BK 378	3
BK 305	3			EX 300	4
BK 345	3			EX 375	3
Holistic Health Domain	3			Elective	3
<b>13</b>		<b>3</b>		<b>16</b>	

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
EX 309		3 N/A		EX 450	3
EX 355	4.5			ME 450	1
Fine Arts Domain	3			Elective	3
Global Awareness Domain	3			Elective	3
Elective	1.5			Elective	2
<b>15</b>		<b>0</b>		<b>12</b>	

**Total Hours: 123**

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Gender Studies

Gender Studies developed from the desire to investigate the numerous ways gender shapes bodies, identities, interactions, language, knowledge, institutions, and the world around us. Gender Studies is interdisciplinary and cross-cultural by design, incorporating insights from the social sciences, humanities, arts, and natural sciences. Drawing on the conceptual, theoretical, and methodological tools of these diverse disciplines, Gender Studies explores the relationships between gender and other categories of difference such as race, class, sexuality, nation, religion, ability, and species. Essential to the program are efforts to examine the production of knowledge, interrogate systems of power, privilege, and inequality, as well as explore the individual and collective forms of resistance and social activism that occur to bring about social justice. Gender Studies offer students not only a diverse set of perspectives and skills but also the initiative to eradicate social inequality from the local to transnational.

## Gender Studies Minor

### Required:

SO 200	Introduction to Gender Studies	3
SO 202	Marriage & the Family: Intimate Relationships	3

### Choose Three of the Following: 9

BI 210	Biology And Human Culture
BN 360	Business & Society
CJ 365	Diversity and the Criminal Justice System
CJ 380	Sex Offenders
EN 112	Writing And Gender Studies
EN 180	Introduction to Literature and Gender
EN 181	Introduction to LGBTQ Literature
GS 115	Women's Health
GS 195	Men's Health
HS 210	Introduction to Public Health
PS 214	Psychology of the Middle School Student
or PS 215	Adolescent Psychology
SO/SW 310	Human Sexuality
SO 235	Social Inequalities
SO 344	Gender & Health
SO 445	Independent Study in Sociology
SW 225	Aging In America
SP 370	Race, Class and Gender in Latin American Film
SW 265	Diversity in America

**Total Hours 15**

## Academic Requirements

Of the 3 electives, 2 must be a 200 designation or higher and they must all be from different programs. No more than one course from

other institutions or study abroad programs may be transferred toward the minor. Minors are encouraged to include a gender-related Winter term course in their course of study. Students must earn at least a C in all courses applied to the minor.

## General Studies

General Studies courses are courses that fall outside of the major disciplines. Some are included in the core curriculum offering, others are based on a faculty member's interest in the topic. Most are only offered during Winter Term, but may not be offered every Winter Term. Some are offered during the Fall or Spring terms. In most cases, these courses count for elective credit only.

### Courses

#### ***GS 100 McAuley Scholars: Service & Success: 1 semester hour***

In the spirit of Catherine McAuley, this course gives students the opportunity to grow academically, personally, professionally, and civically through the development and implementation of a community service project. In accordance with the mission of MMU, students will reflect, engage, serve, and live intentionally as they work in small peer groups to serve the community in which they are now members. Students will develop skills and knowledge that will be useful in college, in their future careers, and as engaged citizens. Additionally, students will participate in several out-of-class activities that will enable them to develop a strong foundation for success as they progress through their first semester of college and beyond. This course is for first-year students in the McAuley Scholars program.

#### ***GS 101 Introduction To Film Studies: 3 semester hours***

This course will talk about how and why people respond to film by examining the fundamentals of film by examining the fundamentals of film analysis (the various language systems and techniques used by film makers to generate meaning). The primary emphasis will be on feature-length narrative fiction films, with occasional study of documentaries, animation, and experimental cinema.

#### ***GS 102 Mustang Seminar: 1 semester hour***

The goal is to prepare new Mustangs for life as a college student at Mount Mercy. After completion students will have a deeper understanding of campus resources and increased comfort accessing them. In addition to completing a service project, students will also learn about academic expectations, meet peers, and develop their own personal goals and interests.

#### ***GS 115 Women's Health: 3 semester hours***

Women's health and health issues are a concern of women and health care providers. Women are living longer and want to remain healthy over their lifetimes. For healthy aging, a woman must develop good life-style habits while young. Some of the topics included are: healthy living, sexuality (puberty, family planning, sexually transmitted infections, childbearing, and menopause), mental health, eating disorders, violence, and cancer.

#### ***GS 119 Healthy Lifestyle: 3 semester hours***

This course will help students recognize personal health habits and explore methods to establish healthy lifestyles. Strategies for improving overall health and physical fitness will be utilized. The classroom component addresses a variety of topics related to emotional physical health. An aerobic exercise component to this class is included.

#### ***GS 120 Complementary Therapy & Wellness: 3 semester hours***

Over the past 20 years, American health care has shifted from a biomedical model toward a holistic approach that incorporates physical, emotional, social, environmental, intellectual and spiritual dimensions of wellness. Therapies from non-western medicine (such as acupuncture, herbal supplements, yoga, massage, medication) are used in conjunction with traditional western medicine as "complementary therapies" with the goal of health promotion. As current or potential future users of complementary therapy, college students will benefit from defining various complementary therapy modalities, exploring current research, and evaluating practitioners' qualifications. To enhance cultural sensitivity, healing practices from other cultures and cultural influences on health beliefs and health practices will be addressed.

#### ***GS 128 Strength Training With Weights: 3 semester hours***

This course will involve both lectures and weight-training sessions. The lectures will address such topics as free weights versus weight machines, high reps versus low reps, various routines and exercises, diet, dietary supplements like amino acids, potential benefits from aerobic exercise, the dangers of steroids, and what muscles are affected by various exercises. This course is designed for students who are primarily interested in gaining strength rather than doing aerobic exercise. Also it is designed for the beginning to intermediate lifter and not for the advanced lifter. No prerequisites.

#### ***GS 138 The Final Journey: Death & Dying: 3 semester hours***

This course is the study of the structure of the human response to death, dying, and bereavement in various socio-cultural, interpersonal, and personal contexts. This course is intended to help students explore end-of-life issues related to: grief and bereavement; life course understandings of death and dying; functions of the funeral; death-systems professions; and ethical debates surrounding end-of-life care and decisionmaking. This course is designed for students from a variety of backgrounds and majors.

#### ***GS 145 Introduction to Sustainability: 3 semester hours***

Sustainability is more than recycling. It seeks social, cultural, and economic justice while preserving the environment for future generations. This course explores the many facets of sustainability using the United Nations 17 Sustainable Development Goals. Open to all majors, this course will cover topics including environmental issues, economic sustainability, and personal and community wellness. Students will discover how sustainability affects their lives and communities and how each of their career choices can have a positive influence for a sustainable future. This course will be a combination of lecture, discussion, and experiential learning. No prerequisites. Three hours of lecture each week.

#### ***GS 151 Introduction to Dramatic Art: 3 semester hours***

This course is designed to sharpen the lens through which you view a theatrical production or film, with the aim of creating a more deeply satisfying experience as a participant or audience member. Through the reading of plays covering many styles, periods and genres, and guided in-class analysis of these texts, you will learn how the pieces of the play work together to support the overall telling of the story. We will also discuss how the theatre functions as a body, the roles of the designer, director, playwright and actor, and how each individual's artistic contribution works to create an effective piece of dramatic art. Through the completion of this course you will gain a deeper appreciation for the work of the theatre and also a deeper understanding of its role in humanity and its impact on society. This course counts as an expressive arts domain fine arts course.



**GS 152 Theatre Production: 1 semester hour**

This course involves the production of a given play, and as such aims to provide experiential learning in the art of theatre. Student can register for 0-1 semester hours. Repeatable.

**GS 157 American Food: 3 semester hours**

The course will explore the health and sustainability of the American diet. What goes into growing and processing the food we eat? How do food marketers and regulators influence what we choose to consume? How do those choices in turn impact our health? We will look at fast food, organic food, and the global food market as we talk about the impacts on the environment, public health, and personal nutrition. Through lectures, films, and field trips we will see firsthand where our food comes from and we will be able to make informed, purposeful choices about what we decide to eat.

**GS 159 Healthcare in the UK: 3 semester hours**

This course will allow students to explore, compare, and contrast the healthcare system in the United Kingdom with that of the United States. Students will have an opportunity to explore both the inpatient and outpatient healthcare options in the UK as well as attend classes in healthcare. Additionally, they will visit local hospitals and clinics to explore routines/policies. Students will also visit London and experience cultural exhibits to determine the value these exhibits have on the history of healthcare both in the US and the UK.

**GS 170 Czech Language and Culture: 3 semester hours**

This intensive, summer four-week course in the Czech language is taught at Palacky University in the Czech Republic through its Summer School of Slavonic Languages. Classes include a foundation of Czech grammar, and intensive practice in reading and developing conversational skills. Language classes are augmented by lectures and seminars on Czech history, language, and culture, and by excursions to Czech cultural sites such as Prague, national parks, and castles. A final exam and reflective journal are required. The student is responsible for additional costs, including travel to the Czech Republic. Special application and permission of the Office of International Programs is required.

**GS 171 Meditation And Its Benefits: 3 semester hours**

This course is designed to explore meditation from various disciplines. We will look at meditation to understand its physiologic, socio-psychological and spiritual benefits. The course is open to all interested students. However, research suggests that individuals with psychotic illnesses should not participate in meditation. Students with a history of mental illness should seek advice from their physician prior to enrolling. This course is open to all majors.

**GS 179 Psychology Of Eating: 3 semester hours**

This course focuses on understanding the psychological processes underlying eating behavior. Topics studied will include: food choice, the development of food preferences, motivation to eat, cultural influences on eating patterns, weight regulation and the relationship between eating and mental health. Students will have the opportunity to modify their own eating behavior during the course. Prerequisite: PS 101.

**GS 190 Championship Habits: 3 semester hours**

Winning, losing, success, and failure all reveal their own set of characteristics. The big decision we make in life is which traits we choose to embrace and make our own. In this class students study the habits of people who are champions at the game of life and learn how to model those winning traits. If you want to become more effective, get more focused in you academic work, experience lower levels of stress, and set yourself on a path toward personal success, then this class is for you. Students are required to 1) exhibit knowledge of modeling a performance task, 2) catch and correct negative self-talk, 3) build positive self-talk, 4) develop sound routines for their most important work, and 5) develop a context-based model of success as a culminating activity.

**GS 195 Men's Health: 3 semester hours**

Men's health and health issues are a concern of men and health care providers. Men are living longer and want to remain healthy over their lifetimes. For healthy aging, a man must develop good life-style habits while young. Some of the topics include healthy living, sexuality (puberty, sexually transmitted infections, infertility, fatherhood, healthy relationships and mental health, cancers, cardiovascular wellness, and the mid-life crisis.

**GS 210 Major Film Directors: 3 semester hours**

This course will study the films of some of the most important directors from the beginning of film to the present. This course may take a number of different approaches: it may study many different directors from many countries, one specific director, or directors from one country. In the process, it will talk about what a director does and about the distinct careers of these important filmmakers.

**GS 220 Film Genres: 3 semester hours**

This course will study Genre filmmaking by focusing on one or more of the major film genres. Genre cinema has always been one of the more prolific, profitable, and sometimes artistic arenas for all kinds of filmmakers and has led to the creation of some of the world's greatest films (Singin' in the rain, The Godfather, and Raging Bull as examples) and to some of the worst. Students will examine the characteristics of genre filmmaking, look at how the genre film has been one of America's most constant social exports, and identify the thematic/structural concerns with the specific genres.

**GS 225 How To Find Out Anything: Intermediate College Research: 2 semester hours**

This course builds skills that can then be applied and expanded upon in upper-level research courses already taught in a variety of majors. Students will learn how to locate, evaluate, and engage with information in print and electronic sources. Students will learn how to better use the resources already available to them and apply these resources to their coursework and everyday searching needs.

**GS 230 Foundations of Servant Leadership: 3 semester hours**

Foundations of Servant Leadership will introduce students to the concept of Servant Leadership as originally described by Robert Greenleaf in his seminal work, *The Servant as Leader* (1970). Servant Leadership begins with an altruistic calling, and while along the path of self-discovery, a conscious choice to lead others in order to achieve results by bringing out the best in people to contribute to the greater good of our society with their time, talent and treasure. Servant Leadership is an emergent leadership style that has spawned academic research and inspired practical application across industry to improve organizations and communities. Students will begin to examine current Servant Leadership literature, explore their own leadership values/style and engage with the Critical Concerns outlined by the Sisters of Mercy. Students will participate in service, followed by service learning which will lead to Servant Leadership.

**GS 231 Studies In Foreign Film: 3 semester hours**

This course will study some of the most important foreign films (including films for the United Kingdom) that have been produced since the beginning of cinema history until the present. This course may study films from many different countries or concentrate on the cinema of only one country.

**GS 250 Business Etiquette: 3 semester hours**

Although technical skills are important for career success, the total image projected by candidates can often overshadow even the best of skills. This course is designed to prepare students for success in today's business environment. Learning how to navigate the corporate culture that will enhance interpersonal relationships.

**GS 255 Child and Adolescent Health: 3 semester hours**

In this class students will explore the different diseases, illness, and health related issues that commonly affect youth. They will review evidence supporting the foundation for life-long health for all youth. Students will explore strategies for health promotion and disease prevention from birth through the teen years. All disciplines are welcome. Prerequisites: sophomore level standing, PS 124, SO 122, or permission of instructor.

**GS 260 European Union: Culture, Politics & Economics: 3 semester hours**

This travel course will provide students the opportunity to experience other cultures by visiting countries within the European Union. The course will include visits to businesses, governmental institutions and artistic centers. Assignments will include the role of the European Union in the current political and economic arenas.

**GS 265 Experiencing the Civil Rights Movement in the United States: 3 semester hours**

This course provides students with the opportunity to learn about the modern civil rights era in the United States, specifically focusing on events during 1945-1970. We will explore the historical significance of the civil rights era, while simultaneously using a contemporary lens of focus on the critical concern of racism. In addition, students will also have the opportunity to learn about student-led activism in the 1960's such as CORE, SNCC, and the Freedom Rides. It will be an experiential course, with a travel itinerary including significant historical sites in Missouri, Tennessee, Alabama, Georgia, and Mississippi.

**GS 350 Directed Study Abroad: 12 semester hours**

This course is for students enrolled in an approved J-term, summer, semester, or academic year study abroad program, including study through Mount Mercy's exchange partnerships, through a study abroad provider, or through a foreign institution. A required pre-departure orientation is included in the course. Credit hours will be adjusted based on completed work and transferred from the host institution abroad.

**GS 424 Experiential Learning: 6 semester hours**

The purpose of this course is to provide a deeply engaging, reflective learning experience that advances a student's career or life path. Experiences must be approved by the Career Services Office and must fall within one of the following categories: Internship, Global and Community Engagement, Leadership, Life Learning Experiences.

## Graphic Design

The Art and Design program offers courses that provide students with the technical and aesthetic instruction necessary for visual expression of all types. An environment conducive to the student's total involvement as a developing artist is provided with offerings in art history and appreciation, studio work in fine arts, and graphic design. The Graphic Design major provides a strong background for commercial or applied art careers. It is also possible to minor in Art to include coursework in graphic design.

The program maintains studios (<https://www.mtmercy.edu/academics/programs/art/>) for sculpture, ceramics, drawing, painting, textiles and printmaking. Photographic darkrooms, and a Macintosh computer lab, with 16 networked machines, support the program. The Analyn Hanson White Art Gallery (<https://www.mtmercy.edu/undergraduate/campus-life/activities/gallery/>) schedules professional exhibitions and visiting artists throughout the year.

Transfer students in Graphic Design may be asked to submit a portfolio of work to the chairperson to identify students' best placement in Art and Design classes.

## Career Opportunities

Professional artist; graphic designer; art teacher, grades K-12; web designer; basis for graduate work in visual arts; preparation for work in museums and educational agencies, media, publications and various businesses; government; or public agencies requiring graphic arts. Optional internships prepare students for employment.

## Student Portfolio Review

During the Fall semester of students' junior year at Mount Mercy or the end of a transfer student's first year at Mount Mercy, Graphic Design majors are required to have a portfolio review to check progress and be advised on continuing in the Art & Design Program. The portfolio will be the major consideration, but the grade point average in art courses and the grade point average in all courses also will be reviewed. By the end of the sophomore year all Art/Design-related majors should have taken the foundational art curriculum courses: AR 102 Drawing I, AR 103 Art Fundamentals and at least two other studio or graphic design courses. This will give students an opportunity to assemble a varied portfolio for review.

## Student ePortfolio

Art and Design students maintain an ePortfolio for each year of their progress toward a degree. The ePortfolio provides evidence that students are meeting the Program's goals and objectives. (<https://www.mtmercy.edu/outcomes-and-assessments-0/>) The ePortfolio is available through the Brightspace Learning Management System.

## Admission to the Internship

Students should apply for an internship in the winter preceding the internship desired. Deadline dates will be posted. Students should meet the requirements for the internship before making application. Application forms are available from the Art and Design faculty, who make the admission to the internship decision. Acceptance into the internship is based on the following:

1. The minimal admission prerequisite requires completion of the foundational Art & Design courses: AR 102 Drawing I, AR 103 Art Fundamentals with grades of no less than C (2.00) with a cumulative grade point average of no less than 2.00.
2. An internship in Graphic Design requires that in addition to the minimal admissions prerequisites AR 120 Visual Technology, AR 130 Graphic Design I, AR 231 Graphic Design II: Web & Motion Graphics and be completed or taken concurrently with the internships with grades of no less than a C (2.00) with a cumulative grade point average of no less than 2.00.
3. A brief summary stating why the student wishes to participate in the internship.
4. Possession of personal qualities considered necessary for a successful art professional including personal and professional integrity; a demonstrated ability to organize work and to work under the pressure of deadlines; craftsmanship in producing artwork; creativity; assertiveness; clarity in speaking, writing, and accurate spelling; and a willingness to cooperate with others and to accept the benefit from criticism.
5. Presentation of a professional quality portfolio that includes art work relative to the internship is desired.

Decisions of Art and Design faculty shall be transmitted to the applicants and to other appropriate persons at Mount Mercy promptly and in writing.

Students whose applications are refused may discuss the matter with the Art and Design Program Coordinator. Further recourse may be had by contacting the Chair of the Department of Communication, Literature and the Arts.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Major in Graphic Design

### Required:

AR 102	Drawing I	3
AR 103	Art Fundamentals	3
AR 106	Photography I	3
AR 120	Visual Technology	3
AR 130	Graphic Design I	3
AR 151	Printmaking I	3
AR 171	Sculpture I	3
AR 202	Drawing II	3
AR 212	Art History I	3
AR 213	Art History II	3
AR 220	Typography & Design	3
AR 231	Graphic Design II: Web & Motion Graphics	3
CS 103	Introduction To Web Site Development	3
AR 331	Graphic Design III	3
AR 415	Art & Design Thesis	3

### Choose One of the Following: 3

AR 109	Art Environments	
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AR 141	Painting I	
AR 161	Ceramics I	
AR 206	Photography II	
AR 250	Advanced Visual Technology	
AR 295	Survey Of Mexican Culture Today	

### Total Hours 48

All Graphic Design majors should elect AR 101 Introduction To Art for their core curriculum fine arts requirement. Though it is not required, the graphic design student should plan to take AR 425 Art & Design Internship Art Internship. Other recommended courses for Graphic Design are AR 280 Video on the Computer or BK 208 Principles Of Marketing.

## Academic Requirements

All Graphic Design majors must earn a grade of C- and above in all required courses for the major.

## Art and Design Minor

With the number of course choices available in the Art & Design Minor, it is possible for a student to specialize in either Fine Arts or Graphic Design.

### Required:

AR 102	Drawing I	3
AR 103	Art Fundamentals	3

### Choose One of the Following: 3

AR 212	Art History I	
AR 213	Art History II	

### Choose any other four Art and Design courses except for AR 101 12

### Total Hours 21

All Art & Design minors should elect AR 101 Introduction To Art for their core curriculum fine arts requirement.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
AR 102	3	AR 101	3	AR 103	3
AR 120	3			Domain	3
Writing Competency	4			CO 101	3
Portal	3			Domain or Elective	3
				Domain or Elective	3
	13		3		15

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
AR 106	3	Math Competency	3	AR 171	3
AR 151	3			AR 213	3
AR 130	3			AR 220	3
Domain or Elective	3			Domain or Elective	3
Domain or Elective	3			Domain or Elective	3
	15		3		15

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
AR 212		3 AR 290		3 AR 202	3
Major Elective		3		AR 231	3
BK 300 (or other elective)		3		AR 425	3
Domain or Elective		3		Domain or Elective	3
Domain or Elective		3			
		<b>15</b>		<b>3</b>	<b>12</b>

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
AR 415		3 Domain or Elective		3 AR 331	3
CD 007 (Recommendation)		1		Major Elective	3
Domain or Elective		3		Domain or Elective	3
Domain or Elective		3		AR 445 (or Elective)	3
Domain or Elective		3		ME 450	1
		<b>13</b>		<b>3</b>	<b>13</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****AR 101 Introduction To Art: 3 semester hours**

A general survey of art from a historical and aesthetic frame of reference. The course will include lecture/discussion and studio projects designed to increase understanding and appreciation for the value of art regardless of the cultures, time period, or individuals from which it may have come. One required field trip. This course satisfies the Expressive Arts - Fine Art Core Curriculum Domain. (\$15 lab fee - fee is waived for online courses).

**AR 102 Drawing I: 3 semester hours**

The course will provide an introduction to the concepts, materials, and techniques of drawing. Instruction and practice in basic media will increase seeing ability, visualization, communication, and personal expression. Most drawing is done from life and emphasis is placed on visual communication. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture/critique: one hour per week. Studio: four hours per week. No prerequisites. (\$50 lab fee).

**AR 103 Art Fundamentals: 3 semester hours**

A study of the elements and principles of design in two- and three-dimensional works based upon design found both in nature and human-made art, which provides the student with opportunities for creative application. The design problems cover line, value, texture, color, and space. Various traditional and non-traditional techniques are used. Lecture: one hour per week. Studio: four hours per week. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. No prerequisites. (\$20 lab fee).

**AR 105 Introduction to the Studio: 3 semester hours**

This course introduces students to broad studio techniques applicable to many branches of Studio Art and Graphic Design. Practical skills and solutions to the construction, fabrication, and presentation of creative work are explored in depth, and in a hands-on format. Knowledge gained in this course will prepare students to be successful in future Art, Graphic Design, and Art Education courses, and as practicing artists and designers following their degree. Artist interviews, career exploration, and field trips to area studios, museums, and professional arts organizations are an essential element of this course. No prerequisites. (\$50 lab fee).

**AR 106 Photography I: 3 semester hours**

An introduction to photography. The course covers cameras and photographic techniques, composition, processing and darkroom printing, lighting and matting photographs and an introduction to digital photography. A broad overview of the work of accomplished photographers, exploring many different styles and approaches will be presented along with the history of photography. Assignments stress composition, lighting, documentation, and experimentation. The course is recommended for students with little or no photography experience. Students should supply their own digital camera. A limited number of film cameras are available for loan. Students supply their own film. Lecture: one hour per week. Studio: four hours per week. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. No prerequisites. (\$50 lab fee).

**AR 109 Art Environments: 3 semester hours**

This interdisciplinary arts course is for both non-Art & Design and Art & Design majors. Students will use a variety of non-traditional media and techniques to stretch their definition of the visual arts. Emphasis will be placed on studio experimentation with the arts of time, space, and concept. Students will use found materials, video, film, sound, language, and performance art to create objects, environments, and events. Emphasis is placed on questioning the processes by which meaning is constructed. Students interested in experimental music, writing, theatre, and visual arts (but who have no previous experience) are encouraged to enroll. Lecture/critique: one hour per week. Studio: four hours per week. No prerequisites. (\$30 lab fee).



**AR 120 Visual Technology: 3 semester hours**

This course will emphasize fluency in industry-standard software tools relating to graphic design and computer-based illustration. Course will focus on raster image editing, vector-based illustration, and page layout. Peripherally, students will explore technical challenges such as server-based file management, font usage, and proper PDF proofing strategies. No prerequisites. (\$25 lab fee).

**AR 130 Graphic Design I: 3 semester hours**

This course will explore into two-dimensional design beginning with conceptual foundations and continuing through to methods of practical application. A foundation of design language and space relationships is allied with creative problem-solving. Page layout, logo design, typography, computer graphics, and web page design are some of the practical areas covered. Since this is a required course for Graphic Design majors the priority for acceptance in this course is: 1) Graphic Design majors, 2) other Art & Design majors, 3) other Art & Design minors, and 4) non-Art & Design majors. Lecture/critique and studio: four hours per week. Prerequisite: AR 120 (\$25 lab fee).

**AR 141 Painting I: 3 semester hours**

This course is an introductory course in oil and acrylic painting. Students will investigate both traditional and non-traditional solutions to compositional, technical, and aesthetic problems in painting. Lecture: one hour per week. Studio: four hours per week. No prerequisites. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. No prerequisites. (\$90 lab fee).

**AR 151 Printmaking I: 3 semester hours**

Investigation of graphic processes including woodcut, collagraph, monotype and intaglio. Course includes development of the image in black and white and color. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 102. (\$90 lab fee).

**AR 161 Ceramics I: 3 semester hours**

An introductory course in the ceramic arts providing students with an opportunity to use clay as a three-dimensional medium for self-expression. Both hand-building and wheel-throwing techniques will be taught. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture: one hour per week. Studio: four hours per week. No prerequisites. (\$100 lab fee).

**AR 171 Sculpture I: 3 semester hours**

The study of three-dimensional art as a basis for artistic sculptural experiences in a variety of basic media. The three-dimensional works will be developed in both additive and subtractive approaches using various materials. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture/critique: one hour per week. Studio: four hours per week. Prerequisite: sophomore standing and AR 103. (\$100 lab fee).

**AR 191 Jewelry: 3 semester hours**

This course is an opportunity to create original adornment for covering the head to foot. It is designed to help beginners learn how to design and make jewelry from a variety of materials including metals, woods, and handmade papers. All the processes are based on hand construction that involves a minimum of hand tools. Attention will be given to the production of jewelry by various cultures and artists throughout the world. Lecture: one hour per week. Studio: four hours per week. No prerequisites. (\$70 lab fee).

**AR 202 Drawing II: 3 semester hours**

This course is an extension of Drawing I. An exploration of various traditional and non-traditional drawing media, as well as a continuation of the student's search for personal vision through direct observation, memory, fantasy, and media experimentation. Emphasis is placed on development of personal imagery and work from live models. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 102. (\$80 lab fee).

**AR 206 Photography II: 3 semester hours**

This course is an extension of Photography I. It is designed to increase artistic and technical ability in the black and white photographic medium and to further explore digital photography. Photo II also includes studio lighting techniques, copy work, photographic imagery on nontraditional materials, and an investigation of non-silver photographic processes. Recommended for Art & Design, Public Relations and Communication majors, and others interested in photography. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture and studio: five hours per week. Prerequisite: AR 106. (\$55 lab fee).

**AR 212 Art History I: 3 semester hours**

This course is a survey of the major visual arts of the Western world from the prehistoric to the Gothic eras. Lecture: three hours per week. Prerequisite: sophomore standing and AR 101 or permission of the instructor. AR 212 and AR 213 may be taken in any order.

**AR 213 Art History II: 3 semester hours**

This course is a survey of the major visual arts of the Western world from Renaissance to Modernism. Prerequisite: sophomore standing and AR 101 or permission of the instructor. AR 212 and AR 213 may be taken in any order.

**AR 216 History Of Non-Western Art: 3 semester hours**

This survey course introduces non-Western cultural perspectives and artistic practices. Students will explore the major forms, styles, and purpose in the art and architecture of the Americas, Africa, India, China, Japan, Korea, and Australia and the Pacific Islands from prehistoric to contemporary periods. More than just studying the artworks themselves, students will gain an understanding of how these artworks are situated within the philosophical, religious, and political contexts of the cultures in which they were created. Prerequisites: Sophomore standing and AR 101, AR 212, AR 213, or permission of the instructor. Field trips are a required course component.

**AR 220 Typography & Design: 3 semester hours**

The focus of this course is on the design and use of type and reproduction methods. Type fonts, typesetting, printing methods and video generation are covered. A survey of lettering styles and type history is included. Projects designed to acquaint students with various ways of using type are an integral part of the course. No prerequisite, but priority in class registration is given to Art and Design, and Communication majors. (\$25 lab fee).

**AR 231 Graphic Design II: Web & Motion Graphics: 3 semester hours**

Web and Motion Graphics builds on the software foundation learned in AR 250. Web and Motion Graphics focuses on software proficiency, specifically as it relates to web design and motion graphics production. Students will learn about web site organization, and web interface design/page design. Students will also receive an introduction to industry standard web animation and video editing software. Prerequisite: AR 250 Advance Visual Technology. (\$25 lab fee).

**AR 241 Painting II: 3 semester hours**

This course is an advanced study in painting and composition with an emphasis on experimentation in media, technique, and concept. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 141. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. (\$40 lab fee).

**AR 245 Relief Printmaking In Oaxaca, Mexico: 3 semester hours**

Produce relief prints inspired by the rich cultural tradition and beauty of Oaxaca, Mexico. Students will observe and draw ruins at the archeological site of Monte Alban, artifacts at the regional museum and handsome handicrafts at the city markets. The drawings will be translated into relief prints by choosing from a variety of color processes including: the subtractive wood block, the multi-block linoleum, or cardboard collagraph. Students will also visit graphic arts galleries, museums, and artist's workshops. During their free time, students will have the opportunity to explore Oaxaca and the surrounding villages known for their handicrafts. No prerequisites. Travel costs required.

**AR 250 Advanced Visual Technology: 3 semester hours**

This course focuses on the further advancement of digital media tools including both hardware and software exploration, through the use of design, creation, and the web. Emphasis placed on creative concepts, information architecture, user experience, and site development. The course also encourages students to hybridize digital techniques with traditional analogue techniques in order to discover unique niches within their discipline. Prerequisite: AR 120.

**AR 251 Printmaking II: 3 semester hours**

This course is a continuation of study and investigation of graphic process including woodcut, collagraph, lithography, and all intaglio methods in both black and white and color. Investigation into the history and use of printmaking as an art form is required. Lecture one hour per week. Studio four hours per week. Prerequisite: AR 151. (\$90 lab fee).

**AR 261 Ceramics II: 3 semester hours**

This intermediate-level ceramics course will provide students who have had a beginning ceramics course with further opportunity to use clay as a medium of self-expression. Students may work with hand-building and wheel-throwing techniques in creating both utilitarian and non-utilitarian ceramic objects. A variety of firing processes and glaze chemistry will be available. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 161. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. (\$100 lab fee).

**AR 271 Sculpture II: 3 semester hours**

This is a course offering students an opportunity to develop further work in three dimensions. Various materials will be used. Growth in concepts and techniques is the heart of the work. Investigation into historical and contemporary sculptural work is part of the study. There are individual critiques with the instructor. Lecture: one hour per week. Studio Four hours per week. Prerequisite: AR 171. (\$100 lab fee).

**AR 280 Video on the Computer: 3 semester hours**

This course is designed to acquaint students with video production and translation of video material into various presentation formats. A conceptual background and practical applications are interwoven to help understanding of the process. Topics included are organization of presentation and program material, visual communication principles, screen design and typography, video camera usage, video and audio recording techniques, creating and presentation. Recommended prerequisite: sophomore status. (\$25 lab fee).

**AR 290 Visual Arts Topics: 3 semester hours**

This course allows examination of a specific visual art or art history topic. The course content and subtitles will vary at each presentation. Subjects as diverse as the interaction of color, 20th Century Painting, 19th and 20th Century Architecture and Mid-Eastern and Asian Art may be offered. A course with a different content may be repeated. Prerequisites: AR 101 or AR 212 or permission of the instructor.

**AR 295 Survey Of Mexican Culture Today: 3 semester hours**

Despite Mexico's proximity and its strong cultural influence on the southwestern United States, Mexico's Indian and Spanish traditions have made it a "distant neighbor." This course will attempt to bridge this gap between our two cultures with on-campus lectures on the history and art of Mexico followed by a 14 day travel experience to Mexico. During the Winter Term, students will travel to Mexico City, and Oaxaca. These Cities represent various aspects of Spanish colonial influence and will serve as a means to contrast large metropolitan centers with smaller scenic sites. Students will visit archaeological sites including Teotihuacan, Monte Alban and Maitla near Oaxaca. Students will be responsible for the completion of a course workbook and summary of required readings. Students also will have the opportunity to do a research paper or studio art project depending on one's interest. No prerequisites. Travel costs required.

**AR 315 Contemporary Art and Theory: 3 semester hours**

This course introduces students to worldwide contemporary artists, movements and the ideas that shaped them during the last fifty years. How have artists responded to cultural, social, economic and technological changes? What are the roles of art and artists right now? Life in the 21st century is increasingly complex as digitization and globalization force us to consider larger contexts in which art is made and viewed/used. We will explore some of these critical debates through visual lectures, readings, discussions, media presentations, and required field trips to cultural institutions. We'll examine contemporary art from a global perspective. Pre-requisite AR 213 or permission of instructor.

**AR 331 Graphic Design III: 3 semester hours**

This course is an extension of Graphic Design II with emphasis on refined design sense, creative solutions to design problems, and practical application. Artwork from conception to completion as printed work is the goal of each project. Layout techniques, computer page publication, photo-manipulation programs, illustration software, and web design are all used as vehicles to create work for the portfolio. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 231. (\$25 Lab Fee).

**AR 341 Painting III: 3 semester hours**

This course is an advanced study of painting stressing independent work with an emphasis on creativity and critical thinking. Lecture one hour per week. Studio: four hours per week. Prerequisites: AR 141 and AR 241. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. (\$40 lab fee).

**AR 415 Art & Design Thesis: 3 semester hours**

This is a course consisting of in-depth work on an aesthetic problem in the student's area of concentration. It is the examination of a total experience that establishes the basis for the aesthetic. Work is done independently with weekly group meetings and faculty checks of progress and portfolio development culminating in a thesis project and exhibition. Opportunities for participation in shows will be offered in the course. Prerequisite: All studio courses required for the major and sophomore/transfer student portfolio review. (\$50 lab fee).

**AR 425 Art & Design Internship: 3 semester hours**

The internship is designed to give practical, on-the-job experience to complement academic studies in art and design. Students meet with their supervising instructor on a periodic basis and complete accompanying coursework in consultation with their instructor. The internship is graded as pass/fail. One credit hour = 40 hours of work at the internship site, up to a maximum of 6 credit hours. Prerequisite: A declared major in either Art or Graphic Design, junior status, and permission of the Art & Design Program Coordinator.

**AR 445 Art & Design Independent Study: 3 semester hours**

An independent study fosters independent creative work under the direction of an Art & Design instructor. Prerequisite: A declared major in either Art, Graphic Design or Art Education; junior status, completion of other courses in media of requested study; and, permission of the Art & Design Program Coordinator.

## Health Care Administration

The health care administration major prepares students for professional administration positions in all areas of health care and health care services. Positions in health care facilities may include physicians' offices and practices, chiropractic clinics, hospital administration, rehabilitation and long-term care facilities. The demand for health care professionals and administrators is expected to grow for the foreseeable future. The coursework required for this major provides the students with a well-rounded background in business with a concentration in health services issues including regulation, law, compliance, informatics, and financial issues. Health care administration majors are required to complete an internship or practicum experience. Students interested in long term care licensure in the State of Iowa should inform their advisor to receive guidance on specific requirements.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors

and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Health Care Administration Major:

**Required:**

BA 203	Principles of Law	3
BC 202	Accounting: Information for Decisions <sup>1</sup>	4
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
HS 200	Organization of Health Care Services	3
HS 201	Quality Patient/Resident Care	3
HS 320	Health Care Law, Regulations and Compliance	3
HS 415	Health Care Informatics	3
HS 430	Financial Issues in Health Care Organizations	3
HS 450	Internship in Health Care	3
MA 135	Basic Statistics	3
NU 113	Medical Terminology	1

**Choose One of the Following: 3-4.5**

BI 123	Biology of Human Concern
BI 125 & 125L	Foundations of Biology & Scientific Inquiry I and Biostatistics and Scientific Investigation I
BI 150	Basic Microbiology
BI 273	Human Anatomy
NU 120	Integrated Foundations of Biology and Chemistry for Nursing

**Choose One of the Following: 3**

EC 251	Macroeconomics Principles
EC 252	Microeconomic Principles

**Choose Two of the Following: 6**

HS 220	Health Literacy
HS 300	Principles of Leadership for Health Care Navigation and Administration
HS 399	Special Topics: Health Care
PO 326	Politics and Public Policy
PO 353	Politics and Economic Policy in the United States
PS 259	Health Psychology: Health & Wellness Applied
PS 349	Industrial/Organizational Psychology
SO 240	Medical Sociology
SO 342	Sociology of Mental Health & Illness
SO 343	Global Health
SO 344	Gender & Health
SW 225	Aging In America
SW 245	Basic Helping Skills

**Total Hours 47-48.5**

<sup>1</sup> Or BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II - both courses are requirements for the Mt. Mercy MBA program

## Academic Requirements

All Health Care Administration majors must achieve a minimum grade of C in all major HS (Health Services) courses and prerequisite courses. This applies to equivalent courses transferred from other

institutions. Health Care Administration majors are required to maintain an overall GPA of 2.0.

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Writing Competency		4 CO 101		3 Historical Roots	3
Expressive Arts: Fine Arts		3		Expressive Arts: Lit	3
PS 101 or SO 122		3		Ultimate Questions: Religion	3
MA 135		3		PS 101 or SO 122	3
				HS 201	3
		<b>13</b>		<b>3</b>	<b>15</b>

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
HS 200		3 BK 208		3 BA 203	3
BI 123 <sup>1</sup>		4		HS 320	3
SO 240		3		BN 204	3
NU 113		1		Ultimate Questions: Philosophy	3
Global Awareness Domain		3		Elective	3
		<b>14</b>		<b>3</b>	<b>15</b>

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
EC 251 or 252		3 HS 430		3 HS 415	3
BC 202 or 265 <sup>2</sup>		4		BC 266 (or Elective) <sup>2</sup>	3
HC Admin Restricted Elective		3		HC Admin Restricted Elective	3
HS 205 (or Elective) <sup>3</sup>		3		BN 304 (or Elective) <sup>4</sup>	3
				Elective	3
		<b>13</b>		<b>3</b>	<b>15</b>

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
HS 450		3 Elective		3 BA 435	3
HS 300 (or Elective) <sup>3</sup>		3		ME 450	1
HS 309 (or Elective) <sup>3</sup>		3		HC Navigation Restricted Elective (or Elective) <sup>4</sup>	3

HC Navigation Restricted Elective (or Elective) <sup>4</sup>	3	Elective	3
Elective	3	Elective	3
<b>15</b>		<b>3</b>	<b>13</b>

#### Total Hours: 125

*Note: Elective courses could be used to take additional Healthcare Administration courses, for a second major or a minor, additional internship credits or a study abroad experience.*

- <sup>1</sup> Students may also complete BI 125+Lab or BI 150 (nursing majors only) instead.
- <sup>2</sup> Students interested in pursuing an MBA in the future should replace BC 202 with BC 265 AND BC 266.
- <sup>3</sup> Students interested in adding a dual Health Care Navigation major or minor are required to complete these additional classes.
- <sup>4</sup> Students interested in adding a dual Health Care Navigation major are required to complete these additional classes.

### \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change. This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

### Courses

#### HS 200 Organization of Health Care Services: 3 semester hours

This course relates organizational principles to the operation of health care facilities, including personnel management, communication structures, and governance with emphasis on leadership and motivation. Prerequisite: sophomore standing or permission of instructor.

#### HS 201 Quality Patient/Resident Care: 3 semester hours

This course relates physical, psychological and sociological needs of residents/patients to services provided by health care facilities and the role of leadership.

#### HS 205 Essentials and Practice in Health Care Navigation: 3 semester hours

This course explores the current topics and issues in health care navigation. Study will include health literacy, population health, health insurance, as well as current health care delivery models and trending non-clinical careers in health care. Prerequisite: HS 200.

#### HS 210 Introduction to Public Health: 3 semester hours

Public health affects every person and influences quality of life for every community both locally and globally. This introductory course in Public Health engages the student in exploring population health through the social, cultural, environmental, biological, economic and behavioral lenses of the health of a society. Students will learn public health terminology and gain understanding of the differences between health care and public health, as well as study historical and contemporary public health issues and cases. Prerequisite: SO 122.



**HS 215 Introduction to Epidemiology: 3 semester hours**

This introductory course in epidemiology studies the incidence, distribution and control of diseases and health related factors relative to the health of the individual, community and global environments. Methods, principles, and applications of population based epidemiology will be explored. Prerequisite: Sophomore standing or permission of instructor.

**HS 220 Health Literacy: 3 semester hours**

This course is designed to elevate the abilities of health care professionals to teach individuals and communities about health care services, processes and systems. The student will learn to find, analyze and explain health care information to others using health literacy processes. In addition, the student will use essential communication skills to develop inter-professional relationships with providers and clients. Prerequisite: CO 101.

**HS 300 Principles of Leadership for Health Care Navigation and Administration: 3 semester hours**

Health Care management deals with processes while health care leadership is about influence. This course is designed to explore leadership concepts styles, skills, values, and practice that are essential to administrators and advocates as they become leaders in health care professions today. Prerequisite: HS 200.

**HS 305 Spiritual and Cultural Perspectives in Health Care Management: 3 semester hours**

This course relates the integral components of religion and culture in health care choices, treatments, and decision-making relative to the patient experience. Human resource management issues, health policy considerations, and inclusivity in organizational mission are areas of study in this course for students who will be in leadership roles in health care environments. Prerequisite: HS 200.

**HS 309 Analysis and Application of Health Insurance: 3 semester hours**

This course provides advanced study of health insurance principles and terminology as well as types of insurance such as Medicaid, Medicare, private insurance, Exchanges, and others. Students gain navigation skills as they explore coverage decisions, worker's compensation, filing claims, and administrative activities. Prerequisite: HS 200.

**HS 320 Health Care Law, Regulations and Compliance: 3 semester hours**

This course provides an overview of federal, state and other regulatory agencies' policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, NCQA, Medicaid and Medicare. Prerequisites: HS 200.

**HS 399 Special Topics: Health Care: 3 semester hours**

This course includes an examination of major issues, selected topics or current trends in the study of health care. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Prerequisite: Junior status or above.

**HS 415 Health Care Informatics: 3 semester hours**

In preparation for health care leadership in rapidly changing, complex health care delivery systems, students will examine clinical informatics models, electronic-based patient records, health information technology standards (HIT), health information exchange (HIE), clinical decision support systems, and evaluation of technology that influences health care delivery models, practices, and patient outcomes. HS 200 or permission of instructor.

**HS 430 Financial Issues in Health Care Organizations: 3 semester hours**

This course focuses on the unique financial issues and problems in a not-for-profit health care setting. Students will understand the impact of government in the financing of health care and health care facilities. General financial and economic principles will be viewed in light of this type of environment. Prerequisites: BC 265 and BC 266 or BC 202.

**HS 441 Independent Study: Health Care: 1 semester hour**  
Independent Study in Health Care.**HS 442 Independent Study: Health Care: 2 semester hours**  
Independent Study in Health Care.**HS 443 Independent Study: Health Care: 3 semester hours**  
Independent Study in Health Care.**HS 450 Internship in Health Care: 3 semester hours**

The internship will take place in various health care settings. Students will work directly with the professionals who are most knowledgeable about the specific interest area of the student. Students seeking to become licensed nursing home administrators may utilize HS 450 to accomplish the required internship/practicum credits set forth for Iowa Nursing Home Administrators by the Iowa Board of Professional Licensure. This course can be taken for a range of 1 - 6 semester hours. Prerequisite: Completion of HS 200 and at least two additional 3 credit HS (Health Services) courses. Student must achieve a minimum C grade in each HS (Health Services) course.

## Health Care Leadership

This major is designed specifically for students who have an Associate of Applied Science (AAS) degree in an Allied Health profession from an accredited community college. It provides you with the leadership, strategic planning and management skills to take on leadership positions in the health care field.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Health Care Leadership Major

**Required:**

BA 203	Principles of Law	3
BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BC 202	Accounting: Information for Decisions <sup>1</sup>	4
HS 320	Health Care Law, Regulations and Compliance	3
HS 415	Health Care Informatics	3
HS 430	Financial Issues in Health Care Organizations	3

**Total Hours 22**

Completion of an AAS degree in a health care related field from an Iowa community college required. Eligible students can receive up to 75 hours of transfer credit. Students will take additional elective credit hours as needed to achieve the required 123 credit hours for graduation. Enrollment in HS 450 Internship in Health Care is recommended but not required.

### Academic Requirements

All Health Care Leadership majors must achieve a minimum grade of C in all Mount Mercy HS (Health Services) major courses and prerequisites. Health Care Leadership majors are required to maintain an overall GPA of 2.0.

<sup>1</sup> or BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II

## Courses

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This course relates organizational principles to the operation of health care facilities, including personnel management, communication structures, and governance with emphasis on leadership and motivation. Prerequisite: sophomore standing or permission of instructor.

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This course relates physical, psychological and sociological needs of residents/patients to services provided by health care facilities and the role of leadership.

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This course explores the current topics and issues in health care navigation. Study will include health literacy, population health, health insurance, as well as current health care delivery models and trending non-clinical careers in health care. Prerequisite: HS 200.

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This course provides advanced study of health insurance principles and terminology as well as types of insurance such as Medicaid, Medicare, private insurance, Exchanges, and others. Students gain navigation skills as they explore coverage decisions, worker's compensation, filing claims, and administrative activities. Prerequisite: HS 200.

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This course provides an overview of federal, state and other regulatory agencies' policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, NCQA, Medicaid and Medicare. Prerequisites: HS 200.

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This course focuses on the unique financial issues and problems in a not-for-profit health care setting. Students will understand the impact of government in the financing of health care and health care facilities. General financial and economic principles will be viewed in light of this type of environment. Prerequisites: BC 265 and BC 266 or BC 202.

### ***HS 441 Independent Study: Health Care: 1 semester hour*** Independent Study in Health Care.

### ***HS 442 Independent Study: Health Care: 2 semester hours*** Independent Study in Health Care.

### ***HS 443 Independent Study: Health Care: 3 semester hours*** Independent Study in Health Care.

**HS 450 Internship in Health Care: 3 semester hours**

The internship will take place in various health care settings. Students will work directly with the professionals who are most knowledgeable about the specific interest area of the student. Students seeking to become licensed nursing home administrators may utilize HS 450 to accomplish the required internship/practicum credits set forth for Iowa Nursing Home Administrators by the Iowa Board of Professional Licensure. This course can be taken for a range of 1 - 6 semester hours. Prerequisite: Completion of HS 200 and at least two additional 3 credit HS (Health Services) courses. Student must achieve a minimum C grade in each HS (Health Services) course.

## Health Care Navigation

This area of study is designed to meet the demand in the health care industry for professionals with education and training in health care navigation to provide each consumer, provider, and system of health care the highest level of benefit and coordination in the areas of community resources, clinical care, and health insurance. This is a vital role for an individual with a desire for a non-clinical health care service career who, through coursework and experiential learning at Mount Mercy University, develops expertise in navigating all areas of the continuum of health care service and delivery. Additionally, a MMU nursing graduate with a minor in Health Navigation enters the work force with a greater capability for case management, care coordination and nursing leadership roles. A broad background in the liberal arts and sciences provides the foundation for students who wish to develop a better understanding of a very complex system that encompasses a work force of millions. This major will provide the foundation for non-clinical work in advocacy, supervision, management, and policy development.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Health Care Navigation Major

**Required:**

BC 202	Accounting: Information for Decisions <sup>1</sup>	4
HS 200	Organization of Health Care Services	3
HS 205	Essentials and Practice in Health Care Navigation	3
HS 300	Principles of Leadership for Health Care Navigation and Administration	3
HS 309	Analysis and Application of Health Insurance	3
HS 320	Health Care Law, Regulations and Compliance	3
HS 415	Health Care Informatics	3
HS 430	Financial Issues in Health Care Organizations	3
HS 450	Internship in Health Care	3
NU 113	Medical Terminology	1

**Choose Four of the Following:** 12

BN 304	Human Resource Management
EC 251	Macroeconomics Principles
HS 201	Quality Patient/Resident Care
HS 220	Health Literacy
HS 305	Spiritual and Cultural Perspectives in Health Care Management
HS 399	Special Topics: Health Care
PO 326	Politics and Public Policy

PO 353	Politics and Economic Policy in the United States
SO 343	Global Health
SW 225	Aging In America
SW 245	Basic Helping Skills
SW 300	Human Behavior and the Social Environment
<b>Total Hours</b>	<b>41</b>

<sup>1</sup> Or BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II. Both BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II are required prerequisites for the MBA program.

## Academic Requirements

All Health Care Navigation majors must achieve a minimum grade of C in all major HS (Health Services) required courses and prerequisite courses. This applies to equivalent courses transferred from other institutions. Additionally, Health Care Navigation majors must maintain an overall GPA of 2.0.

## Healthcare Navigation Minor

**Required:**

HS 200	Organization of Health Care Services	3
HS 205	Essentials and Practice in Health Care Navigation	3
HS 300	Principles of Leadership for Health Care Navigation and Administration	3
HS 309	Analysis and Application of Health Insurance	3
HS 320	Health Care Law, Regulations and Compliance	3
HS 415	Health Care Informatics	3
NU 113	Medical Terminology	1

<b>Total Hours</b>	<b>19</b>
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## Academic Requirements

All Health Care Navigation minors must achieve a minimum grade of C in all minor HS (Health Services) courses. This applies to equivalent courses transferred from other institutions.

The following is the typical sequence of courses required for the major\*:

## Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Writing Competency		4 CO 101		3 Historical Roots	3
Expressive Arts: Fine Arts		3		Expressive Arts: Lit	3
PS 101 or SO 122		3		Ultimate Questions: Religion	3
MA 135		3		SO 122 or PS 101	3
				Elective	3
	13		3		15

## Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
HS 200		3 Elective		3 HS 320	3

HS 205	3	Ultimate Questions: Philosophy	3
BI 123 (or Natural World Domain)	4	HC Navigation Restricted Elective	3
NU 113	1	Elective	3
Global Awareness Domain	3	Elective	3
<b>14</b>		<b>3</b>	<b>15</b>

<b>Junior</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
BC 202 or 265 <sup>1</sup>		4 HS 430		3 HS 415	3
HS 300	3			BC 266 (or Elective) <sup>1</sup>	3
SO 240 (or Holistic Health Domain)	3			HC Navigation Restricted Elective	3
EC 251 (or HC Nav Restricted Elective)	3			Elective	3
				Elective	3
<b>13</b>		<b>3</b>	<b>15</b>		

<b>Senior</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
HS 450		3 Elective		3 BA 435	3
HS 309	3			ME 450	1
HC Navigation Restricted Elective	3			Elective	3
Elective	3			Elective	3
Elective	3			Elective	3
<b>15</b>		<b>3</b>	<b>13</b>		

**Total Hours: 125**

*Note: Elective courses should be used for a second major, minor, course of interest, or study abroad experience. For complementary majors/minors, please see: Health Care Administration, Public Health, and Sociology.*

<sup>1</sup> Students interested in pursuing an MBA in the future should replace BC 202 with BC 265 AND BC 266.

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change. This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students

should contact a department faculty member to be sure of appropriate course sequence.

## History

The history curriculum provides opportunities for students to investigate the social, economic, political, and cultural development of diverse peoples from the beginnings of civilization to the present. The courses in the history curriculum will enable students to gain a deeper understanding of the human condition and the relationship between historical developments and contemporary social and political trends. Emphasis is placed on reading, writing, researching, speaking, and on critical and analytical thinking. Through their course of study, students will acquire the skills necessary to further their liberal arts education and to become thoughtful participatory members of society.

The history major serves as preparation for careers in education, business, journalism, government, and historic preservation as well as entrance into graduate and law school. The history minor provides an opportunity for students to combine an interest in history with one of the institution's other majors.

As a supplement to their classroom experiences, history students will have the opportunity to do independent study, internships, and to avail themselves of travel courses offered during Winter Term and some summer sessions.

Students in this major acquire knowledge that enables them, for example, to: demonstrate their grasp of historical methodology; gain a deeper understanding of the social, economic, political, and cultural development of diverse people; and connect major historical events to our contemporary world.

## Career Opportunities

Education, public service, law, library science, journalism, and historic preservation

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## History Major

**Required:**

HI 140	History Of Western World Since 1648	3
HI 114	History of Early America	3
or HI 115	History Of Modern America	
HI 120	Origins Of The Western Tradition	3
or HI 130	Emergence Of The West, 800-1648	
HI 400	Seminar In Historical Research	3

**Choose six additional courses numbered HI 200 or above. 18**

**Total Hours 30**

All History majors must earn at least a C or above (C- does not count) in HI 400 Seminar In Historical Research. Additionally, all History majors must take HI 400 Seminar In Historical Research at Mount Mercy.

## Academic Requirements

Minimum cumulative grade point average of at least 2.00 in courses required for the major.

## History Minor

**Choose One of the Following:****3**

HI 115	History Of Modern America
HI 120	Origins Of The Western Tradition
HI 130	Emergence Of The West, 800-1648
HI 140	History Of Western World Since 1648



**Choose five courses numbered HI 200 or above. 15**

**Total Hours 18**

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Writing Competency		4 Elective		3 HI 120 or 130	3
CO 101		3		Domain	3
HI 114 or 115		3		Domain	3
Portal		3		Math Competency	3
				Elective	3
	13		3		15

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
HI 140		3 Elective		3 History Elective (HI 200 or above)	3
History Elective (HI 200 or above)		3		History Elective (HI 200 or above)	3
Domain		3		Domain	3
Domain		3		Domain	3
Elective		3		Elective	3
	15		3		15

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
History Elective (HI 200 or above)		3 Elective		3 History Elective (HI 200 or above)	3
History Elective (HI 200 or above)		3		Domain	3
Domain		3		Domain	3
Elective		3		Elective	2
Elective		3		Elective	3
	15		3		14

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Elective		3 Elective		3 HI 400	3
Elective		3		ME 450	1
Elective		3		Elective	3
Elective		3		Elective	3
	12		3		12

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### HI 101 Geography of World Regions: 3 semester hours

This course examines the various physical processes which shaped the world's economic, historical, political and social forces, and how globalization changes the world's social landscapes and human activities. The regions covered include Africa, Asia, Europe, Latin America, North America, the Middle East.

### HI 102 Human Geography: 3 semester hours

This course provides an introduction to geographic perspective on human activities. This course also examines the geographical worlds in which we live, the relationship between people and the Earth, and the interdependence of people, places and resources.

### HI 114 History of Early America: 3 semester hours

This course focuses on the first half of the American History; beginning with a brief overview of pre-Columbian America, and emphasizing the impact of eventual European settlements in North America. This course traces the founding of an independent United States, concluding with the consequences of the Civil War.

### HI 115 History Of Modern America: 3 semester hours

This course focuses on the second half of the American history; beginning in the immediate post-Civil War era, and introducing students to major themes and events in United States history in the late nineteenth century and through most of the twentieth century. No prerequisite.

### HI 120 Origins Of The Western Tradition: 3 semester hours

This course focuses on a survey of the development of the Western tradition from its early roots in the ancient Middle East until the age of Charlemagne. It introduces students to the contributions of the peoples of the ancient Middle East, Greece, Rome, and the early medieval West to the formation of western civilization.

### HI 130 Emergence Of The West, 800-1648: 3 semester hours

This course focuses on a survey of the socio-economic, political, and cultural forces that have shaped the West from the age of feudalism to the triumph of absolute monarchy in the mid-seventeenth century. It explores such topics as the Medieval origins of the modern state, evolving religious beliefs of the West, the intellectual ferment of the Renaissance and Reformation, and economic and social development during the era.

### HI 140 History Of Western World Since 1648: 3 semester hours

A survey of the major socio-economic, political, and intellectual movements in modern western history since the Age of Absolutism. Emphasizes the rise of nation-states, the Scientific Revolution and the Enlightenment, the French Revolution, industrialization, and the major ideologies of the twentieth century.

**HI 205 Colonial And Revolutionary America: 3 semester hours**

This course focuses on the history of North America from European settlement through the post-Revolutionary era, beginning with the cross-cultural encounters of Natives, Europeans, and Africans. It emphasizes the socio-cultural, political, and economic development of colonial America; the events that led to the American Revolution; and the immediate consequences of the Revolution in political and social terms.

**HI 213 Recent China In Global Economy: 3 semester hours**

China from the 1970s to the present. Emphasis on the economic, social, cultural, and political developments of recent China; the opening of China to the world; and the emerging of China into the global economy and market. Special attention to the intersection of Chinese and U.S. interests and trade in the global context. Satisfies global awareness domain of the core curriculum.

**HI 215 The American Nation, 1789-1877: 3 semester hours**

This course focuses on the history of the United States from the founding of the federal republic through the 1870s. It emphasizes the politics and diplomacy of the early republic; Jacksonian democracy and reform, national economic and territorial expansion; regionalism and sectional conflict; the institution of slavery; the Civil War; the immediate post-war society; and federal efforts to reconstruct the nation.

**HI 225 History Of Iowa: 3 semester hours**

The history of Iowa from pre-territorial days until the present, beginning with an emphasis on Native Iowans and their encounters with European immigrant settlers. Traces changes in the landscape and farming patterns from the nineteenth century until the present, while also considering changes in the daily lives of Iowans affected by moves from agriculture to industry and from farm to town during this era.

**HI 230 Modern East Asia: 3 semester hours**

This course covers the period since the beginning of the twentieth century, concentrating on the era since the Second World War. It focuses primarily on the history of China or Japan, with inclusion of the recent histories of other East Asian entities (North Korea, South Korea, Hong Kong, and Taiwan) in an alternating format. This course also covers the selected East Asian countries' relationship with the U.S. in the global context. The course satisfies the global awareness domain of the core curriculum.

**HI 240 History of Film: 3 semester hours**

This course examines the history of film, especially the narrative film from its advent at the end of the 19th century up until the present. It will look at films from many different countries as it examines the silent era of cinema, the coming of sound and color, the growth of the major studios in Hollywood, Post World War II cinema, The French New Wave, Third World Cinema, and the New American Cinema. Cross listed with FS 240.

**HI 242 Crime and Culture in America: 3 semester hours**

This course explores the history of crime and the relationships between crime and culture in America. Major topics include the historical perspectives of crime and culture, cultural influences on crime and justice throughout history, and historical changes in the interpretation of crime.

**HI 245 Recent American History: 3 semester hours**

This course focuses on the development of contemporary America during World War II, the Cold War, Vietnam, and the civil rights and women's movements. It examines changes in political, social, and popular culture.

**HI 250 Medieval Europe: 3 semester hours**

This course focuses on Europe from the decline of the Roman Empire to the mid-fifteenth century, with special emphasis on the transition from the Roman World to the Early Medieval West, the rise and decline of feudal institutions, and the development of the Medieval church. It pays special focus on social and political changes, as well as intellectual and cultural developments of the era.

**HI 260 Early Modern Europe 1450-1789: 3 semester hours**

This course focuses on major movements in early modern European history from the end of the Middle Ages to the eve of the French Revolution. It places special emphasis on the Renaissance and Reformation, the emergence and triumph of the absolutist state, the Enlightenment, and social and economic changes during these periods.

**HI 265 Latin American History: 3 semester hours**

An introduction to the history of Latin America, beginning with European penetration of the region and the legacies of the colonial era. Focuses on the wave of independence movements by the early nineteenth century, followed by a specific emphasis on the recent history of selected Latin American nations since independence. (Satisfies global awareness domain of the core curriculum).

**HI 270 Nineteenth Century Europe: 3 semester hours**

This course focuses on Europe from the outbreak of the French Revolution to the end of the nineteenth century. It places special emphasis on the causes and effect of the French Revolution, the Napoleonic period, the Industrial Revolution, the conflict between liberalism and conservatism, the rise of labor and socialist movements, the impact of nationalism, and diplomatic relations in Europe.

**HI 278 History Of US Environmentalism: 3 semester hours**

The course covers the period from the 1900s to the present, focusing primarily on the social, economic, technological and scientific environmental developments in the United States. It examines the roles these developments played in changing the U.S. environment and environmental policies in the contemporary period, and how the American public's view of their environment has changed over time. Students will also learn about the U.S. government's role in shaping policies that affect the environment, especially since 1900. Students who are interested in environmental study will find the course significantly enhances their knowledge of the historical development of environmentalism in the United States.

**HI 280 Twentieth Century Europe: 3 semester hours**

This course focuses on Europe from the beginning of the twentieth century to the present. It places special emphasis on the pre-1914 World War I era, the Great War and its impact, the Russian Revolution, the emergence of the Soviet Union as a world power, the inter-war fascist development, the origins and events of World War II, and the Cold War.

**HI 285 US And The Vietnam War: 3 semester hours**

A study of the Vietnam War, with special emphasis on the reasons for American involvement in the conflict, the consequences of that involvement, reactions to the war, and an assessment of its legacy in American history.

**HI 306 20th Century American History of Race and Gender: 3 semester hours**

This course focuses on the history of race and gender in the twentieth century. Special attention to social, political, and economic developments among Native Americans, African Americans, Asian Americans, and Mexican Americans, with emphasis on the changing relationships among these groups and mainstream Americans. Concentration also on gender issues, such as relationships between men and women, as well as the changing economic, political, social, and cultural roles of women in a historical perspective.

**HI 365 20th Century Revolutions in Latin America: 3 semester hours**

This course will focus on revolutions that have shaped the history of several Latin American nations during the last century, providing an historical overview and analysis of the consequences of such revolutionary events in the evolution of each nation's development. Particular attention will be paid (in a variety of configurations in different semesters, often depending on current events in specific nations) to revolutions in Mexico, Argentina, Chile, Cuba and Central America.

**HI 369 Hispanic Culture & Civilization: 3 semester hours**

The course surveys Hispanic civilizations and links them to cultural developments over time. Course meetings will integrate art, film, history, music, and literature to familiarize students with cultural contexts that evolved in Spain and Latin America. Nations of emphasis vary. Course materials in English translation and subtitles. No prerequisite. (Students seeking credit in Spanish should check for cross-listing as SP 369.).

**HI 380 Imperial Russia and the Soviet Era: 3 semester hours**

This course focuses on Russian and Soviet history from the accession of the Romanovs to the present. Emphasis on the reforms of Peter the Great; the shaping of the Russian autocracy; the socio-economic, political, and cultural ferment of the nineteenth century; the Russian Revolution and the Bolshevik seizure of power; the age of Stalin and the Great Purges; post World War II Soviet society; and the breakup of the Soviet Union.

**HI 400 Seminar In Historical Research: 3 semester hours**

This course is an introduction to the concepts and methods of historical investigation. It emphasizes evaluation of historical documents through the preparation of major research paper on a selected topic in history. (Capstone course for History majors. Recommended for the senior year. Must be taken at Mount Mercy).

**HI 445 History Independent Study: 3 semester hours**

Directed readings and research in history. Topics to be determined by the student and instructor.

**HI 450 History Internship: 3 semester hours**

Internship in a cultural institution, business, or non-profit organization. Emphasis on linking academic content and methodologies of the liberal arts with the practicalities of the workplace. Students will select internship site and determine objectives, with approval by the History faculty. (For history majors of at least junior standing).

See the Honors Program (p. 32) page for full list of requirements. Honors seminars do not count toward major, minor, or core curriculum credit.

**Prerequisites for enrollment in any Honors Seminar:**

1. The student must have at least sophomore standing (completed at least 30 credit hours)
2. The student must have a cumulative grade point average of at least 3.00.

**Courses****HO 216 Honors: The Holocaust: 3 semester hours**

This course will examine the Holocaust and its impact on the history of the twentieth century. The approach will be interdisciplinary using historical, literary, cinematic, philosophical, and popular sources. To create a context for the specific study of this major event of the twentieth century, the course will include discussions about the phenomenon of Anti-Semitism in Western Culture, the specific events leading up to the Holocaust, the nature of the bureaucratic mass murder, the religious crisis caused by this event, and the continuing and profound effect of this tragedy.

**HO 235 Honors: City As Text: Sociology Of Cedar Rapids: 3 semester hours**

This course will utilize field-based urban observation, presentations by city and community leaders, class discussion and critical analysis to help students comprehend the complexity of the city of Cedar Rapids as a "living social organism." Topics include the city's urban history and structure such as the social class boundaries, neighborhoods, land values and unequal distribution of urban services; Economic base including industries, service and retail activities, downtown business and shopping malls; political government and its functions; spatial distribution of schools; and various cultural and religious institutions that make Cedar Rapids 'tick.' There are no texts for this class in a conventional sense. Rather, students will be required to read packets of locally produced primary sources such as newspaper and online articles an reports, census data, and booklets produced by local companies and various urban agencies.

**HO 238 World Cinema: The Major Directors: 3 semester hours**

Students will study films by major directors from around the world. They will learn how to read a film, to analyze and interpret visual images. They will learn about film technique, including mise-en-scene, point of view, narrative, premise of adaption, etc. Students will use film to interpret, reveal, and interrogate their cultural and historical contexts, especially by comparing American filmmakers with directors from other countries. Students will be expected to reserve 2-3 hours per week to view films outside of class. Prerequisite Sophomore standing in the Honors program or permission of instructor.

**Honors Seminars**

Honor students are invited to participate in honors seminars. The seminars are interdisciplinary and are taught by faculty from a variety of disciplines. The specific structure of each seminar varies regarding meeting time, length of seminars, and number of class sessions. Successful completion of two honors seminars enables the student to fulfill part of the requirements for graduating in the honors program.

**HO 240 Medicine or Malarkey?: Healing traditions critiqued: 3 semester hours**

Students will study health and wellness with a focus on critical analysis of topics. We will investigate Eastern and Western traditions of health as well as topics of contemporary concern. Students will explore how different traditions view "health" and "healing" and how the scientific method can be used to investigate and evaluate health-related topics. Participants in this class will be encouraged to re-evaluate their opinions and advice on promoting health in light of their literature research. In addition to class discussion, students will be required to write literature-based topic papers and prepare class presentations. Prerequisite: Sophomore standing in the Honors Program or permission of instructor.

**HO 250 War and Peace, Death and Love in WWII: 3 semester hours**

This course examines some of the contradictory, complex realities of the Second World War, which has been called "The Good War," "The People's War," "The Necessary War," and "The Inferno." The course looks at how the war deeply affected many different countries and many classes of people; how it raised abiding gender, non-violence, environmental, military, and just-war issues. This topic may be studied in a number of ways: through literature, cinema, memoirs, art, popular culture, etc. to objectify the total nature of this war. This version of the course will specifically examine films created during the war, in the immediate post-war years, and from the 1960's to the present. Finally, the course will not only look at combat; it will also address the challenges faced on the home fronts and the various anti-war challenges both during and after the war.

**HO 257 The Economics and Culture of Food Distribution: 3 semester hours**

This course will examine the production, processing, distribution and consumption of food with an emphasis on Cedar Rapids. We will study the food economy and how it affects its cost and price. The students will survey the environmental, cultural and health implications of modern food production and distribution systems and how these systems can evolve in the future. Students will be able to see the food economy from a social welfare as well as a business perspective. Prerequisite: junior standing in the honors program or permission of instructor.

**HO 260 Honors: Evolutionary Psychology: 3 semester hours**

The class is a seminar that investigates the fundamentals of evolutionary psychology, including issues of natural and sexual selection, adaptation, and domain-specific psychological mechanisms as they relate to human behaviors, cognition, and emotions. Reading and discussion will be the main format of the class.

**HO 265 Altruism: 3 semester hours**

Altruism can be defined as the belief in or practice of disinterested and selfless concern for the well-being of others. While this concept is central to the Mission of Mount Mercy University, if, how, or why humans developed altruistic behavior still is debatable. This course will not answer the questions surrounding altruism, but, rather, we will explore different ideas and permit students to develop their own perspectives.

**HO 310 Ethical and Social Implications of the Human Genome Project: 3 semester hours**

This course is an exploration of the ethical, legal and social implications of the Human Genome Project. Students will acquire knowledge of the basics of genetics and an understanding of the role science plays in our society and the great potential scientific knowledge has to improve or harm life on our fragile planet. Students will reflect on the ethical implications of genetic research and on their role as citizens in determining governmental funding for and use of scientific knowledge. Students will understand the implications of genetics for our socially constructed concept of race. Students will be challenged to write on the following questions: What is considered acceptable diversity and who should decide that? Who owns and controls genetic information? How does genomic information affect members of minority communities and indigenous populations? Related to one's ethnic identity, how does personal genetic information affect an individual and society's perception of that individual? Do people's genes make them behave in a particular way? Who determines what behavior is "particular"?

**HO 320 Media and Voters: 3 semester hours**

This honors seminar will investigate the 2012 presidential election and how it and mass media interact. It will include ways in which public opinion is measured and shaped by media messages, and how news coverage of the election shapes perception of the race. This is a joint communication and political science course, and will include topics from both disciplines.

**HO 330 Biological Anthropology: Human Evolution and Biocultural Adaptations in the Ancient and Modern World: 3 semester hours**

This course introduces students to the field of biological anthropology. Biological anthropologists use information from both the social and physical sciences to gain a holistic understanding of humans as biocultural beings and investigate a broad range of subject matter including the biological origins of the human species, the range of human variation, and the impact cultural innovations can have on biological development in past and present environments. In this honors seminar, the topics discussed will include: human evolution and evolutionary theory, biological variation between and within populations, the biocultural impacts of activity and food production on human health and demography in the ancient world, and the positive and negative influences of technology, social structure, diet, and work activities on human health, reproduction and life expectancy in the contemporary world.

**HO 399 Honors Seminar: Special Topics: 3 semester hours**

This course examines a specific topic within the instructor's disciplinary interest. Material will be accessible to students from all areas of study and include multidisciplinary perspectives. Course content may vary.

**HO 450 Independent Research Project -- Honors: 3 semester hours**

Qualified Honors Students may count up to 3 credits of independent research towards the honors credits needed to complete the Honors Program. Students should choose a faculty mentor in their major program to guide them in the design of a research project. Faculty member will oversee the student and provide mentorship through the duration of the student's independent research. The course may be taken as HO450: Honors Research or as an independent research course listed in the major program, appended with a .H honors designation. E.g. BI450.H.



## Human Resource Management

To prepare students to meet the needs of today's challenging business landscape, Mount Mercy University has aligned the Human Resource Management major with the Society for Human Resource Management (SHRM). As the world's largest association of HR professionals, SHRM provides support and guidance to help build, revise, and enhance our Human Resource Management degree. This program is just one of a few given this endorsement across the country.

Employees are the foundation of every successful business and the Human Resource Management degree prepares students for professional positions in leadership, as well as a rewarding career in the field. This unique field of study enables students to understand the vital role human resources plays while developing the ability to lead teams and manage projects in today's dynamic environment. Students develop many skills while at Mount Mercy University with a focus on how to build their soft skills. Important when it comes to building relationships and solving problems, students will hone their soft skills for use on a resume, demonstrating them in an interview, and developing them in the workplace leading them to professional success.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Core Requirements for all Business Majors:

#### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

#### Choose One of the Following: 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

#### Internship - use course number which corresponds to your major: 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

#### Total Hours 39

### Human Resource Management Major (Core business requirements plus 18 additional semester hours):

#### Business Core 39

##### Required:

BA 305	Employment Law and Labor Relations <sup>1</sup>	3
BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 386	Compensation, Benefits, and Evaluations	3
BN 392	Advanced Topics in Human Resource Management <sup>1</sup>	3

#### Choose One of the Following: 3

BA 310	Dispute Resolution	
BA 350	Risk Management	
BN 340	Management Information Systems	
BN 377	Project Management	
BN 382	Corporate Social Responsibility	
BN 425	Human Resource Internship	
CO 250	Effective Group Communication	
CO 260	Intercultural Communication	
CO 270	Interpersonal Communication	
PL 269	Introduction to Ethics	
PS 221	Social Psychology	
PS 349	Industrial/Organizational Psychology	
SW 265	Diversity in America	

#### Total Hours 57

<sup>1</sup> Can NOT double count as electives for the business, management, or marketing majors. Electives in the human resource major can NOT double count for either core curriculum requirements or the management major.

## Academic Requirements for the Human Resource Management Major

All human resource management majors must achieve a minimum grade of C- in all courses required for the major (BN 304 Human Resource Management, BN 392 Advanced Topics in Human Resource Management, BN 380 Organizational Behavior, BN 386 Compensation, Benefits, and Evaluations, and BA 305 Employment Law and Labor Relations and the human resource management elective). This applies to equivalent courses transferred from other institutions.

See additional Academic Requirements for all business department majors and minors found in the Business Administration (p. 74) section of the Catalog.

### Human Resource Management Minor

#### Required:

BA 203	Principles of Law	3
BA 305	Employment Law and Labor Relations	3
BA 310	Dispute Resolution <sup>1</sup>	3

BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 386	Compensation, Benefits, and Evaluations	3
BN 392	Advanced Topics in Human Resource Management <sup>1</sup>	3

**Choose Two of the Following:** 6

BA 350	Risk Management	
BN 340	Management Information Systems <sup>1</sup>	
BN 377	Project Management	
BN 382	Corporate Social Responsibility	
BN 425	Human Resource Internship	
CO 250	Effective Group Communication	
CO 260	Intercultural Communication <sup>2</sup>	
CO 270	Interpersonal Communication	
PL 269	Introduction to Ethics	
PS 221	Social Psychology	
PS 349	Industrial/Organizational Psychology <sup>1</sup>	
SW 265	Diversity in America <sup>2</sup>	

**Total Hours** 30

<sup>1</sup> Can NOT double count as the electives for business, management, or marketing majors.

<sup>2</sup> Can NOT double count for a core curriculum requirement.

See additional Academic Requirements for all business department majors and minors found in the Business Administration (p. 74) section of the Catalog.

The following is the typical sequence of courses required for the major\*:

## Freshman Student Plan

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CO 101		3 Holistic Health Domain		3 BK 208	3
MA 130 (or above)	3			BN 204	3
Writing Competency	4			Literature Domain	3
Portal	3			Fine Arts Domain	3
				Historical Roots Domain	3
	13		3		15

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BA 203		3 Elective		3 BA 270	3
BC 265	3			BC 266	3
Natural World Domain	4			EC 251	3

Ultimate Questions Domain	3			Ultimate Questions Domain	3
				Self and Society Domain	3

13 3 15

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
BA 250		3 Elective		3 BA 379	3
EC 252	3			BA 305	3
BN 304	3			BA 310 (or other HR Elective)	3
BN 380	3			Elective	3
Global Awareness Domain	3			Elective	3

15 3 15

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
BN 392		3 Elective		3 BA 435	3
Elective	3			ME 450	1
Elective	3			BN 386	3
Elective	3			Elective	3
				Elective	3

12 3 13

### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

## Transfer Student Plan

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
BN 204		3 BA 203		3 BK 208	3
BA 250	3			BN 304	3
BA 270	3			BN 380	3
BC 265	3			BC 266	3
EC 251	3			EC 252	3
	15		3		15

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
BN 392		3 N/A		BA 305	3
BA 379	3			BA 435	3
BN 425 (or HR Elective)	3			BN 386	3
	9		0		9

### Total Hours: 51

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the

time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### ***BN 204 Principles Of Management: 3 semester hours***

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

### ***BN 304 Human Resource Management: 3 semester hours***

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

### ***BN 340 Management Information Systems: 3 semester hours***

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

### ***BN 350 International Management: 3 semester hours***

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

### ***BN 360 Business & Society: 3 semester hours***

Business exists and business people work in an environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

### ***BN 364 Production & Operations Management: 3 semester hours***

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

### ***BN 370 Advanced Topics in Management Information Systems: 3 semester hours***

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

### ***BN 377 Project Management: 3 semester hours***

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

### ***BN 380 Organizational Behavior: 3 semester hours***

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

### ***BN 382 Corporate Social Responsibility: 3 semester hours***

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

### ***BN 384 Strategic Management: 3 semester hours***

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

## Information Systems Security

The Information Systems Security (ISS) Major prepares students to be professionals who apply Information Systems to business problems in a secure and controlled environment. The ISS graduate provides a vital link between the business units and the information and computerized systems they need to be competitive in the information age. Graduates will also have the education required to enter graduate school in Information Systems.

Information Systems is a rapidly changing profession, and the Mount Mercy Computer Science program endeavors to teach, model, and demonstrate the most modern professional practices. Students will learn both the theory and practice of the profession, how to work in groups to complete large software projects, and appropriate ethical

standards. Students with an Information Systems degree find excellent employment opportunities in almost all industries.

\* NOTE: Computer science courses taken seven or more years ago are subject to review by the department before awarding credit for a major or minor in computer science.

## Information Systems Security Major

**Required:**

BA 250	Technology & Communication In Business	3
BN 204	Principles Of Management	3
BN 340	Management Information Systems	3
BN 377	Project Management	3
CS 203	Information Ethics	3
CS 326	Information Systems Analysis	3
CS 388	Database Systems	4
CS 422	IT Security and Risk Management	3
CS 425	IT Audit and Controls	3
MA 135	Basic Statistics	3

**Choose One of the Following:**

CS 105	Fundamentals Of Computer Science	4
CS 226	Programming in Visual Basic	

**Choose One of the Following:**

CS 430	Senior Project: Management Information Systems	4
CS 435	Senior Project: Computer Science	

**Choose One of the Following:**

DS 101	Introduction to Data Science I	3-4
MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I	

**Choose two electives with course code BA, BC, BK, BN, CS, or EC (or other approved course)**

**Total Hours** 48-49

## Academic Requirements

A grade of C or above (C- does not count) is required in all courses in the major and their prerequisites.

## INFORMATION SYSTEMS SECURITY Minor

**Required:**

BA 250	Technology & Communication In Business	3
BN 204	Principles Of Management	3
BN 340	Management Information Systems	3
CS 203	Information Ethics	3
CS 326	Information Systems Analysis	3
CS 388	Database Systems	4

**Choose One of the Following:**

CS 105	Fundamentals Of Computer Science	4
CS 226	Programming in Visual Basic	

**Choose One of the Following:**

CS 422	IT Security and Risk Management	3
CS 425	IT Audit and Controls	

**Total Hours** 26



The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
MA 135		3 Domain		3 CO 101	3
Portal		3		Math Elective	3
Writing Competency		4		Natural World Domain	4
Domain		3		Domain	3
		<b>13</b>		<b>3</b>	<b>13</b>

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BN 204		3 CS 203		3 BA 250	3
CS 226		4		BN 340	3
Domain		3		Domain	3
Domain		3		Domain	3
				Domain	3
		<b>13</b>		<b>3</b>	<b>15</b>

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
CS 326		3 Elective		3 CS 422	3
CS 388		4		Business Application Elective	3
Domain		3		Elective	3
Domain		3		Elective	3
Elective		3		Elective	3
		<b>16</b>		<b>3</b>	<b>15</b>

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
CS 425		3 BN 377		3 CS 430 or 435	4
ME 450		1		Elective	3
Business Application Elective		3		Elective	3
Elective		3		Elective	3
Elective		3			
		<b>13</b>		<b>3</b>	<b>13</b>

#### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

### \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change. This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Journalism

Study in the field of communication involves learning how humans employ widely varied media to produce understanding between people (or not). Learning in the field focuses on balancing general, theoretical studies of communication functions with the critical capacity to evaluate real world practice, and adding to this the enhanced ability to perform varied communication skills.

The core of the major emphasizes courses that introduce students to key concepts for communicating in the 21st century. The core courses provide vital foundations for work in the three areas of study (Communication, Journalism, and Public Relations), while the major-specific courses enable students to engage in integration, critical reflection, and application of all they have learned.

As the modes of communication are diverse, so too are the careers in the field, and three majors allow students to choose more specialized arenas of study to better prepare them for their chosen careers.

**Journalism:** This major puts communication in the context of the news media. Courses focus on the skills and background knowledge needed for a writing or editing career in a news medium, such as newspapers, magazines or internet news sites. Students who major in journalism can become beat reporters, specialty reporters, media critics, copy editors, corporate writers or succeed in any number of other professional writing settings. In addition to classroom study and lab work, students gain hands-on experience through the *Mount Mercy Times* and the internship program.

Students in this major develop skills and knowledge that enable them, for example, to: create a multimedia portfolio that demonstrates several competencies; execute key journalism skills, such as writing a complete story package; and translate the essential defining elements of journalism.

One strength of the communication program majors is that they prepare the individual for a wide variety of careers. The Journalism major prepares students for a career in the news media or related professional writing fields such as corporate communications. It can open the door to working in newspapers, magazines, newsletters and/or specialized media-oriented careers in politics, government or the corporate realm. The Journalism major can also be used in new media, such as writing for Web-based e-publications. Journalism is also the degree of choice for students who are interested in a freelance writing career.

See a full list of course descriptions on the Courses of Instruction (p. 329) page.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Journalism Major

#### Required:

AR 106	Photography I	3
AR 220	Typography & Design	3
CO 111	Introduction to Communication Studies	3
CO 120	Introduction to Journalism	3
CO 130	Basic Media Grammar for Professional Writing	2
CO 140	Introduction to Mass Media in the United States	3
CO 242	Media Theory	3
CO 360	Law and Ethics of Mass Media	3
CO 281	Newspaper Reporting	3
CO 290	News Processing for Journalism and Public Relations	4

CO 340	Newspaper/Magazine Copy Editing and Design	3
CO 372	Communication Practicum	1
CO 380	Internship in Communication	3
CO 480	Seminar in Communication	3
<b>Choose One of the Following:</b>		<b>3-4</b>
EN 123	Professional Writing	
EN 203	Creative Writing	
EN 210	Writing And Analysis Of Literature	
EN 321	Topics In Creative Writing	
An EN literature course numbered 225-309		

**Total Hours** **43-44**

**NOTE:** Students majoring in the Communication Program can pursue an additional major or minor in the Communication Program ONLY if they also earn, at minimum, some other non-communication department minor.

## Academic Requirements for the Journalism Major

A grade of C or above (C- does not count) is required in each of the communication department (CO) course requirements.

### Journalism Minor

#### Required:

CO 111	Introduction to Communication Studies	3
CO 120	Introduction to Journalism	3
CO 130	Basic Media Grammar for Professional Writing	2
CO 242	Media Theory	3
CO 360	Law and Ethics of Mass Media	3
CO 281	Newspaper Reporting	3
CO 372	Communication Practicum	1
<b>Total Hours</b>		<b>18</b>

## Academic Requirements for the Journalism Major

A grade of C or above (C- does not count) is required in each of the communication department (CO) course requirements.

## Leadership

The undergraduate Mercy Leadership minor provides students with a foundational understanding of leadership theories, practices, and skills. Through a combination of coursework and experiential learning opportunities, students will develop critical thinking, problem-solving, and communication skills necessary to lead effectively in various contexts. The program emphasizes self-awareness, teamwork, and problem-solving, and prepares students for leadership roles in a variety of settings. Upon completion of the program, students will be well-equipped to lead in diverse settings and make meaningful contributions to their communities.

### Leadership Minor

LS 101	Introduction to Leadership	3
LS 201	Group Dynamics	3
LS 301	Foundations of Servant Leadership	3
LS 401	Leadership & Social Justice	3

LS 635	Leadership Foundations	3
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**Total Hours** **15**

## Courses

### LS 101 Introduction to Leadership: 3 semester hours

This course introduces common theories and models of leadership, allowing students to reflect on their own leadership styles, skills, and goals. Through readings, small- and large-group discussions, simulations, and reflections on co-curricular and service activities, students will understand the width and breadth of leadership opportunities in their current lives as well as their futures, both on the personal and professional levels. This is the first of a five-course sequence in the Leadership Minor, and, as such, will introduce and complement the courses students will take in future semesters. Prerequisite: None.

### LS 201 Group Dynamics: 3 semester hours

This course provides students with a foundation in the theory and practice of cooperative leadership and followership within groups. Students will acquire knowledge, attitudes, and skills needed to become an effective group member. Topics include characteristics of groups and group processes, motivation, group cohesion, roles within groups, conflict, power, and influence. The focus of the course is analyzing groups and learning to use reflective practices to improve the dynamics of groups, whether as a leader or follower. Prerequisite: LS 101.

### LS 301 Foundations of Servant Leadership: 3 semester hours

This course will introduce students to Servant Leadership, a style of leadership which prioritizes the common good and the growth and well-being of others. Students will examine the principles of servant leadership, study servant leaders throughout history, and learn the difference between volunteering and service. In addition, students will work together to design, engage in, and evaluate a service-learning project while learning about, and reflecting on, the systemic factors which led to the needs of those whom their projects will serve. Prerequisite: LS 201 Group Dynamics.

### LS 401 Leadership & Social Justice: 3 semester hours

This course will allow students to take an in-depth look at the relationship between the critical concerns of the Sisters of Mercy and leadership. The five critical concerns addressed will be women and children, anti-violence, anti-racism, the earth, and immigration. Students will acquire knowledge, attitudes, and skills needed to understand and challenge their implicit biases and misinformation, and work to become a more inclusive leader. Topics include, but are not limited to, recognizing and understanding the barriers, biases and benefits to creating and leading in a diverse workforce. Prerequisites: LS 301.

## Liberal Studies

The Liberal Studies major is designed to be a student-centered major. Students who choose this major build a bachelor's degree with a concentration that works for them by making connections among fields of study with an area of concentration that fits their educational, career, and personal goals. The major is appealing to students who want to pursue a range of opportunities in any number of different fields because it allows students to choose a combination of courses that uniquely help them achieve their career and personal goals. It is also ideal for students that may need to graduate after a late change of major or vocational interest, desire a bachelor's degree completion program that allows for greater flexibility in the use of transfer credits,

or want a degree to meet continuing education or personal learning goals.

**A student must possess at least 60 cumulative credit hours before declaring a Liberal Studies major. Students are not allowed to double major in Liberal Studies.**

## Liberal Studies Major

**A student must possess at least 60 cumulative credit hours before declaring a Liberal Studies major.**

### Advising Concentration <sup>1</sup> 30

18 credit hours from course codes 200-level or above from no more than three different academic disciplines.

12 credit hours from course codes 300-level or above from no more than two academic disciplines.

CD 007	Strategies for a Successful Job Search	1
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<b>Total Hours</b>	<b>31</b>
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<sup>1</sup> The student and advisor must agree to these courses to form a coherent program in light of the student's goals.

## Management

The **management major** prepares students to lead in a competitive and dynamic business environment. The focus is on developing the skills necessary for effective and efficient organizations. The major provides flexibility for students to double major in many other fields, for example: Psychology, Public Relations, or English, or in other business fields including Marketing and Finance. Minors are also available in Human Resource Management, Economics, Finance, and Accounting within the business department as well as many others outside of business such as Writing or Biology. These choices can lead to enhanced career opportunities.

Management majors cultivate specific skills that enable them to: collaborate with others in analyzing real business cases and developing strategic business plans; correctly identify and employ cognitive motivational theories; and learn the basic management functions in organizations. Majors can choose from International Management and Operations Management. Students may elect to pursue the general Management degree, or select one of the specific tracks to focus their coursework and career options. Qualified Management majors may also take up to 12 semester hours of graduate classes that will count toward both their undergraduate degree and a future graduate degree.

**Management** – The traditional management track prepares you to effectively run an organization including planning, implementing, controlling, monitoring, and motivating teams. It is a perfect major to combine with a second major or minor.

**International Management** – This track prepares you for working in multinational organizations, understanding cultures and the processes of working in an international setting. International management involves understanding international economics, leading change in international corporations and creating global business strategies. Employers seek candidates who have an international perspective and this coursework is designed to prepare you for those opportunities.

**Operations Management** – This track prepares you for the administration of business practices that lead to greater efficiency within organizations, especially manufacturing or production, as a production, group or team leader. This track builds your skills to motivate your team as you plan, innovate, cost, and implement

projects while maintaining quality and efficiency to maximize the profit of an organization.

**Sustainability/Corporate Social Responsibility Management** – This track will prepare you to lead with purpose and pride in your work. This track is for individuals with a passion for good, creating organizations with strong values and a commitment to our communities and the environment. This track particularly reflects the Mission of Mount Mercy University and the values of the Sisters of Mercy.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

The Graduate Policy (p. 279) section describes the policy on undergraduates taking graduate courses. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Core Requirements for all Business Majors

### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

### Choose One of the Following: 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

### Internship - use course number which corresponds to your major: 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

<b>Total Hours</b>	<b>39</b>
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## Management Track (Core business requirements plus 18 additional semester hours)

<b>Business Core</b>	<b>39</b>
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### Required:

BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 384	Strategic Management	3

**Choose Three of the Following (two of which must be either BA, BN, BC, or EC):** 9

BA 300	Entrepreneurship
BA 305	Employment Law and Labor Relations
BA 310	Dispute Resolution
BA 344	Investments <sup>1</sup>
BA 350	Risk Management
BN 340	Management Information Systems
BN 350	International Management
BN 360	Business & Society
BN 364	Production & Operations Management
BN 377	Project Management
BN 382	Corporate Social Responsibility
BN 392	Advanced Topics in Human Resource Management
BN 424	Management Internship <sup>2</sup>
EC 366	Money and Banking <sup>1</sup>
EC 376	International Economics <sup>1</sup>
BC 315	Cost Accounting
PO 326	Politics and Public Policy
PS 349	Industrial/Organizational Psychology

**Total Hours** 57

<sup>1</sup> Can NOT double count for the human resource management and finance majors or minors.

<sup>2</sup> Can NOT double count with the marketing major.

**Management: International Management Track (Core business requirements plus 21 additional semester hours)****Business Core** 39**Required:**

BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 384	Strategic Management	3

**Choose Three of the Following:** 9

BN 350	International Management
BN 360	Business & Society
BN 424	Management Internship
CO 260	Intercultural Communication
EC 376	International Economics

**Total Hours** 57

**Management: Operations Management Track (Core business requirements plus 21 additional semester hours)****Business Core** 39**Required:**

BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 384	Strategic Management	3
PS 349	Industrial/Organizational Psychology	3

**Choose Three of the Following:** 9

BA 305	Employment Law and Labor Relations
BC 315	Cost Accounting
BK 301	Product, Brand and Category Management
BN 364	Production & Operations Management
BN 377	Project Management
BN 382	Corporate Social Responsibility
BN 424	Management Internship

**Total Hours** 60

**Management: Sustainability/Corporate Social Responsibility Track (Core business requirements plus 21 additional semester hours)****Business Core** 39**Required:**

BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 382	Corporate Social Responsibility	3
BN 384	Strategic Management	3
LS 301	Foundations of Servant Leadership	3

**Choose Two of the Following:** 6

BN 360	Business & Society
BN 424	Management Internship
GS 157	American Food <sup>4</sup>
or HO 257	The Economics and Culture of Food Distribution
ME 155	Water - A Shared Responsibility <sup>4</sup>
PO 112	Globalization and Human Survival <sup>4</sup>

**Total Hours** 60

<sup>4</sup> Courses also count for Core Curriculum requirements.

*Students CANNOT double major between the business major (Accelerated) and the management major.*

*Students CANNOT earn more than one track in Management Major.*

*Students CANNOT double major between Management and Business - Education.*

**Academic Requirements for the Management Major**

All management majors in all tracks must achieve a minimum grade of C- in all courses required for the major and BN 204 Principles Of Management in the business core. This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

The following is the typical sequence of courses required for the major\*:

**Management Track****Freshman**

Fall	Hours	Winter	Hours	Spring	Hours
CO 101		3 Holistic Health Domain	3 BK 208		3
MA 130	3		BN 204		3



Writing Competency	4	Literature Domain	3
Portal	3	Fine Arts Domain	3
		Historical Roots Domain	3
	<b>13</b>	<b>3</b>	<b>15</b>

**Sophomore**

Fall	Hours	Winter	Hours	Spring	Hours
BA 203		3 Elective		3 BA 270	3
BC 265	3			BC 266	3
Natural World Domain	4			EC 251	3
Philosophy Domain	3			Religious Studies Domain	3
				Self and Society Domain	3
	<b>13</b>		<b>3</b>		<b>15</b>

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
BA 250		3 Elective		3 BA 379	3
EC 252	3			BN 384	3
BN 304	3			Management Elective	3
BN 380	3			Management Elective	3
Global Awareness Domain	3			Elective	3
	<b>15</b>		<b>3</b>		<b>15</b>

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
Management Elective		3 Elective		3 BA 435	3
Elective	3			ME 450	1
BN 424	3			Elective	3
Elective	3			Elective	3
				Elective	3
	<b>12</b>		<b>3</b>		<b>13</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

## International Management Track

**Freshman**

Fall	Hours	Winter	Hours	Spring	Hours
CO 101		3 Holistic Health Domain		3 BK 208	3
MA 130	3			BN 204	3

Writing Competency	4	Literature Domain	3
Portal	3	Fine Arts Domain	3
		Historical Roots Domain	3
	<b>13</b>	<b>3</b>	<b>15</b>

**Sophomore**

Fall	Hours	Winter	Hours	Spring	Hours
BC 265		3 Elective		3 BC 266	3
BA 270	3			BA 203	3
Natural World Domain	4			EC 251	3
Philosophy Domain	3			Religious Studies Domain	3
				Self and Society Domain	3
	<b>13</b>		<b>3</b>		<b>15</b>

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
BA 250		3 Elective		3 BA 379	3
EC 252	3			BN 384	3
BN 304	3			International Management Elective	3
BN 380	3			International Management Elective	3
Global Awareness Domain	3			Elective	3
	<b>15</b>		<b>3</b>		<b>15</b>

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
Foreign Language Elective (200 or above)		3 Elective		3 BA 435	3
International Management Elective	3			ME 450	1
Elective	3			Elective	3
BN 424	3			Elective	3
				Elective	3
	<b>12</b>		<b>3</b>		<b>13</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

## Operations Management Track

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CO 101		3 Holistic Health Domain		3 BK 208	3
MA 139	4			BN 204	3
Writing Competency	4			Literature Domain	3
Portal	3			Fine Arts Domain	3
				Historical Roots Domain	3
14		3		15	

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BC 265		3 Elective		3 BC 266	3
BA 270	3			BA 203	3
Natural World Domain	4			EC 251	3
Philosophy Domain	3			Religious Studies Domain	3
				Self and Society Domain	3
13		3		15	

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
BA 250		3 Elective		3 BA 379	3
EC 252	3			BN 384	3
BN 304	3			Operations Management Elective	3
BN 380	3			Operations Management Elective	3
Global Awareness Domain	3			Elective	3
15		3		15	

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Operations Management Elective		3 Elective		3 BA 435	3
Operations Management Elective	3			ME 450	1
Elective	3			Elective	3
BN 424	3			Elective	3

Elective 3

12 3 13

### Total Hours: 124

Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.

Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.

## Sustainability/Corporate Social Responsibility Track

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CO 101		3 Holistic Health Domain		3 BK 208	3
MA 139	4			BN 204	3
Writing Competency	4			Literature Domain	3
Portal	3			Fine Arts Domain	3
				Historical Roots Domain	3
14		3		15	

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BC 265		3 LS 301		3 BC 266	3
BA 270	3			BA 203	3
Natural World Domain	4			EC 251	3
Philosophy Domain	3			Religious Studies Domain	3
				Self and Society Domain	3
13		3		15	

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
BA 250		3 Elective		3 BA 379	3
EC 252	3			BN 384	3
BN 304	3			BN 382	3
BN 380	3			CSR Management Elective	3
Global Awareness Domain	3			Elective	3
15		3		15	

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
CSR Management Elective		3 Elective		3 BA 435	3
BN 424	3			ME 450	1

Elective	3	Elective	3
Elective	3	Elective	3
		Elective	2
	<b>12</b>	<b>3</b>	<b>12</b>

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**BA Courses****BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

**BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

**BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.



**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in an environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

## Marketing

Marketing is the functional area of business that deals with the creation, communication and delivery of value to customers. As a **marketing major** students study the core application of identifying market needs, evaluating buying behaviors, and developing strategies for successful product introduction. Major elective courses allow students to tailor the program to their individual interests and strengths while focusing on the latest trends in this fast-paced industry. Emphasis is placed on developing effective communication, data analysis and problem solving skills. Students use their marketing knowledge and skills in decision making situations with the goal of developing effective solutions. Internships are highly encouraged and may apply to major credit requirements.

Career opportunities for students earning a marketing degree include sales, product, category and brand management, retail operations, merchandising, marketing research, creative marketing communications, advertising, digital marketing, event planning and analytical database management.

This degree prepares students to: think critically by conducting appropriate research to assess marketing problems, identify market needs and evaluate buying behaviors; design and implement effective results-producing marketing plans; enter the workforce with practical and marketable skill sets.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## CORE REQUIREMENTS FOR ALL BUSINESS MAJORS

**Required:**

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

**Choose One of the Following:**

MA 130	Finite Mathematics	3
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	

MA 164	Calculus I (Required for Actuarial Science Majors)	
<b>Internship - use course number which corresponds to your major:</b>		<b>3</b>
BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	
The internship credits used for the business core CANNOT double count as a major elective.		
<b>Total Hours</b>		<b>39</b>

## MARKETING MAJOR (CORE REQUIREMENTS PLUS 18 ADDITIONAL SEMESTER HOURS):

<b>Business Core</b>		<b>39</b>
<b>Required:</b>		
BK 305	Professional Selling	3
BK 310	Consumer Behavior	3
BK 321	Market Research	3
BK 345	Digital Marketing, Advertising, and Social Media	3
BK 431	Marketing Management	3
<b>Choose One of the Following:</b>		<b>3</b>
AR 120	Visual Technology	
AR 130	Graphic Design I	
BK 300	Advertising and Creative Campaign Strategies	
BK 301	Product, Brand and Category Management	
BK 331	Retail Management	
BK 335	Tradeshow and Event Planning	
BK 340	Contemporary Topics In Marketing	
BK 421	Marketing Internship	
BN 377	Project Management <sup>1</sup>	
BN 382	Corporate Social Responsibility	
CO 130	Basic Media Grammar for Professional Writing	
CO 260	Intercultural Communication	
CS 101	Using Computers in Research Settings	
EN 123	Professional Writing	
<b>Total Hours</b>		<b>57</b>

<sup>1</sup> Cannot double count for the management or human resource management major.

## Academic Requirements for the Marketing Major

All marketing majors must achieve a minimum grade of C- in all marketing courses required for the major (BK 208 Principles Of Marketing, BK 305 Professional Selling, BK 310 Consumer Behavior, BK 321 Market Research, BK 345 Digital Marketing, Advertising, and Social Media, BK 431 Marketing Management and the required elective.) This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

## MARKETING Minor

### Required:

BK 208	Principles Of Marketing <sup>1</sup>	3
BK 305	Professional Selling	3
BK 310	Consumer Behavior	3
BK 321	Market Research	3
BK 345	Digital Marketing, Advertising, and Social Media	3
<b>Total Hours</b>		<b>15</b>

<sup>1</sup> BK 208 Principles Of Marketing can be waived with special permission from the curriculum coordinator.

## Academic Requirements for the Marketing Minor

All marketing minors must achieve a minimum grade of C- in all marketing courses required for the minor (BK 208 Principles Of Marketing, BK 305 Professional Selling, BK 310 Consumer Behavior, BK 321 Market Research and BK 345 Digital Marketing, Advertising, and Social Media. ) This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
MA 130 (or higher)		3 Holistic Health Domain		3 BK 208	3
Writing Competency	4			BN 204	3
CO 101	3			Historical Roots Domain	3
Portal	3			Self and Society Domain	3
				Elective	3
<b>13</b>		<b>3</b>		<b>15</b>	

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BA 250		3 Elective		3 BC 266	3
BC 265	3			BA 203	3
BA 270	3			EC 251	3
Philosophy Domain	3			Literature Domain	3
Fine Arts Domain	3			BK 345	3
<b>15</b>		<b>3</b>		<b>15</b>	

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
BK 305		3 Elective		3 BA 379	3
BK 310		3		Marketing Elective	3
EC 252		3		Religious Studies Domain	3
Natural World Domain		4		Elective	3
				Elective	3
		13			15

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
BK 321		3 Elective		3 BK 431	3
Marketing Elective		3		BA 435	3
Global Awareness Domain		3		ME 450	1
BK 421		3		Elective	3
				Elective	3
		12			3
					13

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.



**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

## Mathematics

The mathematics major aims to give students insight into the nature of mathematics as an intellectual discipline and to develop the powers of clear and logical thinking, accuracy, flexibility in problem solving, and clarity and precision in expressing mathematical ideas. It further aims to prepare the prospective teacher, provide a sound basis for those students who plan to pursue graduate studies, and provide a background in computing for those students who wish to pursue opportunities in that field.

Mathematics is a requirement for a variety of fields, including actuarial science, operations research, statistics and quality control. In addition, mathematics emphasizes logic and precise communication, providing a good accessory background for students in rational thinking areas such as law and medicine. A Mount Mercy student who wishes to teach secondary mathematics earns the major Mathematics – Education. (See Education section of this *Catalog* for the major requirements).

Mathematic majors build skills that prepare them, for example, to: understand topics in pure and applied mathematics; perform rigorous mathematical proofs; apply mathematics and technology to solve problems in related fields such as science or business; and express mathematical ideas in standard English to a general audience. Mathematics supports an interdisciplinary degree program in Actuarial Science (p. 56) offered through the Business Department. (See Business Administration section of this *Catalog* for the major requirements).

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Mathematics Major

**Required:**

CS 105	Fundamentals Of Computer Science	4
DS 101	Introduction to Data Science I	3
MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 165	Calculus II	4
MA 166	Calculus III	3
MA 202	Linear Algebra	3
MA 380	Senior Seminar in Mathematics	3
MA 245	Differential Equations	3
or MA 214	Probability And Statistics	
MA 364	Modern Algebra	3

**Choose Mathematics Electives (MA courses above 162. May include one CS course above 105 excluding CS 203.)** 12

**Total Hours** 45

Students planning to pursue teacher education should follow the program guidelines within the education (p. 103) section of this

*Catalog* and contact an advisor in the education department for assistance.

## Academic Requirements

Minimum cumulative grade point average of 2.00 in courses required for the major. MA 364 Modern Algebra, MA 374 Analysis I and MA 380 Senior Seminar in Mathematics must be passed with a grade of C or better to be counted toward the major.

No major credit will be given for math courses below MA 162 Discrete Mathematics. Courses that are numbered higher than MA 162 Discrete Mathematics count as math electives. One computer science course numbered higher than CS 105 Fundamentals Of Computer Science, excluding CS 203 Information Ethics, may count as a math elective.

*Students cannot double major between Mathematics and Mathematics - Education*

## Mathematics Minor

### Required:

MA 162	Discrete Mathematics	3
MA 164	Calculus I	4
MA 165	Calculus II	4
MA 166	Calculus III	3
MA 202	Linear Algebra	3
MA 245	Differential Equations	3
or MA 214	Probability And Statistics	

### Choose One of the Following: 3

CS 105	Fundamentals Of Computer Science	
DS 101	Introduction to Data Science I	
MA 210	Introduction To Graph Theory	
MA 214	Probability And Statistics	
MA 245	Differential Equations	
MA 323	Foundations Of Modern Geometry	
MA 364	Modern Algebra	
MA 399	Special Topics: Mathematics	

**Total Hours 23**

## Academic Requirements

Minimum cumulative grade point average of 2.00 in courses required for the minor.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
MA 164	4	Domain	3	MA 165	4
CS 105	4			MA 162	3
Writing Competency	4			CO 101	3
Portal	3			Domain	3
	15		3		13

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
MA 166	3	Domain	3	MA 202	3
Required Choice 1 or Math Elective <sup>1</sup>	3			Domain or Required Course 1 <sup>1</sup>	3

Domain	3	Domain	3
Domain	3	Domain	3
	12	3	12

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
Required Course 2 or Math Elective <sup>1</sup>		3 Math Elective <sup>1</sup>		3 Domain	3
Domain or Math Elective <sup>1</sup>	3			Required Choice 2 or Math Elective <sup>1</sup>	3
Domain	3			Domain	3
Domain	3			Elective	3
Elective	3			Elective	3
	15		3		15

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Elective or Math Elective <sup>1</sup>		3 Math Elective <sup>1</sup>		3 MA 380	3
Elective	3			Elective or Math Elective <sup>1</sup>	3
Elective	3			Elective	3
Elective	3			Elective	3
Elective	3			Elective	2
	15		3		14

### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

<sup>1</sup> Required Choice 1: MA 245 Differential Equations or MA 214 Probability And Statistics

Required Choice 2: MA 364 Modern Algebra or MA 374 Analysis I

Math Electives: MA courses about MA 162 Discrete Mathematics.

May include one CS course above CS 105 Fundamentals Of Computer Science excluding CS 203 Information Ethics

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### **MA 004 Beginning Algebra: 1 semester hour**

This course is designed to provide remedial work for those students who enter college poorly prepared in mathematics. Class will focus on basic computational skills, dimensional analysis, irrational numbers, scientific notation, interpretation of graphs, basic geometric concepts, and an introduction to basic algebra. Emphasis will be on problem solving and reading for math.

### **MA 006 Intermediate Algebra II: 2 semester hours**

The class covers the topics of intermediate algebra including inequalities, linear equations, systems of linear equations, quadratic equations, exponents, ratio, proportion, variation, and graphing. Returning students who have not been in a math class for a number of years might find this course a good choice in preparation for their statistics or core curriculum mathematics course. It offers a review of mathematics concepts. For students placed in the class, it is a prerequisite for their core curriculum class choice.

### **MA 125 Fundamentals Of Arithmetic & Logic: 3 semester hours**

This course will introduce some key concepts of mathematics: sets, logic, and numbers. We will use these to understand the Hindu Arabic numeration system, arithmetic, and measurement. In particular, we look at how numbers and operations correspond to reality and why our computational algorithms work. This course is designed to cover ideas of interest to the elementary education major; it does not prepare a student for the computational portion of the GRE. Elementary Education majors are given preference in enrolling in this course. Prerequisite: Two years of high school algebra or MA 006.

### **MA 130 Finite Mathematics: 3 semester hours**

Finite mathematics will look briefly at a variety of topics, including systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: Two years of high school algebra or MA 006.

### **MA 132 Basic Mathematical Modeling: 3 semester hours**

A mathematical model is a simplification of reality that is mathematically manageable. This course examines some specific models that are widely useful, but most of its focus is on choosing or creating a model, using the model to draw conclusions and refining a model when it is not sufficiently useful. Hence, mathematics is used to solve real life problems. Technology (e.g. Excel) will be used frequently. While algebra skills are needed, additional mathematics will be developed within the course; in particular, difference equations are necessary and logarithms are useful. Prerequisite: high school algebra 2 or MA 006 Intermediate Algebra, or departmental approval.

### **MA 135 Basic Statistics: 3 semester hours**

This course is an introduction to the basics of probability as well as descriptive and inferential statistics. Topics include measures of central tendency, measure of dispersion, histograms, the normal and binomial distributions, hypothesis testing, confidence intervals, chi-square distribution, correlation, and prediction. Prerequisite: two years of high school algebra, MA 006, or departmental approval.

### **MA 139 Pre-Calculus: 4 semester hours**

Pre-Calculus is a collection of topics necessary for the successful completion of a year of calculus. Basically, a good knowledge of pre-calculus is a comfortable familiarity with the idea of function and with most of the basic functions, including polynomials, rational functions, exponential, logarithmic and trigonometric functions. This comfortable familiarity allows one to solve equations and inequalities involving these various functions and to produce function rules from graphs or graphs from function rules. Prerequisite: three years of high school mathematics (including Algebra 2 and Geometry), an A- in MA 006, or the consent of the instructor.

### **MA 145 History of Mathematics for Elementary Education: 3 semester hours**

This is a combination of the mathematics that elementary education majors have already seen with the history of mathematics. The goal is for elementary teachers to have a sense of what mathematics is and how the skills they will teach connect to modern mathematics. The course will include a study of the evolution of mathematics from ad hoc empirical techniques to the Greek notion of mathematics as a theoretical structure which gives certain knowledge about reality, which in turn yielded to modern mathematics - an abstract construct, possibly consistent, which does not of necessity illuminate reality. Prerequisite: At least 18 hours of the mathematics required for the original endorsement in elementary mathematics.

### **MA 162 Discrete Mathematics: 3 semester hours**

The purpose of this course is to present various mathematical topics including an introduction to proof writing as well as topics that are essential to computer science. Topics to be covered include non-decimal numeration systems; prefix and postfix notation; the basic operations of sets, relations, and functions; induction and recursion; equivalence and congruence relations; propositional logic, truth tables, logical equivalence, and implications; non-decimal numeration systems; prefix and postfix notation; Boolean algebra and switching theory; matrices and determinants; permutations and combinations; graph theory and directed graphs. Prerequisite: MA 139 or equivalent, or permission of instructor.

### **MA 164 Calculus I: 4 semester hours**

Introduction to Calculus I begins with a review of analytical geometry and basic functions. It then introduces limits, continuity, the derivative, and the antiderivative. Also included are the techniques of differentiation and applications of the derivative. Prerequisite: grade of C or better in MA 139 or equivalent course or permission of instructor.

### **MA 165 Calculus II: 4 semester hours**

This course introduces the definite integral and its applications along with the techniques of integration. It also includes logarithmic and exponential functions, the trigonometric functions, and their universes. Prerequisite: grade of C or better in MA 164.

### **MA 166 Calculus III: 3 semester hours**

Calculus III includes the more advanced topics of basic calculus. Included are polar coordinates, approximate integrations, indeterminate forms and improper integrals, solid analytic geometry, infinite series and functions of several variables. Prerequisite: grade of C or better in MA 165.

**MA 202 Linear Algebra: 3 semester hours**

This course introduces the basic topics and techniques of linear algebra. Topics include linear systems, matrices, determinants, general vector spaces, subspaces, basis and dimension, inner product spaces, orthonormal bases, changing bases, linear transformations and their properties, eigenvalues, eigenvectors, diagonalization. Students will gain mathematical maturity in writing proofs. Students are encouraged to take MA162 before this course. Prerequisite: MA 164.

**MA 210 Introduction To Graph Theory: 3 semester hours**

This course introduces concepts of graph theory and some of the most interesting and important theoretical results in the field. Concepts discussed include directed and undirected graphs, trees and general graphs, planarity in graphs, graph colorings, network flow and connectivity, matching and independent sets, and graph algorithms and applications. Prerequisite: MA 162.

**MA 214 Probability And Statistics: 3 semester hours**

The basic concepts of probability theory and mathematical statistics will be examined. Topics to be discussed include probability spaces, random variables, multivariate distributions, expectation, random sampling, central limit theorem, and confidence intervals. Prerequisite: MA 162 and MA 165.

**MA 245 Differential Equations: 3 semester hours**

Methods of solution for the first-order as well as higher order differential equations will be discussed. Other topics to be covered include problems in mechanics, rate problems, series solutions, and systems of linear differential equations. Corequisite: MA 166.

**MA 250 Mathematical Theory of Interest: 3 semester hours**

This course is an introduction to financial mathematics and is designed for those who want to study for the Society of Actuaries' exam on financial mathematics. Topics will include the measurement of interest, annuities using sequences and series, amortization schedules and other relevant topics. Prerequisite: MA 165.

**MA 266 Introduction To Numerical Methods: 3 semester hours**

The purpose of this course is to introduce the numerical techniques used in the solution of mathematical problems. Topics include interpolation, non-linear equations, systems of linear equations, error analysis and norms, matrix inversion, differentiation, integration, and curve fitting. Prerequisite: MA 165.

**MA 323 Foundations Of Modern Geometry: 3 semester hours**

This course aims at showing the student the need for a rigorous, abstract, deductive treatment of geometry. It includes a study of geometry developed without using a parallel postulate and goes on to show how separate geometries evolve when different parallel postulates are added, in turn, to common body definitions, axioms, and theorems. Prerequisites: Grade of C or better in MA 162.

**MA 364 Modern Algebra: 3 semester hours**

Modern algebra introduces the student to groups, rings, integral domains, and fields using as examples the ring of integers and the fields of rational, real, and complex numbers. Also included are isomorphisms and homomorphisms. Prerequisite: grade of C or better in MA 202 and MA 162.

**MA 374 Analysis I: 3 semester hours**

Analysis develops the theoretical underpinnings of calculus. The key idea is a precise definition of limit, one which never used the words "infinitely close" or "infinitely small". Using this fundamental definition, we revisit the ideas of calculus: continuity, the derivative and the integral. In addition, we consider sequences and the topology of the real numbers. Prerequisite: grade of C or better in MA 202 and MA 162.

**MA 380 Senior Seminar in Mathematics: 3 semester hours**

This course is a capstone experience for students in technical majors such as Mathematics, Data Science and Actuarial Science. Students will devise a project with guidance from the instructor. Class activities may include reading scholarly and professional resources, giving regular presentations, working problems, understanding theorems, performing calculations, writing code, managing data, etc. Students may choose to use this course to organize studying for a professional exam. Students can expect to present regularly on their activities and write extensively on their results.

**MA 399 Special Topics: Mathematics: 3 semester hours**

This course gives students the opportunity to take electives in areas of special interest to them since the topic covered varies from one semester to the next. Topics selected from both pure and applied mathematics such as real analysis, complex analysis, number theory, set theory, optimization theory, graph theory, coding theory, fractals, and operations research will be taught. This course may be taken more than once provided a different topic is being taken each time. Prerequisite MA 162, MA 166, and MA 202 or permission of the instructor. (Offered every year).

**MA 425 Internship in Mathematics: 3 semester hours**

Special opportunities may be available with area businesses for an internship involving topics in mathematics. These internships include off-campus supervision at the business and periodic meetings with the on-campus instructor who will also determine any additional requirements on an individual basis. (Maximum of one semester credit for each forty hours worked at the business, up to a maximum of 6 semester hours, a maximum of 3 of which can count for a mathematics major elective.).

**MA 445 Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## Medical Laboratory Science

Mount Mercy offers a four-year major leading to the Bachelor of Science degree in medical laboratory science. The first three years are spent at the institution completing rigorous curriculum requirements, core curriculum requirements, and electives to total 91 semester hours. The fourth year is spent in a 12-month internship at an affiliated hospital school of clinical laboratory science and technology approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). During this clinical year, a minimum of 32 hours of credit will be earned. An official transcript showing completion of the internship courses must be sent to the Registrar. Courses and grades will be evaluated and added to the student's official Mount Mercy transcript. Upon satisfactory completion of this year, the BS degree will be awarded by Mount Mercy, and the graduate should then take the National Board examination required for registration as a medical technologist by the American Society of Clinical Pathologists. Admission to the medical laboratory science program at Mount Mercy does not ensure admission to the fourth year internship at the affiliated hospital. Each hospital internship program may accept or reject



applicants on the basis of scholarship, health, personality, suitability for the profession, and enrollment limitations. Most hospital internship programs require a minimum science GPA of 2.50. A criminal background check is required prior to the fourth year internship. Mount Mercy is affiliated with the NAACLS-approved program of clinical laboratory science and technology of Mercy College of Health Sciences, Des Moines. Applicants who have completed a bachelor's degree which included the required science and mathematics courses may intern at any NAACLS-approved hospital school. Students will need to consent to a criminal background check prior acceptance of internship.

MLS majors should, for example, be able to: recall the fundamentals of chemistry and biology needed to work as a licensed Medical Laboratory Specialist; explain the basic safety principles in handling chemicals; and understand the key techniques of data collection.

## Career Opportunities

Hospitals, clinics, and medical laboratories are prime employers of medical technologists. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Medical Laboratory Science Major

60 credits plus a 12-month internship program

### Chemistry

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
CH 211	Organic Chemistry I	4.5
CH 212	Organic Chemistry II	4.5
CH 251	Analytical Chemistry	4.5
CH 302	Biochemistry	4.5

**Total Hours** 27

### Biology

BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
BI 243	Immunology	3
BI 303	Genetics	4.5
or BI 370	Cell and Molecular Biology	
BI 315	General Microbiology	4.5
BI 374	Integrated Physiology	4.5

**Total Hours** 25.5

### Math

MA 135	Basic Statistics	3
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### Nursing

NU 113	Medical Terminology	1
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### Philosophy

PL 269	Introduction to Ethics	3
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## Academic Requirements

A grade of C or above (C- does not count) in all required courses and a minimum cumulative GPA of 2.50 in required science courses. The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
BI 125		3 Domain		3 BI 126	4.5
BI 125L	1.5			CH 112	4.5
CH 111	4.5			Writing Competency	4
MA 135	3			CO 101	3
Domain	3				
	15		3		16

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BI 374		4.5 BI 243 (or Domain)		3 BI 303 or 370	4.5
CH 211	4.5			CH 212	4.5
Domain	3			Domain	3
PL 269	3			Domain	3
	15		3		15

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
CH 302		4.5 BI 243 (or Domain)		3 CH 251	4.5
BI 315	4.5			Domain	3
Domain	3			Domain	3
Domain	3			ME 450	1
				NU 113	1
	15		3		12.5

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Internship		13 N/A		Internship	12
	13		0		12

### Total Hours: 122.5

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Mercy Experience

Courses designated Mercy Experience (ME) are distinctive offerings within the Reflection and Action Core Curriculum (p. 49). They provide an introduction and a culmination to the liberal arts core, complementing students' majors while offering a rich grounding in the priorities of a Mercy education. The introductory (100-level) Mercy Experience 'portal' courses engage students in an active learning environment, with course themes derived from critical social justice and global concerns of the Sisters of Mercy. The 400-level Mercy

Experience Capstone course is intended as a culminating experience in the liberal studies. Students need to register for this course along with the senior seminar (or another designated course) within their major, typically during the year in which they plan to graduate. During the Mercy Experience Capstone, students will integrate knowledge they have acquired from each of the core domains and will reflect on their Mercy education in the context of their major discipline. In addition, they will examine one of the Mercy critical concerns identified by the Sisters of Mercy from a disciplinary, interdisciplinary, and global perspective and will actively participate in a related capstone project.

## Courses

### ***ME 100 Mercy Concerns Through Film: 3 semester hours***

This portal class takes an in-depth look at the Mercy concerns through film. The course will explore different types of violence and immigration patterns as well as issues of racism, women and the Earth and how they are portrayed in national and international films. The Mercy concerns will be analyzed taking into consideration historical, political, economic and social contexts. As part of this course, students will also engage in community service and will reflect on their experiences. They will become acquainted with support services on campus, such as the library and Career Services and will design a plan for their liberal arts studies in the Core Curriculum at Mount Mercy University. The library has the majority of the films we will use in class.

### ***ME 105 Rogues, Rebels, And Accidental Discoveries: The Crooked Path to Creativity: 3 semester hours***

Creativity is a powerful force in human beings that has shaped our civilization. In all disciplines from food preparation and actuary science to chemistry and the arts, human race made intentional and accidental discoveries. Even games like chess require a flexible mind in which a creative and strategic thought process leads to problem solving. International capitals have been the center of creativity, like Berlin in the 1920's. Creativity erupts in unlikely places as well, like the concentration camps of Nazi Germany. Dreams, nature, and colleagues also inspire creativity. This course examines individuals who have made significant discoveries and the context for those discoveries. As the course focuses on how creativity is revealed in many areas, students make their own discoveries about contributions to our development as a civilized and progressive world.

### ***ME 110 Ethnic Iowans: Diversity Issues in the New Millennium: 3 semester hours***

This portal course is a unique sociological journey that enables students to canvass Iowa's colorful and diverse ethnic fabric from its earliest period in its 19th century to the present time. By analyzing various ethnic groups and immigrant population's manner of entry, socio-economic and political status, and contributions to Iowa's globalized economy and culture, students are challenged to search for answers for Iowa's spatial/ethnic stratification, state of race relations and periodic outbursts of prejudicial attitudes and discriminatory practices. Students engage in critical analysis, complete a historical map, and share their skills in service-learning projects that aim to help certain immigrant and refugee populations getting settled in Iowa. Field trips are anticipated in the Greater Cedar Rapids area, with one extending to another Eastern Iowa Community.

### ***ME 115 Cities, Sewers And Shots: Health Protection: 3 semester hours***

Awareness of public health issues is important to all students in their roles as educated citizens, regardless of their intended undergraduate majors. This course uses an interdisciplinary approach to explore historical context and current issues related to health protection in the United States. The focus is on the health of an entire community rather than on an individual or family. Students are introduced to national, state, and local health concerns identified in major studies and reports. Field trips to public health sites may be scheduled.

### ***ME 120 Immigrants and Literacy: In Pursuit of the American Dream: 3 semester hours***

This course provides students with an interdisciplinary approach to learning about immigrants and their pursuit of literacy. Students encounter the historical, sociological, and political perspectives on U.S. immigration laws and policies, immigrants' countries of origin, and factors promoting immigration to the U.S. Literary works and films and/or documentaries featuring the lives and stories of immigrants help students understand the immigrant experience tutoring immigrant children and/or adults who are learning English. Students have opportunities to work together, become oriented to mount Mercy services, take part in student-led presentation to the Mount Mercy community, and participate in educational field trips.

### ***ME 122 Crises and Disasters: Business, Ethics, and the Environment: 3 semester hours***

Exxon Valdez. Pharma Bro. The Ford Pinto. Plenty of examples exist of how businesses have conducted unethical and/or environmentally harmful acts, which have caused widespread damage both in the United States and abroad. This course will introduce students to concept of business ethics, examining the faulty decision making that went into some of history's most famous ethical scandals, and what future businesses and societies can learn from these situations.

### ***ME 125 Avatars Of Good and Evil: Media Stereotypes vs. Reality: 3 semester hours***

A lot of research has been done about media representations of stereotypical characters and ideas. This course looks at media "avatars," or personifications, of good and evil, compared to what research and real world service activities reveal to be complex realities. The course will be roughly divided into three parts; Part I examines the role of personalities in politics and the news, Part II examined media stereotypes in popular narrative entertainment and Part III concerns symbolic representations of people in advertising. Immigration and racism are featured in the first part of this course, followed by participation in a service project as the course proceeds.

### ***ME 130 Why A Mercy Education?: 3 semester hours***

This course introduces the students to the distinctiveness of a Mercy education. Insights into the values and experiences inspiring the founder of the Sisters of Mercy, Catherine McAuley, are gained from stories of her life and times. Reading *Courage and Change*, a history of Mount Mercy College through 1978, and interviewing current Sisters of Mercy enrich students' understanding of the special characteristics and opportunities associated with higher education in the Mercy tradition. The course addresses issues of immigration, non-violence and poverty as it prepares students to begin their studies in the liberal arts tradition. A service learning project at one of the Mercy sponsored institutions in Cedar Rapids is another highlight of this journey into a Mercy education.

**ME 135 Poor Women, Poor Family, Poor Work: 3 semester hours**

This course introduces the problem of poverty as women in the U.S. experience it and seeks to discover its causes and consequences for women, their families, and their communities. Students learn to apply a range of sociological concepts and theories to critically examine attempts to explain why women have an increased risk of poverty. Social institutions such as family, education, work and policy are critically examined as they correlate to the poverty of women as well as to possible solutions. The unique experiences of women of color are included as are those of immigrant women.

**ME 150 Talking in "She" and "He": Gender Communication in College and Beyond: 3 semester hours**

You've always "known" that women and men talk differently, but you may not have realized that academic research agrees. The aim of this course, however, is to show how studies in gender communication do more than confirm your intuition: they detail differences, explain why they occur and their consequences, and suggest some routes for improving your interactions, both now and throughout your life. Moreover, through means of a final public education project, the course will encourage recognition of how informed gender communication is a key means of maintaining and enhancing relationships among all in the community.

**ME 155 Water - A Shared Responsibility: 3 semester hours**

In "Water - A Shared Responsibility" students will be introduced to the fundamental chemical and physical properties of water, which make water essential to all life. Because water is vital to human existence, it inextricably links all humanity: through time and space. The use and abuse of water as a natural resource has shaped human culture and history-indeed it continues to do so. Students will be exposed to the issues that surround water, such as equitable treatment of minority groups and their water needs, water access and poverty, the disproportionate effect of water scarcity on women and children, global climate change and increasing water needs in this country and around the world. Students will be required to go on field trips.

**ME 160 Law Ungendered: History of the Legal Status of U.S. Women: 3 semester hours**

This is a portal course that focuses on the history of the legal status of women in the United States. Particular attention will be paid to the development of laws in the early republic based on the common law concept of coverture, and students will trace the evolution of American women's legal position through the Married Women's Property Acts, the struggle for suffrage, the definition of female citizenship, and equal treatment in realms such as inheritance, jury duty, work, etc. Students will balance their study of these issues with service projects in the community directed toward helping immigrant women learn English and prepare for citizenship exams.

**ME 165 Terrorism, Violence and Conflict Resolution: 3 semester hours**

This is a portal course that focuses on issues of terrorism, violence, and conflict resolution. The course will explore the spectrum of violence faced in modern society, including examination of historical, political, economic, and social contexts for that violence. The course will also consider various means of nonviolent conflict resolution as alternatives to violence. Students will engage in and reflect on community service as a part of their portal experience. They will become acquainted with support services on campus, such as the library and Career Services, and design a plan for their liberal arts studies in the Core curriculum at Mount Mercy University.

**ME 170 Perspectives on Recent Immigration to the United States: 3 semester hours**

This portal class takes an in-depth look at various immigration patterns to the United States and why they occurred. This course will explore various perspectives on immigration in modern society, including its historical, political, economic, and social contexts. Students will visit a town in Iowa where the immigrant population represents the majority. They will engage in community service there and reflect on their experience. Students will also become acquainted with support services on campus, such as the library and Career Services, and design a plan for their liberal arts studies in the Core Curriculum at Mount Mercy University.

**ME 175 Selfie Living in a Digital Age: 3 semester hours**

Digital media, of all types, has revolutionized human life in the 21st century. Social media, interactive websites, gaming, and more have transformed how we interact with each other, and with the outside world. We have changed the communication tools we use, but we seldom stop to think about how those same tools have changed us. The aim of this class is to encourage this sort of self-reflection by surveying current research on social media and the internet and how digital media has impacted everything from relationships to politics, education, and business and beyond.

**ME 180 Environmental Responsibility: 3 semester hours**

Students will explore personal and societal life style choices as they impact current environmental problems and issues. Topics will include consumerism, natural resources, environmental sustainability, societal pressures, and personal goals. Service projects will reinforce how one person can make a difference to society and the environment.

**ME 185 Disability Awareness: 3 semester hours**

Students in this course will develop an understanding of the issues facing those identified with a disability. General characteristics of high incidence disabilities will be shared in class. Students will be required to complete a research paper on a related topic as well as a field component, involving observation in either a school or agency setting.

**ME 195 Information Literacy in the Information Age: 3 semester hours**

This course is designed to satisfy the Portal Course requirement for incoming Mount Mercy University Honors Program students. The goal of this course is to help incoming freshman Honors Students achieve information literacy, gain an understanding of the history and strength of a liberal arts education, and receive an introduction to Mount Mercy University, its facilities, and its educational mission.

**ME 450 Mercy Experience Capstone: 1 semester hour**

This course is intended as a culminating experience in the liberal studies. It is required of all students in conjunction with a designated senior course within their major. Students will integrate knowledge they have acquired from each of the core domains and will reflect on their Mercy education in the context of their major discipline. In addition, they will examine one of the Mercy critical concerns identified by the Sisters of Mercy from a disciplinary, interdisciplinary and global perspective and will actively participate in a related capstone project.

## Music

The music major offers four possible areas of study leading to the baccalaureate degree: the Bachelor of Arts in Music, Bachelor of Arts in Music: Music Administration, Bachelor of Arts in Music: Liturgical Music Ministry, and the Bachelor of Arts in Music-Education (p. 103). Students majoring in music have the option of either a performance or music history concentration. Students wishing to pursue the music

history concentration will substitute a bachelor's thesis for the full senior recital.

The **Music major** prepares the student to continue music studies at the graduate level and to become a studio teacher and performer. The offerings in music education are designed for teacher certification at the elementary and secondary school level (grades K-12). Students majoring in music have two concentration options: 1) Performance, which requires a half recital (30 minutes) during the junior year and a full recital (60 minutes) during the senior year, or 2) Music History, which requires a half recital during the junior or senior years and a substantial research project culminating in a thesis during the senior year. Students with a concentration in music history must enroll for MU 445 Music Independent Study during at least one semester of their senior year. An interview and musical audition with the music faculty is required so proper placement and advice may be given.

The **Music: Music Administration** major prepares music and business advocates with excellent leadership, managerial, administrative, and music skills. Students take required courses from the Music and Business Departments, and elective classes from Art and Communications Departments.

The **Music: Liturgical Music Ministry** major prepares students for a career in music ministry. Students pursuing this major will take the required music classes and theology classes to gain a foundation in music and the role of music in worship. An internship and half recital are required.

As part of their applied music experience, all Music, Music: Music Administration, Music: Liturgical Music Ministry and Music-Education majors are required to attend student, faculty, and guest recitals and perform at least twice each semester in the weekly music seminar. All music majors and minors enrolled full-time must register for MU 168 Mount Mercy University Choir or MU 170 University Band.

Objectives established for students in this major include, among others: write 4-part chorales using proper voice leading techniques of the 18th century; critically analyze large-scale musical forms; and distinguish among the major genres of Western art music (e.g. symphony, opera, choral works).

## Career Opportunities

Teaching in schools, performing or teaching privately are the areas in which most music majors are employed. Many opportunities are also available in fields of music publishing and commercial music.

## Course Offerings

### Applied Music

Private lessons are available for all band and orchestral instruments, piano, and voice and may be taken for various duration and credit. All students enrolling for private lessons must obtain approval of the music department chair. Course can be taken for 0, 1, or 2 semester hours. (Depending on the semester, other areas may be available. Check the current course schedule for a full list.)

Music majors will not be charged lesson fees once they successfully complete 24 semester hours of Mount Mercy University coursework. Students will be assigned teachers by the music faculty. The amount of college credit allowed will be determined by the music faculty. The following fees are charged for lessons:

No credit (half-hour lesson per week): \$275.00 per semester

One semester hour credit (half-hour lesson per week): \$275.00 per semester

Two semester hours credit (one hour lesson per week): \$450.00 per semester

Appearance in jury examination, recital, or other performance is required of all applied music students who are studying for credit. In addition these students will attend regularly scheduled seminars for performance preparation. Students majoring in music normally enroll for applied lessons in their major area of concentration for two credit hours per semester, they may elect to take up to 4.5 semester hours each year without a fee (after completing 24 semester hours of Mount Mercy University coursework); those majoring in music-education normally enroll for one credit hour per semester.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Music Major

### Required:

MU 100	Seminar	0
MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 202	Music Theory III	3
MU 203	Music Theory IV	3
MU 257	Vocal Techniques <sup>^</sup>	3
or MU 315	Piano Literature And Pedagogy	
MU 322	Instrumentation and Arranging	3
MU 324	Form and Analysis	3
MU 332	Music History I: Medieval Times to Classical Period	3
MU 333	Music History II: Romantic Period to the Present	3
Applied Music Lessons <sup>1</sup>		

**Total Hours** **27**

<sup>^</sup> Students with piano as their major concentration are required to take MU 315 Piano Literature And Pedagogy; those with voice as their major concentration are required to take MU 257 Vocal Techniques.

<sup>1</sup> Participation in applied music is required each semester.

## Music: Music Administration Track

### Required:

BC 202	Accounting: Information for Decisions	4
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BN 424	Management Internship	3
CO 102	Public Speaking	3
MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 332	Music History I: Medieval Times to Classical Period	3
MU 333	Music History II: Romantic Period to the Present	3
Applied Music Lessons <sup>1</sup>		
Ensemble <sup>1</sup>		

**Choose One of the Following:** **3**

BK 305	Professional Selling
BK 335	Tradeshaw and Event Planning
BK 340	Contemporary Topics In Marketing

**Choose One of the Following:** **3**



AR 120	Visual Technology	
CO 280	Writing For Public Relations	
<b>Total Hours</b>		<b>37</b>

<sup>1</sup> Participation in applied music and ensemble is required each semester. Check with music advisor to see which courses meet the ensemble requirement. Examples include: MU 177 Madrigals, MU 170 University Band, and MU 168 Mount Mercy University Choir.

## Music: Liturgical Music Ministry Track

### Required:

MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 190	Music in Liturgy	3
MU 251	Conducting	3
MU 257	Vocal Techniques	3
MU 322	Instrumentation and Arranging	3
RS 114	Introduction to Christianity	3
RS 176	Liturgical Worship	3
RS 181	Introduction to the Bible	3
RS 238	Sacraments And Worship	3
RS 461	Senior Field Instruction	0

### Select one of the following: <sup>1</sup>

MU 145	Piano	
MU 155	Voice	

### Select one of the following: <sup>1</sup>

MU 168	Mount Mercy University Choir	
MU 174	Liturgical Singers	

### Select two of the following:

Music Electives (other than MU 189)	6
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<b>Total Hours</b>	<b>36</b>
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<sup>1</sup> Participation in applied music and ensemble is required each semester.

## Academic Requirements for Music Major

Music majors must maintain a 2.60 cumulative average in all music courses and are required to pass a piano proficiency examination in their senior year.

### Major in Music-Education

MU 100	Seminar	0
MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 107	Instrumental Music Methods and Materials	1
MU 108	Instrumental Techniques Brass and Percussion	1
MU 109	Instrumental Techniques Strings and Woodwinds	1
MU 202	Music Theory III	3
MU 203	Music Theory IV	3
MU 251	Conducting	3
MU 257	Vocal Techniques	3
or MU 315	Piano Literature And Pedagogy	

or MU 322	Instrumentation and Arranging	
MU 324	Form and Analysis	3
MU 332	Music History I: Medieval Times to Classical Period	3
MU 333	Music History II: Romantic Period to the Present	3
Plus Education Courses *		
<b>Total Hours</b>		<b>30</b>

\* See the Education section (p. 103) for full list of required courses.

## Academic Requirements for Music-Education

Music-Education majors should consult the Education section (p. 103) of this *Catalog* for GPA requirements. Music-Education majors are required to pass a piano proficiency examination in their senior year.

Music-Education majors must enroll for applied lessons and an ensemble every semester except for the student teaching semester. Students majoring in Music-Education with an instrumental concentration will select MU 322 Instrumentation and Arranging. Students majoring in Music with a piano concentration will select MU 315 Piano Literature And Pedagogy. Students majoring in Music with a vocal concentration will select MU 257 Vocal Techniques. Students planning to pursue Music-Education should follow the program guidelines within the Education section (p. 103) of this *Catalog*. Music-Education majors will be assigned an advisor in the education division to ensure that all requirements for certification are met.

*Students cannot double major between Music, Music - Education, and Music Administration.*

### Music Minor

MU 100	Seminar	0
MU 101	Music Theory I	3
MU 102	Music Theory II	3
MU 202	Music Theory III	3
MU 203	Music Theory IV	3
MU 332	Music History I: Medieval Times to Classical Period	3
MU 333	Music History II: Romantic Period to the Present	3
Four semesters of Applied Music		
<b>Total Hours</b>		<b>18</b>

### Courses

#### **MU 100 Seminar: 0 semester hours**

A weekly seminar which allows students to gain performing experience and discuss issues related to performance.

#### **MU 101 Music Theory I: 3 semester hours**

Fundamentals of notation, rhythm, intervals, simple triads, three and four-part writing including figured bass, sight singing, keyboard harmony, melodic and rhythmic diction. Deficiencies in rudiments must be made up during the first two weeks of the term. Two lectures and two one-hour labs per week. (offered alternate years during the spring semester).

**MU 102 Music Theory II: 3 semester hours**

Follows MU 101 and includes more advanced writing, sight singing, and chord construction. Harmonic dictation is now included. Two lectures and two one-hour labs per week. Prerequisite: MU 101. (Offered alternate years during the fall semester).

**MU 107 Instrumental Music Methods and Materials: 1 semester hour**

An introduction to entry level professional competencies necessary to successfully teach, administrate, and develop an instrumental music program.

**MU 108 Instrumental Techniques Brass and Percussion: 1 semester hour**

An introduction to brass and percussion instrumental techniques intended to enable students to become minimally proficient on a variety of brass and percussion instruments.

**MU 109 Instrumental Techniques Strings and Woodwinds: 1 semester hour**

An introduction to strings and woodwinds instrumental techniques intended to enable students to become minimally proficient on a variety of string and woodwind instruments.

**MU 110 French Horn: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 112 Trombone: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 113 Trumpet: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 114 Tuba: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 115 Euphonium: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 125 Bassoon: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 126 Clarinet: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 127 Flute: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 128 Oboe: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 129 Saxophone: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 131 University Strings: 0 semester hours**

Open to all students who play a string instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of string repertoire. The strings will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 135 Cello: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 136 Guitar: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 137 Harp: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 138 String Bass: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 139 Viola: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 140 Violin: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 141 University Strings: 1 semester hour**

Open to all students who play a string instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of string repertoire. The strings will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 145 Piano: 2 semester hours**

Applied music lessons.

**MU 150 Harpsichord: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 151 Organ: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 155 Voice: 2 semester hours**

Applied music lessons.

**MU 160 Percussion: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 167 Madrigal Singers: 0 semester hours**

A small, select vocal music ensemble that performs music from the Renaissance Period through the 21st century.

**MU 168 Mount Mercy University Choir: 0 semester hours**

Open to all students. The organization is dedicated to the development of an appreciation of choral music through participation. All styles of choral music are rehearsed, and concerts are presented on and off campus throughout the school year. This is a performing ensemble, and students are expected to attend all rehearsals and concerts. Prerequisite: audition with the director.

**MU 169 Mount Mercy Jazz Choir: 0 semester hours**

Open to all students. This vocal ensemble specializes in singing jazz arrangements of popular music. Frequently called upon to be Mount Mercy's musical ambassadors, the group performs numerous times at both school and community functions. Prerequisite: audition with the director.

**MU 170 University Band: 0 semester hours**

Open to all students who play a musical instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of band repertoire (seasonal music, pep band, jazz and concert band). The band will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 171 University Show Choir: 0 semester hours**

Open to all students by audition. Show Choir is a vocal ensemble that incorporates dance and movement to popular music. Those not selected for ensemble will have the opportunity to contribute in various other roles.

**MU 172 Chamber Music: 0 semester hours**

Explore Chamber Music repertoire and the musician's role in a small ensemble. Students develop skills in ensemble playing and rehearsal techniques through the preparation and performance of appropriate chamber repertoire. Open to all university students by audition.

**MU 173 Jazz Band: 0 semester hours**

Patterned after both contemporary big band and modern jazz groups as well as the large popular groups of the 1930's and 1940's, this instrumental group devotes itself to the performance of the best jazz literature of the past and present. Open to all university students by audition.

**MU 174 Liturgical Singers: 0 semester hours**

This is a performing ensemble which rehearses and participates in weekly Liturgies and other events as directed by a member of the music faculty or staff.

**MU 177 Madrigals: 1 semester hour**

A small, select vocal music ensemble that performs music from the Renaissance Period through the 21st century.

**MU 178 Mount Mercy University Choir: 1 semester hour**

Open to all students. The organization is dedicated to the development of an appreciation of choral music through participation. All styles of choral music are rehearsed, and concerts are presented on and off campus throughout the school year. This is a performing ensemble, and students are expected to attend all rehearsals and concerts. Prerequisite: audition with the director.

**MU 179 Mount Mercy Jazz Choir: 1 semester hour**

Open to all students. This vocal ensemble specializes in singing jazz arrangements of popular music. Frequently called upon to be Mount Mercy's musical ambassadors, the group performs numerous times at both school and community functions. Prerequisite: audition with the director.

**MU 180 University Band: 1 semester hour**

Open to all students who play a musical instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of band repertoire (seasonal music, pep band, jazz and concert band). The band will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 181 University Show Choir: 1 semester hour**

Open to all students by audition. Show Choir is a vocal ensemble that incorporates dance and movement to popular music. Those not selected for ensemble will have the opportunity to contribute in various other roles.

**MU 182 Chamber Music: 1 semester hour**

Explore Chamber Music repertoire and the musician's role in a small ensemble. Students develop skills in ensemble playing and rehearsal techniques through the preparation and performance of appropriate chamber repertoire. Open to all university students by audition.

**MU 183 Jazz Band: 1 semester hour**

Patterned after both contemporary big band and modern jazz groups as well as the large popular groups of the 1930's and 1940's, this instrumental group devotes itself to the performance of the best jazz literature of the past and present. Open to all university students by audition.

**MU 184 Liturgical Singers: 1 semester hour**

This is a performing ensemble which rehearses and participates in weekly Liturgies and other events as directed by a member of the music faculty or staff.

**MU 185 Brass: 0 semester hours**

Applied music lessons.

**MU 186 Brass: 1 semester hour**

Applied music lessons.

**MU 187 Brass: 2 semester hours**

Applied music lessons.

**MU 189 Introduction To Music: 3 semester hours**

This course provides a general survey of vocal and instrumental forms, terminology, and style of characteristics of composers from the medieval period to the present. It provides an emphasis is upon the musical experience (listening) and historical significance of Western art music. The course is taught each term with some live performances by faculty and guest artists. This course can be used to satisfy core curriculum requirements.

**MU 190 Music in Liturgy: 3 semester hours**

This course is a historical survey of music in worship through the ages and a survey of repertoire appropriate for liturgical celebrations.

**MU 195 Percussion: 0 semester hours**

Applied music lessons.

**MU 196 Percussion: 1 semester hour**

Applied music lessons.

**MU 197 Percussion: 2 semester hours**

Applied music lessons.

**MU 202 Music Theory III: 3 semester hours**

This course is a continuation theory study with chromatic and altered chords. It provides an analysis of compositions and original four-part writing. Keyboard harmony at sight in four parts. Prerequisite: MU 102. (Offered alternate years during the fall semester).

**MU 203 Music Theory IV: 3 semester hours**

More advanced theory with a study of ninth, eleventh, and thirteenth chords, their origin and application to music of the 19th and 20th centuries. The last part of this course is devoted to original compositions in the 20th century style. Prerequisite: MU 202. (Offered alternate years during the spring semester).

**MU 251 Conducting: 3 semester hours**

Conducting principles and techniques combined with a study of choral and instrumental literature. Prerequisite: MU 102.

**MU 257 Vocal Techniques: 3 semester hours**

This course focuses on principles of voice production, the selection of voices by range, and a study of procedures and problems in developing vocal ensembles and the solo singer. Prerequisite: MU 102.

**MU 315 Piano Literature And Pedagogy: 3 semester hours**

This course provides an examination and analysis of piano literature from 1700 through the late twentieth century along with an investigation of current and historical pedagogical methods. Prerequisites: Completion of, or concurrent enrollment in MU 333.

**MU 322 Instrumentation and Arranging: 3 semester hours**

Class designed to help student gain knowledge of composition and arranging. This class will help students learn to engrave music scores and parts as well as an education in the use of music writing software – all genres of music are employed giving the necessary music writing skills for teaching and performance degree candidates. Prerequisite: MU 203.

**MU 324 Form and Analysis: 3 semester hours**

Musical Forms [Rondo, Sonata, Fugue, Serial as well as Counterpoint] circa 1400 AD – present will be studied and analyzed. Students will have a complete understanding of differing music forms when class is completed Prerequisite: MU 203.

**MU 332 Music History I: Medieval Times to Classical Period: 3 semester hours**

This course provides a survey of the development of music from pre-Christian times to the present. MU 332 will be devoted to history of music up to 1750.

**MU 333 Music History II: Romantic Period to the Present: 3 semester hours**

This course provides a survey of the development of music from pre-Christian times to present. MU 333 will emphasize the literature written since 1750.

**MU 445 Music Independent Study: 3 semester hours**

Study topic will be negotiated by the student and his/her advisor.

## Nursing

The nursing major is approved by the Iowa Board of Nursing to provide an educational program that builds on natural and behavioral sciences and integrates the liberal arts with professional courses. The Bachelor of Science in Nursing program in the Martin-Herold College of Nursing and Health is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. Graduates are prepared to enter the profession of nursing in a variety of areas and to pursue graduate education.

**Martin-Herold College of Nursing (MHCNH) and Health Vision Statement**

Educate and inspire nurses and health professionals to discover, serve, and lead.

**Martin-Herold College of Nursing and Health Mission Statement**

The mission of the Martin-Herold College of Nursing and Health (MHCNH) is inspired by the Sisters of Mercy and their dedication to service in meeting human needs where they exist. The MHCNH faculty strive to deliver exceptional educational experiences that prepare nurses and health professionals with the knowledge, skills, and attitudes to be self-motivated, compassionate professionals, innovative, visionary leaders, and life-long learners in a dynamic society.

**Baccalaureate of Science in Nursing Program Philosophy**

In the tradition of Catholic intellectual teaching, the faculty of the Baccalaureate of Science Nursing (BSN) program welcome all persons in the pursuit of knowledge and truth. Developing reflective judgment prepares students for purposeful living and serving the common good. The BSN faculty adopted the "hero's journey" as a unifying theme for the nursing curriculum. Students, faculty and persons encounter challenges as they strive to carry out their life's mission. All are transformed as they move forward on their journey through life. Transformation into a professional nurse is a journey that continues throughout and beyond baccalaureate nursing education. The faculty inspire students to integrate the shared identity of the culture of professional nursing, which honors diversity and commits to compassionate, competent nursing that is informed by evidence. The faculty of the BSN program value social justice which calls faculty and students to address concerns of equity in the complex, dynamic health care system in the nation and globally. Faculty enable students to recognize that social determinants of health and learning may enhance or hinder a person's physical, emotional, social, environmental, intellectual, occupational, financial and spiritual dimensions of health. The academic teaching-learning relationship nurtures students' ability to serve and advocate for human needs where they exist with an inclusive, culturally sensitive approach. Additional information is available at [www.mtmercy.edu/nursing](http://www.mtmercy.edu/nursing) (<http://www.mtmercy.edu/nursing/>)

Licensed registered nurses who wish to complete the Bachelor's degree may do so through the RN to BSN program (p. 231).

## Procedure for Admission into the Nursing Major:

Students must complete an application for the nursing major by following the procedures below. (In the spring semester of the first year, students are required to meet the admission criteria that are most current for the semester in which they wish to be admitted).

1. Complete the application form for the major. Prior to filing this application the student must:
  - a. Have completed or be in the process of completing the following prerequisite courses or their equivalent with a grade of C or above (C- does not count) in: NU 101 Answering the Call to Nursing, NU 120 Integrated Foundations of Biology and Chemistry for Nursing, BI 150 Basic Microbiology (a co-requisite), BI 273 Human Anatomy, English Composition, NU 113 Medical Terminology, and at least two of the following courses: PS 101 Introductory Psychology, PS 224 Developmental Psychology, CO 101 Oral Communication, SO 122 Introduction to Sociology.
  - b. Achieve a minimum cumulative grade point average of 3.00 based on a 4.00 scale.
  - c. The science classes of NU 120 Integrated Foundations of Biology and Chemistry for Nursing, BI 150 Basic Microbiology, and BI 273 Human Anatomy can be repeated once only.
  - d. Prerequisite coursework must be complete by the end of the spring term of the year applying to the major. Applicants requiring summer prerequisite coursework (except the Certified Nursing Assistant) will be on the admission wait list.
  - e. The health physical and immunization record (forms are available at the MHCNH office) is required when applying to the major.
  - f. Status of completion or enrollment in a Certified Nursing Assistant course is required when applying to the major.
2. Additional requirements for the nursing major:
  - a. Proof of current certification for Basic Life Support (BLS) from the American Heart Association;
  - b. Proof of health insurance;
  - c. Proof of completion of Certified Nursing Assistant Course within three years of beginning the program or currently working as a nursing assistant;
  - d. Proof of Department of Human Resources (DHS) completion of Mandatory Reporter training (Dependent Adult and Child Abuse);
  - e. Complete a background check, including Dependent Adult and Child Abuse, completed by a third party company selected by the MHCNH. Instructions will be provided for completing this task. Any concerns will require a meeting with the BSN Chair.

Fulfillment of these specific requirements does not ensure admission to the College of Nursing. For applicants who meet the minimum requirements, the Clinical, Admission, Progression, and Graduation Committee will select the applicants who, in its judgment, are best qualified physically, emotionally, and scholastically as well as anticipate meeting the standards expected of prospective members of the nursing profession.

The student is responsible for transportation to and from clinical experiences.



Nursing courses with a clinical component may not be taken by a person: a) who has been denied a license by any state board of nursing; b) whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction; c) whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

Students in the nursing major incur additional fees throughout the program (See current nursing fee charges in the catalog).

Nursing students may not fulfill prerequisite requirements by taking CLEP exams for credit in place of courses that have been attempted and not successfully completed.

The number of students admitted to the nursing major may be limited due to available faculty and clinical resources. In the event that more students qualify for admission than can be accepted, the College of Nursing Clinical, Admission, Progression, and Graduation Committee will determine the number of students to be admitted.

A student who is not accepted into the nursing major may appeal in accordance with the Academic/Administrative Grievance Procedure for Students as stated in *The Good Book*.

Students wishing to transfer from another baccalaureate nursing program will be considered on an individual basis. This process begins with a meeting with the MHCNH BSN Advising and Compliance Coordinator; the application will be evaluated and permission for admittance will be granted or denied by the College of Nursing Clinical, Admission, Progression, and Graduation Committee.

## Procedure for Continuation in the Major

Once admitted to the MHCNH the student must maintain a C or above (C- does not count) in all nursing courses. A student must maintain a cumulative grade point average of 2.00. The faculty of the College of Nursing also reserves the right of retaining only those students who, in the judgment of the faculty, satisfy the requirements of scholarship and health, and meet the standards expected of prospective members of the nursing profession.

All nursing courses are expected to be taken in an uninterrupted sequence until completed. If interruptions occur the student must seek readmission to the nursing major. To be a candidate for re-admission into the nursing major a student must have a minimum cumulative grade point average of 3.00 or above and submit a form requesting readmission. Each application for re-admission will be reviewed on an individual basis by the College of Nursing Clinical, Admission, Progression, and Graduation Committee.

Specific guidelines for the readmission protocol are described in the Undergraduate Nursing Student Handbook. A student may only repeat a course at the discretion of the College of Nursing Clinical, Admission, Progression, and Graduation Committee. Students who are academically unsuccessful in a nursing course may repeat the course once; however, only one nursing course may be repeated.

Additional details about policies and procedures related to the College of Nursing may be found in the current edition of the Undergraduate Student Handbook on the MHCNH web page.

## Career Opportunities

Hospitals, clinics, public health agencies, and various other community health services represent the major career openings for graduates. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Nursing Major Prerequisites

NU 101	Answering the Call to Nursing	1
NU 113	Medical Terminology	1
NU 120	Integrated Foundations of Biology and Chemistry for Nursing	4
BI 273	Human Anatomy <sup>1</sup>	4.5
CO 101	Oral Communication	3
	Writing Competency	4
PS 101	Introductory Psychology	3
PS 224	Developmental Psychology	3
SO 122	Introduction to Sociology	3
<b>Total Hours</b>		<b>26.5</b>

For pre-licensure Nursing students: Admission to the major plus: Required Courses

BI 150	Basic Microbiology	4.5
BI 274	Human Physiology	3
<b>Total Hours</b>		<b>7.5</b>

## Required Nursing Courses

NU 224	Nursing Skills for the Journey	3
NU 230	Pharmacotherapeutics	3
NU 232	Holistic Human Assessment	4
NU 240	Disease Paths	4
NU 260	Pathways to Professional Nursing	5
NU 320	Essentials of Nutrition	2
NU 330	Beginnings: Maternal Newborn Nursing	3
NU 332	Challenges Along the Journey: Nursing Interventions for Clients with Mental Illness	3
NU 350	Challenges Along the Journey: Interventions for Core Body System Alterations	6
NU 352	Challenges Along the Journey: Intervention for Alterations in Regulatory and Protective Mechanisms	6
NU 411	Professional Preparation	1
NU 465	Integrating the Journey: Complex Concepts and Clinical Immersion	6
NU 470	Extending the Journey: Population Based Nursing	3
NU 471	Professional Aspects of Nursing	4
<b>Total Hours</b>		<b>53</b>

<sup>1</sup> This course also requires a Lab.

## Academic Requirements

Students must maintain a C or above (C- does not count) in all nursing courses, and maintain a cumulative grade point average of 2.00. The following is the typical sequence of courses required for the major\*:

**Freshman**

Fall	Hours	Winter	Hours	Spring	Hours
NU 120		4 Core Domain		3 BI 150	4.5
Writing Competency	4			NU 101	1
PS 101	3			NU 113	1
CO 101 (or SO 122 or PS 224)	3			BI 273	4.5
				CO 101 (or SO 122 or PS 224)	3
<b>14</b>		<b>3</b>		<b>14</b>	

**Sophomore**

Fall	Hours	Winter	Hours	Spring	Hours
NU 232		4 NU 224		3 NU 240	4
Math Competency or Core Domain	3			NU 230 or BI 150	3
BI 274	3			NU 260	5
CO 101 (or SO 122 or PS 224 )	3				
Elective	3				
<b>16</b>		<b>3</b>		<b>12</b>	

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
NU 350		6 Core Domain		3 NU 352	6
Core Domain	3			NU 330	3
NU 230 (or Math Competency or Domain)	3			Core Domain	3
				NU 320	2
<b>12</b>		<b>3</b>		<b>14</b>	

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
NU 471		4 Elective		3 NU 470	3
NU 465	6			NU 411	1
Elective	3			ME 450	1
Elective	2			Core Domain	3
				Core Domain	3
				NU 332	3
<b>15</b>		<b>3</b>		<b>14</b>	

**Total Hours: 123****\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students

should contact a College of Nursing faculty member to be sure of appropriate course sequence.

**Courses*****NU 101 Answering the Call to Nursing: 1 semester hour***

This course is a “call to adventure” that prepares students to embark on their journey as future nurses. The course is designed to facilitate transition into college, to create a mentoring relationship with nursing faculty, and begin the role identification and enculturation into the profession of nursing. This course introduces students to the knowledge, skills, values, meanings and experiences of the nursing profession. In the spirit of compassion as reflected in the Sisters of Mercy Mission, this course provides students with a foundation of commitment to serve human needs where they exist.

***NU 110 Exploring Complementary Therapies: 1 semester hour***

This elective course offers students the opportunity to explore various alternative therapies that may be encountered when determining treatment options for oneself or another. The course is designed to inform the student of current modalities available in the community for persons seeking to take greater responsibility for their health status. Reflective judgement will be required as one responds to the theory and practice of alternative therapies thus enabling the student to draw conclusions that are holistic and accurate. This course does not satisfy the Holistic Health Domain requirement.

***NU 113 Medical Terminology: 1 semester hour***

This course provides an overview of terminology used in the health care professions. Students will independently study a textbook of terminology and progress through a series of on-line learning activities and exams. No prerequisites.

***NU 120 Integrated Foundations of Biology and Chemistry for Nursing: 4 semester hours***

A contextual (health care) and integrative approach will be used in studying the major topics of human cellular biology and chemistry, which are foundational for an understanding of normal and pathological processes in humans.

***NU 224 Nursing Skills for the Journey: 3 semester hours***

This course provides theoretical and clinical application content for nursing skills. Students will have the opportunity for hands-on experiences, working independently and closely with faculty and peers learning from a variety of teaching methodologies. Upon completion of this course students will be expected to perform selected nursing skills safely and accurately under the direct supervision in the clinical setting. Equipped with skills and knowledge, students are empowered to continue their journey with confidence and competence. Prerequisites: 75 hour CNA course, NU 232, and BI 274.

***NU 230 Pharmacotherapeutics: 3 semester hours***

This course provides an introduction to the broad field of pharmacology. Several concepts will be covered with particular emphasis on pharmacotherapeutics, the use of drugs for therapeutic purposes. Major drug groups will be addressed in relation to specific drug prototypes, actions, therapeutic and adverse effects, uses, interactions, contraindications, methods of administration, and consumer information. Principles of safe administration of medications, including drug calculations, will be reinforced. In addition, drug effects on specific populations will be addressed. Prerequisite: NU 224 and NU 232. Co-requisite or prerequisite of NU 240 and NU 260 or permission of the College of Nursing Clinical, Admission, Progression, and Graduation Committee.

**NU 232 Holistic Human Assessment: 4 semester hours**

This course is designed to provide students with the knowledge and skills necessary to perform assessments of humans as holistic persons. Lecture will provide theory to guide the students in developing subjective and objective assessment skills. Clinical application in the acute care setting will focus on assessment, communication and nursing skills. Prerequisite: admission to major.

**NU 240 Disease Paths: 4 semester hours**

Pathophysiology is the study of altered physiological functioning caused by disease. This course provides an overview of the biologic basis for disease in adults and children. The focus will be on the etiological factors, pathogenesis, and clinical manifestations of altered physiological processes. Students will examine how altered physiological functioning impacts the individual's personal journey. Prerequisites: NU 232, NU 224, and BI 274.

**NU 242 Concepts in Baccalaureate Nursing Education: 4 semester hours**

This course is designed for RN-BSN students seeking a baccalaureate degree with a major in nursing. The purpose of the course is to provide a transition between the student's basic nursing education, associate degree or diploma and baccalaureate nursing education. Students will explore the philosophy of nursing along with studying the current issues in nursing practice and nursing education. Prerequisite: Current and valid RN licensure. This course is a prerequisite to all other RN to BSN nursing courses.

**NU 260 Pathways to Professional Nursing: 5 semester hours**

This course facilitates the integration of knowledge for the liberal arts, sciences and nursing as the foundation for the professional nursing practice. A variety of clinical experiences within the health care environment will be encountered as the students journey across the threshold toward professional nursing. Prerequisites: NU 224 and NU 232.

**NU 320 Essentials of Nutrition: 2 semester hours**

This course will provide the student with essential foundational nutrition background and the knowledge necessary for evaluation of the nutritional status of clients across the lifespan. This course will focus on nutritional applications and intervention for health promotion and disease/illness. Prerequisites: NU 224, NU 232, NU 240, and NU 260. Coerequisite: NU 232.

**NU 330 Beginnings: Maternal Newborn Nursing: 3 semester hours**

This course focuses on the nursing care of families as they journey through the childbearing experiences. Junior level nursing students are introduced to the normal process of pregnancy and delivery in addition to typical complications. Knowledge acquired from this course and previous learning experiences is applied in health care settings. Prerequisites: NU 224, NU 232, NU 240 and NU 260.

**NU 332 Challenges Along the Journey: Nursing Interventions for Clients with Mental Illness: 3 semester hours**

Proposed change: This course is designed to prepare the student to provide competent nursing care to patients experiencing mental illness. Concepts will include etiological theories, diagnostic terminology and criteria, and therapeutic nursing interventions. Therapeutic use of self and the nursing process are utilized in providing care to individuals with mental illness in a variety of settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

**NU 350 Challenges Along the Journey: Interventions for Core Body System Alterations: 6 semester hours**

This course will prepare students to meet the challenges associated with caring for adults and children experiencing acute and chronic illnesses involving core body systems. Nursing interventions for persons across the lifespan will be a central theme. Emphasis will be placed on assessing how illness impacts the holistic being as well as end-of-life, and the use of evidenced based practice in the clinical setting. The focus will be on nursing interventions for persons with alterations involving the respiratory, cardiovascular, neurological, genital/reproductive, and gastrointestinal systems, as well as those interventions required for persons experiencing multi-system failure. Interventions will be discussed in theory, applied in case scenarios, and in clinical settings. Prerequisites: NU 224, NU 230, NU 232, NU 240, and NU 260.

**NU 352 Challenges Along the Journey: Intervention for Alterations in Regulatory and Protective Mechanisms: 6 semester hours**

This course will prepare students to meet the challenges associated with providing holistic care for adults and children experiencing acute and chronic illnesses involving alteration in regulatory and protective mechanisms. The initial focus will be on health promotion, growth and development, children's response to illness, and family support. Nursing interventions for persons across the lifespan will be a central theme. The clinical judgment skills required to prioritize and delegate care appropriately will be introduced and then integrated throughout the course. Interventions for persons with fluid, electrolyte and acid-base imbalance, impaired immunity, infection, and cancer, as well as those required for alterations in the endocrine, renal, and musculoskeletal systems will be included. Interventions will be addressed in theory and applied in case scenarios and/or a variety of clinical settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

**NU 360 Nursing Clinical Internship: 1 semester hour**

This elective course will provide nursing students with oversight by a Mount Mercy faculty member while they participate in an established internship offered by a health care facility in Iowa. The student will be permitted to perform as a nursing student during the internship starting at the Junior level under the supervision of the clinical agency staff. Students will be expected to apply for the internship on their own and verify that they have been accepted by the clinical agency.

**NU 404 Nursing Program: 6 semester hours**

Escrow credits for RN-BSN Program.

**NU 405 Nursing Program: 6.5 semester hours**

Escrow credits for RN-BSN Program.

**NU 406 Nursing Program: 6.5 semester hours**

Escrow credits for RN-BSN Program.

**NU 411 Professional Preparation: 1 semester hour**

The course will help students to gain an understanding of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, recommended testing and study strategies, anxiety-reduction techniques, and the overall licensure procedure. It involves activities to assist students in their preparation for their professional roles as registered nurses and for successful completion of the NCLEX-RN. Students will work with the faculty to develop and carry out individual plans to prepare for the exam. They will be introduced to the responsibilities associated with obtaining and maintaining a professional license and communicating with professional licensing boards and organizations. To be completed in the final semester of the nursing program.

**NU 425 Pathophysiology, Assessment & Genetics RNs: 3 semester hours**

Building on the educational foundation and experiences of the registered nurse student this course focuses on pathological and genetic conditions encountered in clinical assessment and practice across the life span. Emphasis is placed on regulatory and compensatory mechanisms as they relate to commonly occurring diseases. Specific disease processes are examined incorporating the role of development physiology, embryologic, genetic, and environmental factors in the epidemiology of disease.

**NU 441 Independent Study: 1 semester hour**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 442 Independent Study: 2 semester hours**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 443 Independent Study: 3 semester hours**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 465 Integrating the Journey: Complex Concepts and Clinical Immersion: 6 semester hours**

This course supports the transition from nursing student to the role of professional nurse in an immersion experience in a clinical setting. The student, working with a registered nurse (RN) preceptor, develops clinical judgment skills to prioritize and delegate care for multiple patients. This course integrates evidence, collaboration with the interprofessional team, and the person's perspectives in planning, implementing, and evaluating outcomes of care. There is an emphasis in quality and safety in caring for clients with multiple systems pathologies and/or critical incidents. Prerequisites: NU 230, NU 320, NU 330, NU 350, NU 352.

**NU 470 Extending the Journey: Population Based Nursing: 3 semester hours**

This course engages students to focus on population based nursing and community health, through local, state, regional, national, & global health perspectives. Population health management will include systems thinking, crisis preparedness, and collaborative partnerships to address vulnerable population needs and achieve equitable population health outcomes. Prerequisite: Prelicensure nursing students: NU 224, NU 230, NU 232, NU 240 and NU 260; Prerequisite or co-requisite of NU 350 or NU 352.

**NU 471 Professional Aspects of Nursing: 4 semester hours**

This course is organized around issues that are key to the success of professional nurses in today's constantly changing health care environment. Course content will address leadership and management, evidence-based practice, professional development, legal issues, quality & safety and current trends and issues in nursing. Prerequisite: Prelicensure nursing students: NU 224, NU 230, NU 232, NU 240, and NU 260; Prerequisite or co-requisite of NU 350 or NU 352. RN-BSN Prerequisites: NU 242, NU 230.

**NU 472 RN-BSN Practicum Seminar: 3 semester hours**

The course focuses on the clinical application of various skills covered in the RN-BSN courses. Clinical experiences will provide opportunities for application of population and community health concepts in community health settings and the application of leadership, management, professional development, legal issues, and evidence-based practice in a variety of professional settings. Prerequisites: NU 470 and NU 471.

## Outdoor Conservation

The Outdoor Conservation major offers three tracks to the bachelor's degree: a natural resources track, a law enforcement track, and a general studies track. All three provide coursework for students who wish to pursue careers in parks, natural resources, environmental education, or outdoor careers. The curriculum includes courses in fundamentals of the natural world, conservation of resources, communication, and analytical thinking.

Students in this major acquire knowledge that enables them, for example, to: analyze environmental problems from various viewpoints; employ various methodologies and equipment for sampling terrestrial and aquatic environments; and use computers to present scientific information.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Outdoor Conservation Major

### Natural Resources Track:

**Required:**

GS 145	Introduction to Sustainability	3
BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
or MA 135	Basic Statistics	
BI 127	Foundations of Biology & Scientific Inquiry III	4.5
BI 310	Ecology	4.5

<b>Choose Three of the Following:</b>	<b>11</b>
	<b>12.5</b>

BI 220	Tropical Ecosystems
BI 225	Global Environmental Issues
BI 242	Iowa Natural History
BI 305	Evolution
BI 357	Animal Behavior

<b>Choose One of the Following:</b>	<b>3</b>
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AAS in Parks and Recreation from Kirkwood Community College	
BI 440	Biology Internship



An approved course at a field station

**Total Hours 35-36.5****Law Enforcement Track:****Required:**

GS 145	Introduction to Sustainability	3
BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
or MA 135	Basic Statistics	
BI 127	Foundations of Biology & Scientific Inquiry III	4.5
BI 225	Global Environmental Issues	4.5
BI 242	Iowa Natural History	4.5
CJ 101	Introduction To Criminal Justice	3
CJ 203	Policing	3
CJ 355	Criminal Procedure <sup>1</sup>	3

**Choose One of the Following: 3**

AAS in Parks and Recreation from Kirkwood Community College

BI 440 Biology Internship

An approved course at a field station

**Total Hours 37.5****General Studies Track:****Required:**

GS 145	Introduction to Sustainability	3
PH 115	Introduction To Earth Science	4
BI 125 & 125L	Foundations of Biology & Scientific Inquiry I and Biostatistics and Scientific Investigation I	4.5
or BI 123	Biology of Human Concern	
BI 225	Global Environmental Issues	4.5
BI 242	Iowa Natural History	4.5
MA 135	Basic Statistics	3

**Choose Four of the Following. At least three must be from 200 12 level courses or above.**

BC 202 Accounting: Information for Decisions

BN 204 Principles Of Management

EN 123 Professional Writing

HI 278 History Of US Environmentalism

MA 132 Basic Mathematical Modeling

PL 141 Logic

PO 326 Politics and Public Policy

PO 301 Constitutional Law I: Structure of Government

or PO 302 Constitutional Law II: Civil Rights and Liberties

SW 265 Diversity in America

**Choose One of the Following: 3**

AAS in Parks and Natural Resources from Kirkwood Community College

BI 440 Biology Internship

An approved course at a field station

**Total Hours 38.5**<sup>1</sup> 9 hours of Criminal Justice courses must be taken at Mount Mercy. If a student transfers these courses other CJ courses can be selected.**Academic Requirements**

A grade of C or higher (C- does not count) in all Mount Mercy University major courses and a cumulative major GPA of 2.25 or higher is required for graduation.

**BI Courses****BI 110 Discovering Biology Laboratory: 1 semester hour**

Students will perform a variety of biology-based laboratory experiments. Students will learn how to apply the scientific methods as they define problems clearly, analyze data properly and draw appropriate conclusions. This laboratory fulfills the requirement of the Natural World domain for students who have taken a non-laboratory natural science course before transferring or while at Mount Mercy. For traditional students, this course is typically offered during the winter term. For accelerated students, this course is offered online during block 5. (For the online block 5 section, students must order an at-home lab kit estimated cost \$150, lab fee waived). (Traditional students must get permission of the instructor to enroll in the online block 5 version).

**BI 120 Forensic Anthropology: 3 semester hours**

In this course students will learn how forensic anthropologists use skeletal analyses and other techniques to identify human remains and to discern information about life histories and the manner of death. Students will also learn about the applications of these techniques to individual legal contexts (criminal and missing person cases) as well as international human rights work. Topics to be covered in this class include human skeletal and dental anatomy, skeletal growth and development, excavation and recovery techniques for human remains, as well as postmortem changes to the body. In addition to skeletal analyses, students will also learn about other means of biological identification and crime scene/ burial place investigation including DNA analyses, blood typing, stable and radiogenic isotope analyses, and microbiome and metacobiome studies.

**BI 123 Biology of Human Concern: 4 semester hours**

For non-science majors. Study of the broad general principles of biology and of current environmental and ethical problems arising as our knowledge and technological competencies increase. Three hours of lecture and one two-hour laboratory per week. (Cannot be taken by Biology majors after successful completion of BI 125). This course fulfills the Natural World Domain requirement for non-major students. (Offered fall and spring semesters).

**BI 125 Foundations of Biology & Scientific Inquiry I: 3 semester hours**

An introduction to the unifying principles of modern biology with an emphasis on the introductions to the chemistry, structure, function, energy processing, molecular genetics, and reproduction of the cell; as well as Mendelian and non-Mendelian inheritance. No prerequisites. Three hours of lecture per week. Biology majors/minors, medical laboratory science, outdoor conservation, chemistry, exercise science, and education majors should take BI 125 lecture concurrently with BI 125L lab. This course fulfills the Natural World Domain requirement when taken with the BI 125L lab. (Offered fall and spring semesters).

**BI 125L Biostatistics and Scientific Investigation I: 1.5 semester hour**

A laboratory course designed to reinforce BI 125 through experimentation, data analysis, inquiry, discussion of readings, and communication. The course will include fundamentals of interpretation of scientific writing, introduction to scientific writing, and the foundations of statistical analysis. One three-hour laboratory per week. Students enrolled in BI 125 are not required to take BI 125L, but students enrolled in the laboratory must take BI 125 concurrently or get permission of the instructor to enroll. (Offered fall semester).

**BI 126 Foundations of Biology & Scientific Inquiry II: 4.5 semester hours**

A laboratory course designed to reinforce BI 125 that focuses on additional topics in inheritance, population genetics, speciation and classification, introduction to ecosystems, and evolution of prokaryotes, protists, and fungi. Additional topics in statistics and scientific communication will also be integral to the course. Three hours lecture and three hours of laboratory per week. Prerequisite: A grade of C or better in BI 125 and BI 125L. (Offered spring semester).

**BI 127 Foundations of Biology & Scientific Inquiry III: 4.5 semester hours**

The evolution of plants and animals will be surveyed focusing on physiological and anatomical adaptations. Additional topics in statistics and scientific communication will also be integral to the course. Three hours of each lecture and laboratory per week. Prerequisite: A grade of C or better in BI 125 and the BI 125 lab (C- does not count). (Offered fall semester).

**BI 150 Basic Microbiology: 4.5 semester hours**

Introduction to the study of microorganisms, with special emphasis on medically important bacteria, viruses, and fungi; includes practical applications for control of pathogens, epidemiology and diagnosis, mechanisms of infection and host resistance. Three hours of lecture and one three-hour laboratory. Prerequisite: A grade of C or above (C- does not count) in BI 125, NU 120, or permission of instructor, not for major/minor credit in biology or medical technology and may not substitute for BI 315. This course fulfills the Natural World Domain requirement for nursing majors. (Offered spring semester).

**BI 210 Biology And Human Culture: 3 semester hours**

This course will explore the interaction between culture and biology from a variety of perspectives. The customs and belief systems of different societies are often determined by and/or affected by biological factors in addition to environmental constraints and historical interactions. We will study aspects of human culture and social structure in both non-Western and Western cultures from evolutionary and historical perspectives in order to better understand and appreciate different cultural practices and beliefs, how they evolved, and what implications they have for the contemporary world and future civilizations. This course will not count for major/minor biology credit. Prerequisites: One course selected from a core curriculum writing courses, sophomore standing. This course fulfills the Global Awareness Domain requirement. (Offered fall semester in odd years).

**BI 220 Tropical Ecosystems: 3 semester hours**

This course examines the adaptations and dynamics in tropical ecosystems. Tropical ecosystems hold a vast percentage of total biodiversity, which often includes species with unique adaptations and dynamics to survive in the tropical climate. Both human and natural disturbances are deteriorating tropical ecosystems. Students will study examined these impacts in a systematic manner. This course includes a three weeks trip to a foreign tropical country, which will serve as an on-hands experience studying tropical ecosystems. Prerequisite: A grade of C or better in BI 126 or BI 127 or permission of the instructor.

**BI 222 Human Anatomy Fundamentals: 3 semester hours**

A lecture-based course designed to give students an understanding of the normal structure, function and development of the human body. A regional approach to anatomy is used with a focus on functional anatomy and the relationship between different tissue types.

**BI 225 Global Environmental Issues: 4.5 semester hours**

This course examines the human impacts on the global environment in a lecture, discussion and applied approach. Current research will be studied on the causes and effects of environmental change and environmental conservation. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 or BI 123 or equivalent or permission of instructor. (Offered spring semester in even years).

**BI 242 Iowa Natural History: 4.5 semester hours**

A survey of the natural history of Iowa focusing on geological forces, plant communities, and animal communities, and the impact of early humans, the first European settlers and present residents. The lab will focus on identification of skills. Weekend field trips will be an important component of the course. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 123, or BI 125 and BI 127, or permission of instructor. (Offered fall semester in even years).

**BI 243 Immunology: 3 semester hours**

This course introduces students to the major basic concepts operating in the functioning of the immune system and the immunopathologies that arise due to the hyperfunction, hypofunction, or malfunction of this system. Major topics to be covered include non-specific immunity, specific immunity (cellular and humoral) hypersensitivities, immunologic deficiencies, tolerance, enhancement, immunogenetics, autoimmunity, cancer immunology, and transplantation. This introductory course gives students a basic understanding of the system as well as some basic concepts and terminology on which to build further knowledge in this area. Prerequisites: A grade of C or better in BI 125 and BI 126; or BI 125 and BI 150. (Offered winter term in odd years).

**BI 273 Human Anatomy: 4.5 semester hours**

This is a lecture and laboratory course designed to provide a detailed understanding of the normal structure and development of the human body. A functional anatomical and regional approach is taken in both lecture and laboratory sections. Dissection and examination of preserved human cadavers is a required part of the laboratory portion of the class. Students will be tested over anatomical function and relationships as well as structure identification in a laboratory setting. Three one-hour lectures and one three-hour lab per week. Prerequisite: A grade of C or above (C- does not count) in BI 125 or NU 120. (Offered spring semester).

**BI 274 Human Physiology: 3 semester hours**

A lecture course designed to introduce students to the physiological systems of the human body. Emphasis is given to the interactive nature of these systems that result in normal physiological function. The medical implication of abnormalities and failure of these systems is also briefly covered. Three hours of lecture per week. Prerequisite: A grade of C or above (C- does not count) in BI 125 or NU 120. (Offered fall semester)."

**BI 276 Human Anatomy Laboratory Review: 1.5 semester hour**

This is a laboratory course in human anatomy intended for students who have completed previous anatomy coursework in a lecture-based setting. This course is designed to provide a detailed understanding of the normal structure and development of the human body. In this course, a functional anatomical and regional approach is taken and students will use a variety of educational materials and platforms to complete weekly laboratory activities. Students will be tested over structure identification and anatomical relationships. One three-hour lab per week. Prerequisite: A grade of C or better in an approved anatomy lecture course and consent of the instructor.

**BI 303 Genetics: 4.5 semester hours**

This class is an exploration of heredity: Mendelian (classical), and molecular genetics. Mendelian genetics examines how genes and genetic traits are passed from generation to generation. Molecular genetics probes the structure, function, and regulation of genes. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of A or better in BI 125 and BI 126, or BI 125 and or BI 127. (Offered spring semester).

**BI 305 Evolution: 3 semester hours**

This course is an exploration of the evolution of life on earth. In this course students will learn the history of evolutionary thought, the origin and history of life on earth from fossil and molecular evidence, principles of heredity and biological descent, the evidence of organic evolution provided by the various subdisciplines of biology, and the history of animal evolution leading to human evolution. Prerequisites: A grade of C or better in BI 125 and BI 126; or BI 125 and BI 127; or permission of instructor. (Offered winter term in odd years).

**BI 310 Ecology: 4.5 semester hours**

This course explores a study of the relationships of organisms to each other and to their environment from an evolutionary perspective. Aquatic and terrestrial ecosystems will be studied from the perspective of the individual, the population, and the community. Three hours of lecture and one three-hour laboratory per week. Prerequisite: A grade of C or better in BI 126 or BI 127 or permission of the instructor. Statistics is recommended as is senior status. (Offered spring semester).

**BI 315 General Microbiology: 4.5 semester hours**

This course studies the diversity and adaptive capabilities of all forms of microbial life, with an emphasis on bacteriology. Topics include bacterial cell structure, metabolism, genetics, ecology, pathogenesis and various biotechnological/diagnostic techniques. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 and BI 126. (Offered each fall semester).

**BI 357 Animal Behavior: 4.5 semester hours**

This course is a comparative study of the evolution of animal behavior centering on the principles and mechanisms of behavior. Three hours lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 and BI 126, or PS 101 or permission of instructor. (Offered fall semester in odd years).

**BI 370 Cell and Molecular Biology: 5 semester hours**

This course studies the cell structure and functions common to all eukaryotic organisms including: metabolism, organelle activity, gene expression, cell growth and division, and cell communication. The laboratory component will include learning to use various equipment and protocols scientists use to manipulate and visualize DNA, RNA, and protein in and from cells for research experiments. Three hours of lecture and one four hour of laboratory per week. Prerequisites: A grade of a C or better in BI 125 and BI 127 or permission of instructor. (Offered spring semester in even years).

**BI 374 Integrated Physiology: 4.5 semester hours**

This lecture-lab course provides science majors with a scientific foundation in human physiology, the study of biological functions and how they work together to keep the body healthy and alive. Topics covered include the function of cells, tissues, organs and organ systems with an emphasis on mechanisms. Students will have an opportunity to apply what he or she has learned in the laboratory with hands-on experiments. Three hours of lecture and one three-hour laboratory each week. Prerequisite: A grade of C or better in BI 125, BI 125L and BI 126, or BI 125, BI 125L and BI 127 (Offered fall semester).

**BI 405 Directed Readings in Biology: 3 semester hours**

A course initiated by a student, a group of students, or an instructor based upon a topic of interest or a special need. The course will involve readings on the topic, discussion, and projects based upon the topic. Library research and internet research may also be a component along with written summaries of research and/or projects. Under ordinary circumstances this course cannot be used as one of the required electives for the biology major or minor. Prerequisites: Junior or Senior status, grades of C or better in appropriate background courses, and permission of instructor.

**BI 440 Biology Internship: 3 semester hours**

This is a directed educational experience in employment situations under joint sponsorship by a faculty member and an employer. This course cannot be used as one of the three upper division electives.

**BI 445 Independent Study: 3 semester hours**

This can be fulfilled by readings and/or research. The course to be designed by the student in consultation with the instructor on a subject of special interest to the student. This course cannot be used as one of the three upper division electives.

**BI 450 Independent Research: 3 semester hours**

Independent research conducted at Mount Mercy or another recognized institution or research facility. Students will be responsible for collection, analysis, and presentation of original data. Presentation will be in both oral and written format, with the oral portion to be given at a recognized state or national scientific meeting. This course cannot be used as one of the three upper division electives.

## CJ Courses

**CJ 101 Introduction To Criminal Justice: 3 semester hours**

This course is a review of the delivery of criminal justice services in the United States. Particular attention will be devoted to a modeling of the criminal process, the control of discretion within the various sub-processes, and the role of criminal justice in a democratic social order that emphasizes public accountability and the rule of law.

**CJ 154 Criminology: 3 semester hours**

This course is the study of the causes of crime in society, along with the implications for the United States criminal justice system. Students will evaluate research in the field, like biological developments related to DNA, and studies correlating social factors and crime. The underlying theoretical assumptions of criminal justice policies and organizations will also be analyzed.

**CJ 203 Policing: 3 semester hours**

This course includes an examination of the role of police in a free society. The course also reviews current research on policing, the concept of the rule of law, police behavior and subcultures, the historical evolution of the police, police selection and training, and the management and administration of police.

**CJ 228 Juvenile Justice: 3 semester hours**

This course includes an examination of juvenile delinquency and the juvenile justice process. The study includes an analysis of the evolution of *parens patriae*, and case law of the juvenile process from taking into custody through disposition.

**CJ 242 Crime and Culture in America: 3 semester hours**

This course explores the history of crime and the relationships between crime and culture in America. Major topics include the historical perspectives of crime and culture, cultural influences on crime and justice throughout history, and historical changes in the interpretation of crime.

**CJ 244 Corrections: 3 semester hours**

This course is the study of the history, philosophy, and practice of corrections. This course will include an analysis of corrections history and philosophy along with an examination of jails, prisons, probation, intermediate sanctions, and parole. The course will also cover legal developments in corrections, correctional trends, management and treatment of correctional populations, and problems facing correctional systems.

**CJ 246 Criminal Investigation: 3 semester hours**

This course includes a survey of the theory of scientific crime detection, investigation, interrogation, case presentation, and problems in criminal investigation. The content will include coverage of recent developments in forensic investigation such as DNA fingerprinting.

**CJ 297 Criminal Law: 3 semester hours**

This course introduces criminal law in the United States. The course examines the purposes and historical development of criminal law, and includes a discussion of the Constitutional limits on what behaviors can be criminalized. Students study the legal elements that must be proven to convict an individual. The course also considers parties to a crime, like accomplices and accessories, attempted crimes, and defenses to a crime (e.g., self-defense, insanity). Students will use the "case method," requiring them to critically analyze real-life legal cases.

**CJ 299 Criminal Justice Information, Communication and Ethics: 3 semester hours**

This course provides an opportunity for students to improve and apply reasoning skills in a criminal justice context, establishing a foundation for upper-level coursework. The course requires students to refine their communication and information research skills. Students will become adept at finding, evaluating, and properly citing research materials for the field of criminal justice. Special attention will also be given to ethical issues in criminal justice. For criminal justice majors, CJ 299 is a prerequisite for all 300- and 400-level criminal justice courses. Prerequisite: Grade of at least C- in core curriculum writing course.

**CJ 302 Criminal Justice Research Methods: 3 semester hours**

This course is an exploration of research in the field of criminal justice. Specifically, the course includes learning about research design, validity and reliability, data collection, secondary data analysis, levels of measurement, and hypothesis testing. Students will also learn how to analyze data and interpret statistical output. Prerequisites: CJ 299. A course in basic statistics is also suggested, but not required.

**CJ 305 White Collar Crime: 3 semester hours**

This course is a general survey reviewing both the nature and scope of white-collar crime. This course will explore crimes upon which society has placed little focus, yet at the same time have significant physical, fiscal, and social costs. Special emphasis is placed on the complexities of corporate crime and its effects on society. Prerequisite CJ 299.

**CJ 350 Trial Evidence: 3 semester hours**

This course is a study of the law governing the presentation of evidence at trial. Focus will be upon the various types of evidence, questions of competency, relevancy, and materiality, with special emphasis on the hearsay rule and its exceptions. The content will include the role of evidence in striking a theoretical balance between the defendant and the state in the pre-trial and trial adversary process. Prerequisites: CJ 297, CJ 299 and suggest CJ 355.

**CJ 355 Criminal Procedure: 3 semester hours**

This course is an examination of constitutional criminal procedure related to police stops, arrest, search and seizure, and interrogations. Emphasis is placed upon the role of criminal procedure in controlling police discretion in a democratic society. The fourth, fifth, and sixth amendments to the Bill of Rights are explored in-depth. Miranda warnings and the exclusionary rule are also studied. Prerequisite: CJ 299, suggest CJ 297.

**CJ 365 Diversity and the Criminal Justice System: 3 semester hours**

This course explores relationships between society and the criminal justice system. Particular attention is given to both past and contemporary relationships between the criminal justice system and historically marginalized groups. Issues of dissent and divergent perspectives on the role of the criminal justice system will also be examined. Prerequisite: CJ 299.

**CJ 380 Sex Offenders: 3 semester hours**

This course is a seminar on the contemporary topic of sex offenders. We will explore what constitutes a sex offense, examine different types of sex offenders, and study how society responds to these acts, victims, and offenders. Prerequisite: CJ 299.

**CJ 390 Special Topics in Criminal Justice: 3 semester hours**

This course provides the opportunity for a study of a significant topic, problem, or issue in criminal justice. This course may be repeated once for credit when content varies. Prerequisite: CJ 299.

**CJ 410 Senior Seminar: 3 semester hours**

This course is a study of select and highly contemporary criminal justice issues. The course format allows students to draw upon and integrate knowledge gained from previous courses and apply it in an area of individual, intensive research. The content will vary. Prerequisites: CJ 154, CJ 299, CJ 302.



**CJ 426 Media and Crime: 3 semester hours**

This course will focus on the interrelationships among media, crime, and the criminal justice system. Particular attention will be given to the construction of crime in the news and entertainment media, and how those constructions affect citizens' perception of the crime and the criminal justice system. Policy and legal implications of these perceptions will also be considered. Prerequisite: CJ 299.

**CJ 428 Internship: 3 semester hours**

This is an academically oriented practical experience gained through supervised work assignments with various governmental and private criminal justice-related agencies. The student will have the opportunity to contrast theory and practice. The internship is open to criminal justice majors of junior or senior status and with the consent of the internship coordinator. A student may enroll in and complete a maximum of six (6) semester hours for CJ 428 although only three (3) semester hours may be counted toward the major. The application deadlines are February 15 for summer internships, April 15 for fall internships, and September 15 for spring internships. Prerequisites: CJ 299, junior or senior in good standing, approved application, and consent of the internship coordinator. (1-6 semester hours).

**CJ 445 Independent Study: 3 semester hours**

Independent study courses are specially designed by the student and the instructor. This allows criminal justice majors to pursue research and/or study of a specific area of interest in criminal justice. Prerequisite: CJ 299 and instructor permission.

**Philosophy**

The philosophy curriculum gives students the opportunity to understand and to answer the most important questions of human existence: How do we know what we know? What does it mean to exist? Is there a Supreme Being? What is a human being? What are ethical ways to live? What is the meaning of life? With particular focus on the perennial philosophies of Plato, Aristotle, Augustine, and Thomas Aquinas, who built the foundations of the Catholic philosophical tradition, the major assists students in integrating personal experience with philosophical reflection, as these thinkers did.

**Career Opportunities**

The most obvious career path in philosophy is graduate school and then professorship. However, philosophy students generally excel at a variety of skills, including critical and higher-order thinking, finding key concepts in the midst of complex information, evaluating ideas, clarifying ethical dimensions, and communicating effectively. As a result, our majors have succeeded in graduate schools in many disciplines, especially law school. In addition, philosophy students have found that these skills have contributed to their success in whatever field they enter.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

**Major in Philosophy**

This major provides a flexible framework for students interested in philosophical questions. The philosophy major emphasizes critical thinking and practical ethics, and thus is designed to be a useful second major, which becomes the area of 'application' for interdisciplinary study in the student's senior research.

The philosophy faculty must approve all programs in philosophy. The approval procedure requires that each student complete a plan for the major which must explain the reasons why he/she is undertaking this

program and include a list of the courses to be taken in philosophy and from other departments.

**Philosophy Major**

<b>Required:</b>		
PL 141	Logic	3
PL 269	Introduction to Ethics	3
PL 270	Introduction to Asian Thought	3
PL 310	Special Topics: Applied Ethics	3
PL 400	Senior Independent Research and Writing	3
<b>Choose six additional semester hours in philosophy courses, at least three of which are numbered above 300</b>		<b>6</b>
<b>Choose nine semester hours in approved courses from another department or other departments, six of which are numbered above 200</b>		<b>9</b>
<b>Total Hours</b>		<b>30</b>

**Philosophy Minor**

<b>Required:</b>		
PL 141	Logic	3
PL 269	Introduction to Ethics	3
PL 310	Special Topics: Applied Ethics	3
<b>Choose six additional semester hours of philosophy electives, at least three of them numbered above 300</b>		<b>6</b>
<b>Choose one upper division theory course from the student's major <sup>1</sup></b>		<b>3</b>
<b>Total Hours</b>		<b>18</b>

<sup>1</sup> Approval from philosophy advisor required

The following is the typical sequence of courses required for the major\*:

<b>Freshman</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
PL 141		3 Holistic Health Domain		3 Elective	6
Portal	3			CO 101	3
Writing Competency	4			Historical Roots Domain	3
Elective	3			Elective	3
		<b>13</b>		<b>3</b>	<b>15</b>
<b>Sophomore</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
PL 251 or 261		3 Elective		3 PL 269	3
Math Competency	3			Religious Studies Domain	3
Natural World Domain	4			Self and Society Domain	3
Elective	3			Elective	3
Elective	3				
		<b>16</b>		<b>3</b>	<b>12</b>

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
Fine Arts Domain		3 PL 270		3 PL 310	3
Self and Society Domain		3		Global Awareness Domain	3
Literature Domain		3		Elective	3
Elective		3		Elective	3
				Elective	3
	12		3		15

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
PL 375		3 Elective		3 PL 400	3
Elective		3		ME 450	1
Elective		3		Elective	3
Elective		3		Elective	3
				Elective	3
				Elective	3
	12		3		16

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience. We strongly encourage Applied Philosophy majors to earn a second major. This 4-year plan assumes a second major with ten required courses.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****PL 141 Logic: 3 semester hours**

This course offers a combination for skills in a critical thinking, introductions to two types of formal logic, and a survey of informal logical fallacies, all with the aim of finding uses for those skills in real life. The goal for the class is to develop the ability to distinguish between successful and unsuccessful arguments by learning the structure for good thinking and evaluation the quality of evidence used to support an argument. There are not prerequisites.

**PL 251 Introduction to Western Philosophy: 3 semester hours**

This course introduces students to the origin of the western philosophical tradition. It traces the development of Western philosophy for Socrates to its first Christian expressions and examines the contribution made to Western culture by the philosophers of the classical period, especially Plato and Aristotle. Discussions focus on applying the insights of classical philosophers to contemporary issues. Both primary and secondary sources will be used. Prerequisite: sophomore standing.

**PL 261 Introduction to Philosophy of the Human Person: 3 semester hours**

This course is an introduction to the philosophy of human nature. It examines some major theories that treat the nature of the human person. Such key issues as knowledge, freedom, immortality, and person are discussed. Pre requisite: sophomore standing.

**PL 269 Introduction to Ethics: 3 semester hours**

This course is an introduction to the philosophical discipline of ethics. Among the topics covered are: the nature of ethical inquiry, theories of happiness, an analysis of moral activity, the growth of personal moral character, differing approaches to normative evaluation (such as duty ethics and consequences ethics), and selected moral problems. Prerequisite: sophomore standing.

**PL 270 Introduction to Asian Thought: 3 semester hours**

This is an introductory survey of the general philosophical themes of Indian, Chinese, and Japanese thought. Classical and contemporary sources will be studied. Prerequisite: Sophomore standing.

**PL 310 Special Topics: Applied Ethics: 3 semester hours**

This course applies ethical theories to areas of work-related and social morality. We will examine the ethical responsibility of professional and several codes of professional ethics. We also will analyze select problems from the areas of business ethics, biomedical ethics, environmental ethics or other areas of contemporary interest. This course may be repeated if the area of application differs. Prerequisite: PL 269 or its equivalent.

**PL 322 Philosophy of Art & Beauty: 3 semester hours**

This course explores areas in aesthetics from a philosophical point of view, with an emphasis on relating aesthetics consistently to other philosophical concepts. Areas of discussion can include whether or not there is an objective basis for claims about art and beauty, definitions of art and beauty, qualities of an artist, and various aesthetic theories throughout the history of philosophy and art. Prerequisite: Completion of the core curriculum requirement in philosophy.

**PL 360 Special Topics in the History of Philosophy: 3 semester hours**

This course is an examination of important philosophical problems or issues. Course content will vary according to student interest. This course with different content may be repeated. Prerequisite: completion of the core curriculum requirement in philosophy.

**PL 371 Contemporary Thought: 3 semester hours**

This course is a critical study of how philosophers today have attempted to comprehend our humanness and our place in the universe. This course emphasizes the insights of contemporary philosophers into the unique problems of our time. Prerequisite: completion of core curriculum requirement in philosophy.

**PL 375 Faith and Reason: 3 semester hours**

This course examines issues in the philosophy of religion and application of the techniques of philosophical investigation to problems in Judeo-Christian and ecumenical theologies. Topics include argumentation for and against God's existence,. Various conceptions of the Godhead, the problem of Evil, the problem of truth and religious language, the question of the afterlife, a philosophical perspective on the nature of faith, Devin Revelation and religious experience. Prerequisites: Completion of the Core curriculum requirements in both philosophy and religious studies and at least a junior standing.

**PL 400 Senior Independent Research and Writing: 3 semester hours**

This is the capstone course for the major in philosophy. Students are required to write a philosophical paper on a topic chosen in consultation with the instructor as an integral part of the capstone experience. Students are also required to do independent research using both primary and secondary sources and to apply their own philosophical reflection in writing a major paper. This course is open only to students majoring in philosophy. Prerequisite: Permission of the instructor.

**PL 445 Philosophy Independent Study: 3 semester hours**

Independent study under faculty guidance of selected topic. Prerequisite: Permission of instructor.

## Physical Science

Physical science is the study of the nature and properties of energy and nonliving matter. "Matter" is the scientific term for anything that has mass and volume. There are two sub-categories in physical science: natural science and earth science. Natural science includes the study of astronomy, chemistry and physics; whereas earth science includes geology and natural history. A basic understanding of physical science is needed for study of the applied sciences (such as computer science and engineering) and life sciences (such as biology and ecology).

### Courses

**PH 100 Discovering Physics Laboratory: 1 semester hour**

Students will perform a variety of chemistry and/or physics laboratory experiments. Students will be able to define problems clearly, analyze data properly and draw appropriate conclusions. Based on their laboratory experiments, the students will then be able to construct inquiry-based laboratory exercises using appropriate resources. This course fulfills the requirement of the Natural World domain for transfer students who have not taken a laboratory based natural science course before transferring to Mount Mercy. This course is also for education majors who need additional credit hours for their endorsement areas. This course can be crosslisted with CH 100.

**PH 114 Natural Science-Physical: 4 semester hours**

This course is designed for students whose major interests lie outside the field of science. It provides a basis for appreciating the contributions of science to modern society through the development of an understanding of some of the basic laws and theories of physics, chemistry, and astronomy. No previous chemistry or physics is required. Weekly three hour lecture and two hour lab.

**PH 115 Introduction To Earth Science: 4 semester hours**

This is an introductory course in earth science that covers geologic origins, history and evolution of the earth along with basic identification of minerals. Topics included are: origins and history of the mineral layers, plate tectonics, geologic time, fossil record, and landform regions in Iowa. Field trips will be included, probably on weekends. Weekly three hour lecture and two hour lab.

**PH 151 Principles of Physics I: 4 semester hours**

The first of a 2-semester introductory physics sequence using algebra and trigonometry; covers mechanics, fluids, heat and thermodynamics, vibrations, waves, and sound. Fall semester, weekly three hours of lecture and two hours of laboratory. Prerequisite: C or better in MA 139 or more advanced mathematics course.

**PH 152 Principles of Physics II: 4 semester hours**

This course is a continuation of PH 151 that covers electricity and magnetism, optics, relativity, and selected topics in modern physics. Spring semester, weekly three hours of lecture and two hours of laboratory. Prerequisite: C or better in PH 151.

**PH 445 Independent Study: 3 semester hours**

The course to be designed by the student in consultation with the instructor on a subject of special interest to the student. This course cannot be used as one of the three upper division electives.

## Political Science

The political science major seeks to meet student needs for both liberal education and career preparation. Students majoring in political science take foundation courses in four major fields – American politics, comparative politics, international politics, and political theory. A required advanced seminar, normally taken in the senior year, is intended to give students valuable experience in conducting independent study. The remaining five courses required for a major in political science may be chosen by students to fit their varying intellectual interests, educational goals, or career objectives. Two of these elective courses, selected in consultation with departmental staff, must be taken from other departments; they are intended to supplement students' specific interests in political science and strengthen preparation for career or graduate study.

For students wanting practical experience or a chance to explore their interests in public service careers, the program offers a public service internship, in which students receive academic credit for supervised field training in public agencies.

Upon graduating, Political Science majors will have the ability to succeed, for example, in: concisely verbalizing political science theories, research, analysis, and conclusions; conducting research; and effectively communicating political science concepts in written form.

### Career Opportunities

Law; education; public administration; international, state, and local governments; foreign service; journalism; specialized librarianship. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Political Science Major

**Required:**

PO 111	Introduction To American Politics (Core Curriculum)	3
PO 307	Political Science Research Methods	3
PO 441	Seminar In Political Research	3

**Select Two of the Following: 6**

PO 100	Power & Justice
PO 101	Introduction To Political Philosophy
PO 102	Government and Politics Around the World (Core Curriculum)
PO 103	Introduction to International Relations (Core Curriculum)

**Choose five electives from the following categories. Four of the five electives must be courses at 200-level or above. 15**

Three (3) other political science courses, and

Two (2) courses from other departments HI, CJ, SW, EC, PS, SO

Or

Five (5) other political science courses

**Total Hours** 30

Students planning to pursue teacher education should follow the program guidelines within the Education (p. 103) section of this *Catalog* and contact an adviser in the education division for assistance.

## Academic Requirements

Students majoring in political science must achieve at least a final grade of C or above (C- does not count) in each of the five required courses, at least a 2.00 average in the three elective courses in political science (and a passing grade in each); and a least a 2.00 average in the two elective courses chosen from other departments (and a passing grade in each).

## Political Science Minor

### Required:

PO 111	Introduction To American Politics	3
PO 307	Political Science Research Methods	3

**Choose one American politics and public policy course selected from:** 3

PO 201	The Presidency
PO 202	Congress
PO 203	The U.S. Supreme Court and the American Judiciary
PO 204	Political Parties, Voters and Elections
PO 326	Politics and Public Policy

**Choose one international/comparative course selected from:** 3

PO 102	Government and Politics Around the World
PO 103	Introduction to International Relations
PO 112	Globalization and Human Survival
PO 312	Politics of International Economic Relations
PO 313	International Law and Organization
PO 314	Contemporary Political Ideologies

**Two other political science courses** 6

**Total Hours** 18

## Academic Requirements

Students minoring in political science must achieve at least a final grade of C or above (C- does not count) in all required and elective courses.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
Writing Competency	4	PO 103 (or Political Science Elective) <sup>1</sup>		3 PO 102 or 100	3
CO 101	3			Domain	3
PO 100 or 111	3			Domain	3
Portal	3			Math Competency	3
				Elective	3
	13		3		15

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
PO 111 (or another 101 - 103 course)		3 PO 103 (or Political Science Elective) <sup>1</sup>		3 Political Science Elective <sup>1</sup>	3
PO 307 or CJ 302	3			Political Science Elective <sup>1</sup>	3
Domain	3			Elective	3
Domain	3			Domain	3
Elective	3			Domain	3
	15		3		15

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
Political Science Elective <sup>1</sup>		3 Political Science Elective <sup>1</sup>		3 Domain	3
Political Science Elective <sup>1</sup>	3			Domain	3
Domain	3			Elective	3
Elective	3			PO 441 (or Elective)	3
Elective	3				
	15		3		12

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Elective		3 Political Science Elective <sup>1</sup>		3 Elective	3
Elective	3			Elective	3
Elective	3			Elective	3
Elective	3			ME 450	1
Elective	1			PO 441 (or Elective)	3
	13		3		13

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

<sup>1</sup> Two of the Political Science electives may be replaced with courses from HI, CJ, SW, EC, PS, or SO.

## \*Disclaimer

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.



## Courses

### ***PO 100 Power & Justice: 3 semester hours***

This course pursues the answer to a general political question such as "What is equality?" or "What is justice?". The class discusses that question and reads works of other political thinkers—ancient and modern—related to that topic. More concretely, the course considers the ways in which that issue influenced the Framers of the American government, and compares that to how other countries have handled that issue differently with the specific institutions they have created. For example, the course may look at how the United States Congress attempts to provide for equal representation differently than the German Bundestag or the Chinese National People's Congress. Finally, the course examines how countries interact with each other militarily and economically to address potential cooperation and conflict among countries. Through this ongoing dialogue, students are introduced to the four major subfields of political science: political philosophy, American politics, comparative politics, and international relations.

### ***PO 101 Introduction To Political Philosophy: 3 semester hours***

This course is an examination of main ideas, methods, and perspectives of some of the major Western political theorists from Plato to the modern period. Drawing upon study of the original texts, the course aims to convey an understanding of political philosophy as a tradition of inquiry into fundamental questions of human nature, the origins of ethical codes, the role and limitations of government, and social justice. The course also encourages assessment of the relevance of the theories studied for understanding and evaluating politics today.

### ***PO 102 Government and Politics Around the World: 3 semester hours***

This course aims to illustrate the diversity of political life, institutional alternatives, and differences in political processes and policy outcomes in the context of foreign countries representing different cultures and regions of the world and different stages of development. The course introduces basic methods and concepts of comparative study and examines similarities and differences in such areas as political parties, elections, executive and legislative institutions, as well as economic, social, and welfare policies.

### ***PO 103 Introduction to International Relations: 3 semester hours***

An introduction to the basic principles underlying the interaction between nation states, such as war, trade, alliances, balance of power, and international law. Students will become familiar with major theories of international politics and will evaluate these theories in the context of major events in international politics, including the collapse of the Soviet Union, the global financial crisis, terrorism, environmental degradation, and the rise of new international structures such as the European Union.

### ***PO 111 Introduction To American Politics: 3 semester hours***

A broad survey of American politics, including political behavior of the American electorate, the theory and practice of constitutional government, the structure and functioning of American political institutions, and contemporary issues.

### ***PO 112 Globalization and Human Survival: 3 semester hours***

This course is an introductory examination of some problems that confront all people today and will require global attention and cooperation for their amelioration. Some problem areas considered include war, peace and security, ecology and resources, and poverty and development. The course also highlights the interconnectedness of the emerging global problems, considers various proposals, which have been made for addressing them, and treats the complications arising from differences of culture and values.

### ***PO 201 The Presidency: 3 semester hours***

This course is an examination of the office, powers, and roles of the American presidency, the relationships of the presidency with other elements of the American political system and issues and problems raised by the presidency's performance today. Recommended: PO 111.

### ***PO 202 Congress: 3 semester hours***

An examination of the powers, activities, and functions of the American Congress, the relationships of Congress with constituents and other elements of the American political system leading up to an analysis of issues and problems raised by Congress' performance today. The course highlights the tension that exists between Congress as a representative assembly and as a national policy-making institution. Recommended: PO 111.

### ***PO 203 The U.S. Supreme Court and the American Judiciary: 3 semester hours***

This course is an introductory course to the structure and characteristics of the U.S. legal system at both state and federal level, with special consideration given to the interaction between law and politics. The course will cover topics such as the evolution of the judiciary and its effects on the other branches of government, the institutional structure of the Supreme Court and of the state and federal courts, models of judicial decision-making, as well as the role of judges, lawyers, and litigants in the judicial process. Recommended: PO 111.

### ***PO 204 Political Parties, Voters and Elections: 3 semester hours***

The core elements of any democratic political life are political parties and election; this course examines both. Topics to be discussed include the causes and evolution of the U.S. two-party system, voting for President and Congress, how voters decide, voter turnout, and the electoral foundations of divided government. Recommended PO 111.

### ***PO 205 History of American Political Thought: 3 semester hours***

An examination of writings by selected political theorists throughout American history. Two goals of the course are identification of the distinctive features, themes, and preoccupations of American political theory and assessment of the relevance of the theories studied for understanding and evaluating American politics today. Recommended: PO 101 and PO 111.

**PO 265 Politics and Film: the Art of the Message: 3 semester hours**

This is not a popcorn and movies class; it is a course to introduce students to a range of political films and to develop their skills in understanding and analyzing their political significance and influence. Film has a broad and persuasive appeal to a significant cross-section of the public. Whether through intentional documentary, dramatic renderings of historical events or timely issues, fictional drama dealing with big issues, or though satire, the cinema has been a powerful medium in influencing public views on the events, people, and places that make up our complex political world. The purpose of this class is to introduce the student to the portrayal of that complex political world through film, its effect on the thinking and attitudes of the public, and ultimately its role in shaping public policy and decision-making.

**PO 270 Environmental Politics: 3 semester hours**

This course examines relationships between political forces and environmental change, doing so at the national and international level. We analyze underlying issues central to addressing environmental concerns, such as the tragedy of the commons problems, capitalism, and multilateral diplomacy. And we consider a variety of environmental issues, such as climate change, waste management, and water scarcity. For some parts of the course, students will negotiate in simulations in which they take on the roles of actors with conflicting interests (e.g. countries, international interest groups, and NGOs), and try to formulate tenable solutions to specific problems.

**PO 301 Constitutional Law I: Structure of Government: 3 semester hours**

Learn the principles, doctrines and controversies regarding the basic structure and division of powers in American government as defined through the text of the Constitution and its interpretation by the Supreme Court. Specifically, we inquire about the exercise of judicial review, the scope of congressional powers, the nature of executive prerogatives, as well as the tug of war that characterizes the balance of power among these the three branches of government and the balance of authority between the national and state governments. The Constitution is primarily a legal document, but the historical and political context of constitutional interpretation is inseparable from the legal analysis, so the course will explore each of these areas in detail. Prerequisite: sophomore standing or consent of instructor; PO 111 or PO 203 recommended but not required.

**PO 302 Constitutional Law II: Civil Rights and Liberties: 3 semester hours**

This course introduces students to the constitutional principles that govern the relationship between individuals and the state. It explores the concept of national citizenship and examines the limits on governmental action imposed by the Due Process and Equal Protection Clauses of the Fourteenth Amendment, as well as by the First Amendment. The student will be expected to learn about freedom of speech and press, freedom of assembly, guarantee of the free exercise of religion, privacy, discrimination, and capital punishment. The primary goal of the course is to discuss our rights, therefore, emphasis is on the Constitution and the United States Supreme Court cases, which delineate the legal doctrines relevant to defining the Constitution's guarantees of liberty. Prerequisite: sophomore standing or consent of instructor; PO 111 or PO 203 recommended but not required.

**PO 307 Political Science Research Methods: 3 semester hours**

Students will learn the basic qualitative and quantitative research methods used in the social sciences. The course will begin with an introduction to the foundations of scientific research, hypothesis construction and testing, along with the strengths and weakness of different methodological approaches. Students will use a statistical analysis program (SPSS) to create and manipulate data sets. This computer assisted data analysis will permit students to understand and report basic descriptive statistics, a variety of difference of means tests, bivariate correlations, and basic multiple regression analysis. Students will also learn to read and understand literature from academic journals in the social sciences, including (but not limited to) political science, political/social psychology and political sociology. This course has no prerequisite courses. Familiarity with algebra is a plus, but not a requirement. Prerequisites: PO 111, PO 102 or PO 103 or consent of the instructor).

**PO 311 American Foreign Policy: 3 semester hours**

This course provides analysis and evaluation of American foreign policy since 1945, the institutions and processes involved in its making and the historical and cultural factors affecting it. Prerequisite: PO 111 or PO 103.

**PO 312 Politics of International Economic Relations: 3 semester hours**

Analysis of reciprocal relations between global politics and economics, examining such topics as North/South conflict, the emergence of multinational non-state actors, problems of global resource allocation, the institutional framework of international development, and the growing interconnectedness of a global economy. Prerequisite: PO 103 or an introductory course in economics.

**PO 313 International Law and Organization: 3 semester hours**

This course provides analysis of the history, role, and future of international law and organizations in the social, economic, and political development of the world community. Prerequisite: PO 103 or permission of instructor.

**PO 314 Contemporary Political Ideologies: 3 semester hours**

This course provides a comparative study of conservative, liberal, socialist, religious, fascist, and other ideologies prominent in contemporary national and world politics. Prerequisite: sophomore standing.

**PO 326 Politics and Public Policy: 3 semester hours**

An analysis of the different policy-making processes incorporated in the American political system and the different kinds of political actors, patterns of conflict, and outcomes found in each. The course also treats policy-making, current policies, and policy debate found in several major areas of public policy, such as business regulation, civil rights, and economic, defense, welfare, and health policies. Prerequisite: PO 111 or equivalent.

**PO 335 State and Local Government: 3 semester hours**

The course deals with the theories, principles, and practices of the state and local governments in the United States with an emphasis on Iowa. The topics include scope and functions of the state local government, capacity, federalism, institutions, participation, public administration, and budgetary matters. Prerequisite: PO 111.

**PO 353 Politics and Economic Policy in the United States: 3 semester hours**

The course is designed to develop an understanding of the politics of economic policy making and the institutional infra-structure of policy implementation in the United States. The course aims at exploring the complexities of fiscal, monetary, regulatory, and distributive policies in the United States. Prerequisite: PO 111 or consent of instructor.

**PO 359 Advanced Studies in Law and Politics: 3 semester hours**

Seminar-style course designed to employ various academic perspectives and methodologies to the study of legal issues, shedding light on both the understanding of law as well as debates central to other disciplines. The course is designed to offer a great deal of flexibility to adapt its content to current and contentious issues relevant to law, society, and politics. The scope of legal concerns ranges from the local (states and communities), to the national, and to the global (regions and international bodies). The course topics change from semester to semester and may be repeated with change of content (maximum 9 credit hours). The course does not require prior knowledge of the specific areas or topics covered and is open to all majors. Prerequisites: PO 111, PO 102, PO 103 required, or consent of the instructor.

**PO 368 Welfare States: Advanced International and Area Studies: 3 semester hours**

Seminar-style course designed to offer an interdisciplinary, internationally focused study of timely and relevant issues not generally covered in existing courses. Major topics in comparative and international politics will be analyzed in the context of selected nations within distinct geographical areas of the world in order to gain understanding of the institutions and dynamics of the area. Areas to be studied include: Western and Eastern Europe, South America, Asia, and the Middle East. The course topics change from semester to semester and may be repeated with change of content (maximum 9 credit hours). The course does not require prior knowledge of the specific areas or topics covered and is opened to all majors.

**PO 399 Special Topics in Political Science: 3 semester hours**

This course is an examination of a specific area of political science. Course content will vary according to student interest. This course, with different content, may be repeated.

**PO 406 Major Political Problems: 3 semester hours**

This course provides an examination of a general problem or issue in politics today. Course content and subtitle will vary. The course may be repeated with consent of the instructor.

**PO 425 Public Service Internship: 3 semester hours**

A supervised introduction to public service through placement in a public agency. It develops an understanding of agency functions and of employees in the public sector. Prerequisite: It is open to non-majors upon completion of PO 111.

**PO 441 Seminar In Political Research: 3 semester hours**

This course is a seminar having variable content and emphasizing oral and written presentation of independent study and research done by participants. Required for political science majors. Prerequisites: sophomore standing and PO 307.

**PO 445 Independent Study: 3 semester hours**

Directed readings and research in political science. Topics to be determined by the student and instructor.

## Pre-Law

The pre-law minor is designed for students interested in pursuing law school. The minor is interdisciplinary, including courses drawn from a variety of relevant disciplines. Some of the courses emphasize the development of skills, such as strong communication and argumentation, which are critical to legal analysis. Still other courses introduce students to the different aspects of the U.S. legal system. Students must also complete a major in another area of interest; for pre-law students, this is consistent with recommendations from the American Bar Association, and the Law School Admission Council, which administers the Law School Admission Test (LSAT). The pre-law advisor also provides guidance to students preparing for the LSAT and applying to law school. Note the pre-professional programs are not recorded on a student's transcript at Mount Mercy University; to acknowledge completion of this minor, the student's transcript will record a "Legal Studies" minor.

### Law School Partnership

Mount Mercy University partners with the University of Iowa College of Law to allow qualified undergraduates to apply as juniors to Iowa Law's Juris Doctor Program. Successful applicants who fulfill Mount Mercy requirements and complete one year of Iowa Law's JD Program will receive the bachelor's degree from Mount Mercy University under this '3+3' agreement. Students should contact the Pre-Law advisor and their faculty advisor for more information.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Pre-Law Minor

#### Required:

PL 141	Logic (suggested in spring of junior year to prepare for LSAT)	3
EN 210	Writing And Analysis Of Literature	4
BA 203	Principles of Law	3
CJ 297	Criminal Law	3
PO 203	The U.S. Supreme Court and the American Judiciary	3
or PO 301	Constitutional Law I: Structure of Government	
or PO 302	Constitutional Law II: Civil Rights and Liberties	
PL 269	Introduction to Ethics <sup>1</sup>	3
<b>Total Hours</b>		<b>19</b>

<sup>1</sup> Course also satisfies a Core requirement.

## Academic Requirements

Transfer students must complete a minimum of 9 semester hours in the pre-law minor at Mount Mercy. A grade of C or above (C- does not count) is required for each course in the minor.

## Courses

### **LW 420 Pre-Law Internship: 6 semester hours**

This is an academically oriented practical experience gained through supervised work assignments with various law firms and legal-related placements. The student will have the opportunity to contrast their studies in the minor with practice in the field. The internship is open to legal studies minors of junior and senior status and with the consent of the pre-law advisor. A student may enroll in and complete a maximum of (6) semester hours, although credit does not apply to the minor (but does apply toward credits for graduation). Prerequisites: at least one of BA 203, CJ 297 or PO 203; junior or senior in good standing; completed and approved application; and consent of the pre-law advisor. Students can earn 1 - 6 semester hours.

## Psychology

The psychology major presents a scientific approach to the study of individual behavior and experience. The goal of the major is to provide an empirical and theoretical understanding of the basic knowledge, concepts, and methods of psychology. Though such understanding may lead to greater personal insight, the study of psychology is focused primarily on a body of empirical knowledge and theoretical formulations that aim to predict and explain behavior. The approach emphasizes both critical evaluation of evidence and awareness of the implications of psychological knowledge and theory for the lives of persons. Most psychology courses emphasize self-awareness and critical thinking.

A major in psychology is intended to prepare students for advanced study or entry into pre-professional employment. A psychology major also may function as the core of an educational program in preparation for continuing informal learning. Courses in basic skills for human service workers and internship in psychology are included to facilitate application of basic knowledge in real-life settings.

Psychology majors use critical thinking to solve human behavioral problems, they develop insight into their values and career goals, they develop good oral and written communication skills, and they develop skills in understanding and using statistics and research methods. Additional courses from the Perspectives or Focused courses may also count toward the Topics courses. Students must complete a minimum of 12 semester hours in the major at Mount Mercy. A Bachelor of Science (BS) degree will be awarded. Students planning to pursue teacher education should follow the program guidelines within the Education section (p. 103) of this catalog and contact an advisor in the Education major for assistance.

## Academic Requirements

A grade of 'C' or above (C- does not count) must be earned in each course counted toward the major or minor (including PS 101 Introductory Psychology.)

## Career Opportunities

Social service agencies, government agencies and businesses are the prime employers of psychology majors.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Psychology Major

Required courses:

PS 101	Introductory Psychology	3
PS 325	Statistics for Psychology	4

PS 345	Research Methods for Psychology	4
PS 450	Senior Seminar	3
200-Level Requirement:		9 - 12

PS 201	History and Systems of Psychology
PS 221	Social Psychology
PS 224	Developmental Psychology
PS 227	Cognitive Psychology
PS 259	Health Psychology: Health & Wellness Applied
SW 245	Basic Helping Skills

300 & 400-Level Requirement: 9-12

PS 306	Clinical Psychology and Mental Health
PS 319	Classic Theories of Personality
PS 349	Industrial/Organizational Psychology
PS 371	Counseling Theories and Application
PS 386	Biological Psychology
PS 425	Research Seminar

Electives 0 - 4.5

PS 205	Psychology Of Adjustment
PS 210	Stress Management
PS 214	Psychology of the Middle School Student
PS 215	Adolescent Psychology
PS 401	Directed Readings in Psychology
PS 402	Directed Readings in Psychology
PS 403	Directed Readings in Psychology
PS 411	Psychology in Practicum
PS 413	Internship in Psychology
PS 441	Independent Study in Psychology
PS 442	Independent Study in Psychology
PS 443	Independent Study in Psychology
ED 253	Educational Psychology
SO 235	Social Inequalities
SO 330	Global Race Relations
BI 357	Animal Behavior

**Total Hours 32-42.5**

Students must complete a minimum of 12 semester hours in the major at Mount Mercy. A Bachelor of Science (BS) degree will be awarded.

Students planning to pursue teacher education should follow the program guidelines within the Education section (p. 103) of this catalog and contact an advisor in the Education major for assistance.

## Academic Requirements

A grade of C or above (C- does not count) in each course counted toward the major or minor including PS 101 Introductory Psychology. *Students are not allowed to double major between Psychology and Psychology - Education.*

*\*This catalog applies to incoming students Fall 2023 onward. For prior catalog years, please contact the Psychology program coordinator.*

## Psychology Minor

PS 101	Introductory Psychology	3
200-Level Requirement (2 courses)		6
PS 201	History and Systems of Psychology	
PS 205	Psychology Of Adjustment	



PS 221	Social Psychology		
PS 224	Developmental Psychology		
PS 227	Cognitive Psychology		
PS 259	Health Psychology: Health & Wellness Applied		
SW 245	Basic Helping Skills		
300 & 400-Level Requirement (at least 1 course)		3 -	6
PS 306	Clinical Psychology and Mental Health		
PS 319	Classic Theories of Personality		
PS 349	Industrial/Organizational Psychology		
PS 371	Counseling Theories and Application		
PS 386	Biological Psychology		
PS 425	Research Seminar		
Electives		0 -	3
PS 210	Stress Management		
PS 214	Psychology of the Middle School Student		
PS 215	Adolescent Psychology		
PS 401	Directed Readings in Psychology		
PS 402	Directed Readings in Psychology		
PS 403	Directed Readings in Psychology		
PS 411	Psychology in Practicum		
PS 413	Internship in Psychology		
PS 441	Independent Study in Psychology		
PS 442	Independent Study in Psychology		
PS 443	Independent Study in Psychology		
Any college-level statistics course: *			3
MA 135	Basic Statistics		
BA 270	Business Statistics		
<b>Total Hours</b>			<b>15-21</b>

\* A additional college-level statistics course is not required if a student completes BI 125 Foundations of Biology & Scientific Inquiry I, BI 125L Biostatistics and Scientific Investigation I, BI 126 Foundations of Biology & Scientific Inquiry II, and BI 127 Foundations of Biology & Scientific Inquiry III at Mount Mercy University with a grade of "C" or better in each course.

\*\* This catalog applies to incoming students Fall 2023 onward. For prior catalog years, please contact the Psychology program coordinator.

## Academic Requirements

A grade of 'C' or above (C- does not count) must be earned in each course counted toward the major or minor (including PS 101 Introductory Psychology). Other options for the study of psychology include endorsements in Elementary and Secondary Education. The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
PS 101		3 Elective		3 PS 224	3
Portal		3		CO 101	3
Writing Competency		4		BI 123 or 125	4

Self and Society Domain	3	Historical Roots Domain	3
	<b>13</b>	<b>3</b>	<b>13</b>

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
PS 221		3 Elective		3 Global Awareness Domain	3
Fine Arts Domain		3		Literature Domain	3
Elective		3		MA 135	3
Holistic Health Domain		3		Self and Society Domain	3
				Elective	3
	<b>12</b>		<b>3</b>		<b>15</b>

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
PS 227		3 PS 349		3 PS 306	3
PS 325		4		PS 345 <sup>Must be taken with same instructor as PS325</sup>	4
PS 371		3		SW 245	3
Elective		3		Elective	2
				PS 386	3
	<b>13</b>		<b>3</b>		<b>15</b>

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
PS 259		3 Elective		3 PS 413	3
PS 443		3		PS 450	3
Philosophy Domain		3		ME 450	1
Elective		3		Elective	3
Elective		3		Elective	3
				Elective	2
	<b>15</b>		<b>3</b>		<b>15</b>

### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

<sup>1</sup> Students who elect to take BI 125 Foundations of Biology & Scientific Inquiry I will also need to complete BI 125L Biostatistics and Scientific Investigation I.

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### ***PS 101 Introductory Psychology: 3 semester hours***

This first course gives a broad overview of the field of psychology. Major areas studied include the physiological basis of thought and action, perception of the environment, learning, motivation, behavior disorders, and behavior in groups. Though basic concepts and principles are stressed, the student is introduced to a variety of approaches to the subject matter of psychology. The student also becomes acquainted with some of the methods psychologists use to answer questions about behavior and mental processes. Students may have the opportunity to serve as research participants. Prerequisite for all other psychology courses. (Offered fall and spring semesters).

### ***PS 201 History and Systems of Psychology: 3 semester hours***

A study of the historical, philosophical, and conceptual foundations of contemporary psychology.

### ***PS 205 Psychology Of Adjustment: 3 semester hours***

The focus of this course is on the study of the problems and processes of psychological adjustment to the stresses, conflict, anxieties, and frustrations of life today. This course focuses on several topics in depth: Stress and stress management, self-esteem, communication, relationships, and work adjustment. Student participation is required. (This course does not count toward the major. It counts toward the holistic health domain of the core curriculum).

### ***PS 210 Stress Management: 3 semester hours***

This multidisciplinary course examines stress from physiological, psychological, and sociological perspectives. Topics include the mind-body relationship, stress and disease, sociocultural inequities in stress/health, occupational stress, exercise and stress, and a multitude of interventions (e.g., breathing, progressive muscular relaxation, meditation, imagery, assertiveness training). This course may also include a number of physical activity days (e.g., yoga, recreational games, weight training).

### ***PS 214 Psychology of the Middle School Student: 3 semester hours***

This class will examine the social, emotional, physical and cognitive development of children in middle school. Students in this course will learn about the unique needs, abilities, and interests of middle school-aged students as they experience conflicting societal expectations and options. Prerequisites: PS 101 and PS 224. (Students cannot receive credit for both PS 214 and PS 215).

### ***PS 215 Adolescent Psychology: 3 semester hours***

The focus of this course will be on the social, emotional, physical, and cognitive development of persons aged 13-20. The course will examine how the concept of adolescence has changed over the years, and how families, peers, school, and the culture influence adolescent development. In addition, the course will examine in depth a number of problems facing today's teenager like drug use, sexual activity, and violence. Prerequisite PS 101 and PS 224. (Students cannot receive credit for both PS 214 and PS 215).

### ***PS 221 Social Psychology: 3 semester hours***

Social psychology focuses on human social relationships. This course studies the influence of others on individual behavior and attitudes, various sorts of interaction between individuals, and behavior of people in groups. Topics include conformity, helping behavior, persuasion, social cognition, attitude formation and change, aggression, sex roles, prejudice, and attraction. Prerequisite PS 101. (Offered fall and spring semesters).

### ***PS 224 Developmental Psychology: 3 semester hours***

This course provides a comprehensive overview of normal human development throughout the entire life span. Similarities and differences in the normal biological, cognitive, social and emotional development of humans will be studied. Prerequisite: PS 101. (offered fall and spring semesters).

### ***PS 227 Cognitive Psychology: 3 semester hours***

The purpose of this course is to provide an overview of the field of cognitive psychology. The course summarizes experimental research in cognitive psychology, discusses the major theories in the field, and attempts to relate the research and theories to cognitive tasks that people, like you, encounter in everyday life - for example, reading, driving, studying, judging advertising claims, evaluating legal testimony, solving problems on the job, and making healthcare decisions. Includes.

### ***PS 259 Health Psychology: Health & Wellness Applied: 3 semester hours***

Health psychology is devoted to understanding psychological influences on how people stay healthy, why they become ill, and how they respond when they get ill. This course will explore the interface between biopsychological theory/research and health-related issues (e.g., stress, coping, behavior change) among healthy and clinical cohorts (e.g., cancer, diabetes, chronic pain). Prerequisite: PS 101.

### ***PS 306 Clinical Psychology and Mental Health: 3 semester hours***

This course is an overview of disorganized states of human functioning, including disorders of mood, thought, and behavior. This course follows the DSM system of classification, while explaining disorders from various perspectives. Prerequisites: PS 101 and at least two other psychology courses. (Offered fall semester).

### ***PS 319 Classic Theories of Personality: 3 semester hours***

The study of major personality theorists who did most of their theorizing prior to 1970 including early key psychoanalysts, behaviorists, trait theorists, and humanist. The focus will be on the theories of individual theorists. Topics include normal and abnormal psychology functioning, personality development, and research done on these theories. Representative assessment devices will be demonstrated and selected research will be noted. Along with textbook, students will be asked to read selected portions of theorists own writings. Prerequisite: PS 101. (Offered fall semester).

**PS 325 Statistics for Psychology: 4 semester hours**

This course is an introduction to fundamentals of statistical analysis in the applied area of psychology and related social sciences. Students will learn to analyze data, interpret the results of research using basic statistical methods, and understand the conceptual foundation, appropriate use, and limitations of these statistical methods. Topics include descriptive statistics, estimation, hypothesis testing, t-tests effect size, power analysis, bivariate correlation/regression, analysis of variance, and nonparametric tests. Use of statistical computer software is integrated throughout the course. Prerequisite: PS#101 and junior standing. Students should have the equivalent of one year of high school algebra before enrolling in PS#325. Completion of MA#135 (Basic Statistics) before PS#325 is strongly recommended. (Offered fall semester).

**PS 345 Research Methods for Psychology: 4 semester hours**

This course is an introduction to the scientific research methods used in psychology and related social sciences. Students will learn about the science of psychology, experimental and non-experimental methods of investigation, and ethics in psychological research. Students will demonstrate knowledge and skills necessary to formulate research questions and hypotheses, develop research designs, operationalize variables and gather data in an ethical manner, analyze data using statistics, interpret results of statistical analyses, and write a scientific paper in APA style. Students must enroll in PS#345 the semester immediately following PS#325. Prerequisite: PS#101 and PS#325 (with a letter grade of at least a C). (Offered spring semester)..

**PS 349 Industrial/Organizational Psychology: 3 semester hours**

This course involves a general orientation to the field and is designed to familiarize students with application of psychological principles and theory in the workplace. Topics include methods of investigation, job analysis, employee selection, training, performance appraisal, employee motivation and job satisfaction. Prerequisites: PS 101. (Offered winter term).

**PS 371 Counseling Theories and Application: 3 semester hours**

This course introduces students to various aspects of the counseling field. The course will focus on professional and ethical issues in counseling, and on major theoretical approaches to individual counseling. Attention will be given to evidence-based practice in counseling. Various approaches to counseling will be demonstrated. Prerequisites: PS 306 and SW 245 and junior or senior status (Offered spring semester).

**PS 385 Cognitive Neuroscience: 3 semester hours**

This course includes the study of mental processes based on information processing and cognitive neuroscience models. Topics include methods of investigation, visual and auditory processing, language, speech, working memory and long-term memory, autobiographical memory, executive processes, and consciousness. A brief introduction to affective and social neuroscience is included. Prerequisites: PS 101 and BI 123 or BI 125. (Offered fall semester).

**PS 386 Biological Psychology: 3 semester hours**

This course involves an overview of biological explanations of behavior. The course begins with a description of the dynamic activity of neurons and the basic anatomy of the nervous system. Building upon this foundation, topics include: methods of investigation, drugs and behavior, development and evolution of the brain, sensory and motor processes, waking and sleeping, hunger and thirst, sexual behavior, learning and memory, emotions, mood disorders, and schizophrenia. Prerequisites: PS 101 and BI 125 or BI 126 or Permission of instructor. (offered January term).

**PS 401 Directed Readings in Psychology: 1 semester hour**

This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, PS 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

**PS 402 Directed Readings in Psychology: 2 semester hours**

This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, PS 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

**PS 403 Directed Readings in Psychology: 3 semester hours**

This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

**PS 411 Psychology in Practicum: 1 semester hour**

This course provides a brief opportunity for professional interaction in selected agencies or institutions under the supervision of a field professional. The student could take PS 413 (3 credit hours) at the same agency site in addition to this course, but for no more than four semester hours of internship in total. The amount of credit signifies the amount of time the student is at the agency. PS 411 (1 credit hour) implies being at an agency for three to four hours per week. This course is designated Pass/Fail by the instructor. Prerequisites: (1) permission of the department; (2) sophomore or higher standing; (3) completion of at least three psychology courses; and (4) a minimum of 3.00 in both overall GPA and in all psychology courses. Formal application must be made in the semester prior to the internship (offered fall, spring and summer terms).

**PS 413 Internship in Psychology: 3 semester hours**

This course provides a concentrated opportunity for professional interaction in selected agencies or institutions under the supervision of a professional in the field. The student could take PS 411 at the same agency site in addition to this course, but for no more than four semester hours of internship in total. The amount of credit signifies the amount of time the student is at the agency. PS 413 (3 credit hours) implies being at an agency for ten to twelve hours per week (e.g., 120 hours/semester). This course is designated Pass/Fail by the instructor. Prerequisites: (1) permission of the department; (2) completion of at least five psychology courses; (3) completion of PS 306 and SW 245 [or have permission of the instructor]; (4) a minimum of 3.00 in both overall GPA and in all psychology courses; and (5) junior or higher standing. Formal application must be made in the semester prior to the internship (offered fall, spring and summer terms).

**PS 425 Research Seminar: 3 semester hours**

This course will give students experience with the entire research process. As a class, students will design and implement a research study. In addition, the class will gain experience at analyzing data and preparing the study for presentation at a psychological conference. Prerequisite: Psychology major or minor, junior or senior standing, and PS 325 and PS 345 with a grade of B- or better. This course is offered every couple of years.

**PS 441 Independent Study in Psychology: 1 semester hour**

Prerequisites: PS 325, PS 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section).

**PS 442 Independent Study in Psychology: 2 semester hours**

Prerequisites: PS 325, PS 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section).

**PS 443 Independent Study in Psychology: 3 semester hours**

Prerequisites: PS 325, 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section).

**PS 450 Senior Seminar: 3 semester hours**

This course is designed as the final psychology course for psychology majors. In this seminar, students will review the entire field of psychology and study in-depth a number of topics selected by the class. Through discussion, guest lectures, and student presentations, students will have the opportunity to integrate, synthesize and apply the knowledge and skills they have gained from other courses.

Prerequisites: Senior psychology major, PS 325 and PS 345. (PS 345 may be waived after consultation with instructor. (Offered fall and spring semesters).

## Public Health

The MMU graduate with a BS in Public Health will be prepared to engage in addressing the world's most pressing health problems. The multi-disciplinary study of Public Health at Mount Mercy University includes improving and protecting the health of individuals, families, communities and populations both locally and globally. The MMU graduate will acknowledge that public health initiatives improve global health, affect environmental health, reduce the impact of natural disasters and global epidemics, address health disparities and create healthier communities. The MMU graduate may explore employment in public health agencies, health care environments, and human service agencies as well as be prepared for graduate programs, law school, and further medical professional programs. A student majoring in nursing, social work, business, science, or health care may find a minor in Public Health an excellent complement to these majors. The Public Health major or minor will gain skill in critical analysis, strategic communication, advocacy, activism, global and community awareness, and health policy development. The student majoring or minoring in Public Health at Mount Mercy University will be highly encouraged to

engage in service learning and community volunteerism while pursuing this degree.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Public Health Major

**Required:**

HS 210	Introduction to Public Health	3
HS 215	Introduction to Epidemiology	3
HS 450	Internship in Health Care	3
MA 135	Basic Statistics	3
PS 259	Health Psychology: Health & Wellness Applied	3
SO 240	Medical Sociology	3

**Choose One of the Following: 3-4.5**

BI 123	Biology of Human Concern
BI 125 & 125L	Foundations of Biology & Scientific Inquiry I and Biostatistics and Scientific Investigation I
BI 150	Basic Microbiology
NU 120	Integrated Foundations of Biology and Chemistry for Nursing
BI 273	Human Anatomy

**Choose Six of the Following: 18-19.5**

BI 225	Global Environmental Issues
HS 200	Organization of Health Care Services
HS 201	Quality Patient/Resident Care
HS 205	Essentials and Practice in Health Care Navigation
HS 220	Health Literacy
HS 305	Spiritual and Cultural Perspectives in Health Care Management
HS 399	Special Topics: Health Care
PO 112	Globalization and Human Survival
SO 235	Social Inequalities
SO 342	Sociology of Mental Health & Illness
SO/SW 310	Human Sexuality
SO 343	Global Health
SO 344	Gender & Health
SW 225	Aging In America
SW 245	Basic Helping Skills
SW 300	Human Behavior and the Social Environment

**Total Hours 39-42**

## Academic Requirements

All Public Health majors must achieve a minimum grade of C in all required major HS (Health Services) courses and prerequisite courses. This applies to equivalent courses transferred from other institutions. Additionally, Public Health majors must maintain an overall GPA of 2.0.

## Public Health Minor

**Required:**

HS 210	Introduction to Public Health	3
SO 240	Medical Sociology	3

**Choose Three of the Following: <sup>1</sup> 9**

HS 200	Organization of Health Care Services
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HS 201	Quality Patient/Resident Care
HS 205	Essentials and Practice in Health Care Navigation
HS 215	Introduction to Epidemiology
HS 220	Health Literacy
HS 305	Spiritual and Cultural Perspectives in Health Care Management
HS 399	Special Topics: Health Care
HS 450	Internship in Health Care
BI 225	Global Environmental Issues
PO 112	Globalization and Human Survival
PS 259	Health Psychology: Health & Wellness Applied
SO 235	Social Inequalities
SO 315	Methods of Social Research <sup>2</sup>
SO/SW 310	Human Sexuality
SO 342	Sociology of Mental Health & Illness
SO 343	Global Health
SO 344	Gender & Health
SW 225	Aging In America
SW 245	Basic Helping Skills
SW 300	Human Behavior and the Social Environment
<b>Total Hours</b>	<b>15</b>

<sup>1</sup> Students who complete coursework in Nursing (NU) may use 6 credit hours towards the elective requirement

<sup>2</sup> or equivalent methods course

## Academic Requirements

All Public Health minors must achieve a minimum grade of C in all minor HS (Health Services) courses. This applies to equivalent courses transferred from other institutions.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
SO 122 or PS 101		3 CO 101		3 PS 101 or SO 122	3
MA 135		3		Historical Roots	3
Writing Competency		4		Expressive Arts: Lit	3
Expressive Arts: Fine Arts		3		Ultimate Questions: Religion	3
				Elective	3
	<b>13</b>		<b>3</b>		<b>15</b>

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
HS 210		3 SO 310 (or Elective)		3 HS 215	3
BI 123 <sup>1</sup>		4		Ultimate Questions: Philosophy	3

NU 113	1	SO 235 (or Public Health Restricted Elective)	3
Global Awareness Domain	3	Elective	3
SW 245 (or Public Health Restricted Elective)	3	Elective	3
	<b>14</b>	<b>3</b>	<b>15</b>

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
SO 240		3 Elective		3 HS 450	3
GS 138 (or Public Health Restricted Elective)		3		SO 342 (or Public Health Restricted Elective)	3
HS 220 (or Public Health Restricted Elective)		3		Elective	3
Elective		3		Elective	3
Elective		3			
	<b>15</b>		<b>3</b>		<b>12</b>

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
PS 259		3 Elective		3 SO 441	3
Public Health Restricted Elective		3		ME 450	1
Elective		3		Public Health Restricted Elective	3
Elective		3		Elective	3
Elective		3		Elective	3
	<b>15</b>		<b>3</b>		<b>13</b>

### Total Hours: 124

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience. For complementary majors/minors see: Health Care Administration; Health Care Navigation; Nursing; and Sociology*

<sup>1</sup> Students may also choose between BI 125 + Lab or BI 150 (nursing students only).

## \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students

should contact a department faculty member to be sure of appropriate course sequence.

## Public Relations

Study in the field of communication involves learning how humans employ widely varied media to produce understanding between people (or not). Learning in the field focuses on balancing general, theoretical studies of communication functions with the critical capacity to evaluate real world practice, and adding to this the enhanced ability to perform varied communication skills.

The core of the major emphasizes courses that introduce students to key concepts for communicating in the 21st century. The core courses provide vital foundations for work in the three areas of study (Communication, Journalism, and Public Relations), while the major-specific courses enable students to engage in integration, critical reflection, and application of all they have learned.

As the modes of communication are diverse, so too are careers in the field, and the three majors allow students to choose more specialized arenas of study to better prepare them for their chosen careers.

**Public Relations:** This major demonstrates how communication is involved in helping organizations communicate with their publics. Students develop competence through understanding key concepts and strategic planning in public relations, and through mastering skills used in traditional public relations tactics. Real world projects and internships promote the linkage between classroom theory and everyday public relations practice.

Upon graduating, Public Relations majors should be able, for example, to: execute key PR communication skills, such as writing of press releases; identify and engage in the traditional steps of strategic planning for PR; and understand the history and ethical trajectory of the Public Relations field. Students who graduate with a Public Relations major may be employed in a variety of public relations positions, which include: media relations, employee relations, community relations, event planning, fund raising, and corporate communications, as well as others.

See a full list of course descriptions on the Courses of Instruction (p. 329) page.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Public Relations Major

### Required:

AR 220	Typography & Design	3
CO 111	Introduction to Communication Studies	3
CO 120	Introduction to Journalism	3
CO 130	Basic Media Grammar for Professional Writing	2
CO 140	Introduction to Mass Media in the United States	3
CO 180	Introduction to Public Relations	3
CO 242	Media Theory	3
CO 280	Writing For Public Relations	3
CO 282	Research In Public Relations	3
CO 290	News Processing for Journalism and Public Relations	4
CO 345	Strategies and Tactics in Public Relations	3
CO 350	Contemporary Perspectives on Public Relations	3
CO 360	Law and Ethics of Mass Media	3
CO 380	Internship in Communication	3

CO 480	Seminar in Communication	3
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**Total Hours** 45

**NOTE:** Students majoring in the Communication Program can pursue an additional major or minor in the Communication Program ONLY if they also earn, at minimum, some other non-communication department minor.

## Public Relations Minor

### Required:

CO 111	Introduction to Communication Studies	3
CO 180	Introduction to Public Relations	3
CO 242	Media Theory	3
CO 280	Writing For Public Relations	3
CO 350	Contemporary Perspectives on Public Relations	3
CO 360	Law and Ethics of Mass Media	3

**Total Hours** 18

## Service Learning

Serving the common good is at the heart of Catholic social teaching and part of Mount Mercy's mission and goals. Service learning courses have been developed to give students the opportunity to practice service while travelling. Service learning courses are normally offered in the Winter term.

## Courses

### **SL 164 Service Learning-An Immersion Approach: 3 semester hours**

In this travel course, students will immerse themselves in a service learning experience. During the winter term, students will spend the first few days of class learning about the importance of service through life and preparing for departure to San Juan, Texas. The class will then spend two weeks doing various service projects in Texas and Mexico. The service experiences will range from building houses for those in need, to working at a free health clinic. Students will have some discretion regarding the type of service experiences they wish to perform. In addition, students will read, discuss and reflect on, through group sessions and writing, Robert Cole's book *The Call of Service*. Students will also be required to maintain a daily journal of reflections, participate in group discussions regarding daily activities, and prepare a group presentation of their experiences. This course will have additional expenses.

### **SL 165 Service Learning Abroad: 3 semester hours**

This course will combine solid preparatory readings, discussions, and presentations on the host country and culture with an immersion experience in a different country and culture. Students will increase their multi-cultural sensitivity as they work together on a service project which will require them to interact appropriately with members of their host community. As students live and work in an unfamiliar country and society, they will have the opportunity to experience the interconnectedness of global issues such as international trade and immigration. Students will gain a better understanding of ecological and resource issues not only through their academic assignments, but also through experiencing daily life in a country where resources may be more limited.

## Science Marketing

The Science Marketing program is a hybrid major that provides students an opportunity to utilize knowledge from two different fields and apply the concepts from both in a truly integrated approach. Students in the Science Marketing major take fundamental biology and chemistry courses to develop a rich understanding of scientific principles and the scientific method. The science content of the major provides students with the background to understand how scientific products and technology work and technical needs of clients. Courses taken in the business department provide students with an understanding of the fundamental principles of marketing to consumers, assessing consumer demand and needs, and management of employees.

### Career Opportunities

The Cedar Rapids to Iowa City "Corridor" is home to many STEM-based businesses that employ a STEM-educated workforce. A sample of possible employers in Eastern Iowa include: ACT, ADM, Cambrex, Cargill, DuPont, General Mills, John Deere, Kemin Industries, Monsanto, Novartis Pharmaceuticals, Penford Products, Proctor and Gamble, Rockwell Collins, Siemens, and Vermeer Corporation among others. Students graduating from the Science Marketing program will be excellent potential employees for many of these companies as well as organizations in other locations.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Science Marketing Major

#### Required:

CH 111	General Chemistry I	4.5
CH 112	General Chemistry II	4.5
BI 125	Foundations of Biology & Scientific Inquiry I	3
BI 125L	Biostatistics and Scientific Investigation I	1.5
BI 126	Foundations of Biology & Scientific Inquiry II	4.5
BK 208	Principles Of Marketing	3
BK 305	Professional Selling	3
BK 421	Marketing Internship	3

#### Choose Four of the Following: 16.5-19.5

Must be at least one from BI and CH

BI 243	Immunology
BI 273	Human Anatomy
BI 274	Human Physiology
BI 303	Genetics
BI 315	General Microbiology
BI 370	Cell and Molecular Biology
BI 374	Integrated Physiology
CH 211	Organic Chemistry I
CH 212	Organic Chemistry II
CH 251	Analytical Chemistry
CH 302	Biochemistry
CH 334	Instrumental Analysis
CH 370	Physical Chemistry

#### Choose Two of the Following: 6

BA 250	Technology & Communication In Business
BK 300	Advertising and Creative Campaign Strategies
BK 301	Product, Brand and Category Management

BK 331	Retail Management
BK 335	Tradeshow and Event Planning
BK 340	Contemporary Topics In Marketing

#### Total Hours 49.5-52.5

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CH 111	4.5	Domain	3	CH 112	4.5
BI 125	3			BI 126	4.5
BI 125L	1.5			Writing Competency	4
Math Competency	4			CO 101	3
Portal	3				
	16		3		16

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
Science Elective	4.5	Elective or Domain	3	Science Elective	4.5
BK 208	3			Science Elective	4.5
Elective	3			Business Elective	3
Domain	3			Domain	3
	13.5		3		15

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
Science Elective	4.5	Elective	3	Business Elective	3
BK 305	3			Domain	3
Elective	3			Elective	3
Domain	3			Elective	3
	13.5		3		12

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
BK 421 (or Elective)	3	Elective	3	ME 450	1
Elective	3			BK 421 (or Elective)	3
Elective	3			Elective	3
Domain	3			Elective	3
				Domain	3
	12		3		13

#### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

### \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the

time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Social Work

Social work is an action-oriented, value-based profession that assists people who experience challenges living in our fast paced, rapidly changing society. At Mount Mercy, you'll learn professional practice that emphasizes compassion and empathy for humans in need, dedication to the improvement of society, and commitment to the ideals of equality and justice, especially for those vulnerable to oppression and discrimination. The Social Work major is designed to give students an understanding of how people function, the challenges and problems they encounter, and the social services available to them.

Social workers work with a wide variety of people, wherever they are and under whatever circumstances they live. Your education will prepare you to understand and respond to diverse groups of people within cultural and global contexts. The social work curriculum is grounded in the liberal arts, enhancing your understanding of human behavior in our contemporary society. You'll learn about strengths and needs people have, and how these needs are (or are not) fulfilled by our political, economic, social and cultural systems. As well, you will gain competence in how to apply an anti-racist and anti-oppressive lens to assess for interventions that brings about change beneficial to individuals, families, groups, organizations, and communities. A well-educated, well-informed social worker promotes the general welfare of their community by being an ethical professional who is committed to practice that promotes economic, racial, social, and environmental justice.

The primary objective of the program is to prepare students for immediate employment in social work; a secondary objective is preparation for graduate study.

Students who graduate from Mount Mercy with an accredited baccalaureate social work major may be eligible for "advanced standing" in many MSW programs. This designation usually allows a student to complete an MSW in a shorter amount of time. Students seriously considering graduate school should take a course in statistics. They should also be aware that a 3.00 grade point average is assumed as a minimum entrance requirement by most graduate schools of social work, and at least a grade of B in each social work course.

The program is accredited by the Commission on Accreditation of the Council on Social Work Education for the baccalaureate level. The Mount Mercy transcript shows that the student has earned a Bachelor of Arts degree with the major in Social Work.

## Career Opportunities

Graduates with the Social Work major are prepared for professional generalist social work in a variety of fields. The majority of graduates are employed in social work or related human service positions, including child protective services, foster care, in-home family services, residential services for children and adults, substance abuse treatment, programs for people with disabilities, juvenile and adult corrections, community development, and programs for elderly people. They also are eligible to apply for social work licensure in states where it is either mandatory or voluntary at the bachelor level of practice.

## Admission to the Major

In accordance with its continued affirmation of the importance of diversity, admission for further study in the social work major is conducted without discrimination on the basis of economic or social status, race, color, creed, religion, national origin, ethnic origin, sex, sexual orientation, disability, gender identity, age, marital status, citizenship, genetic testing, veterans'/military status, pregnancy or related medical conditions, other medical conditions, or any other factor protected by law.

In order to be accepted for study in the social work major, students must have earned at least a C (2.00 grade points) in all required social work courses that they have taken and completed by the time they make application for acceptance into the major. All other courses specifically listed as required for the major must be passed with no less than a C- grade. Students also must have a cumulative grade point average of 2.50, and demonstrate an ability and willingness to use supervision.

Application for acceptance for further study in the major occurs during the spring term of the program's junior year curriculum. In addition to having completed SW 232 Social Work Practice with Individuals prior to submitting their application, students need to have successfully completed two courses offered by the social work program, be enrolled in or have completed SW 226 Social Welfare Policies and Programs, SW 245 Basic Helping Skills, SW 300 Human Behavior and the Social Environment and SW 320 Social Work Practice with Families and Groups, and have a cumulative GPA of 2.50 or above for their application to be processed. Students who transfer to Mount Mercy who have met all requirements (including accepted course equivalencies) are also eligible to apply for admission for further study in the major during the spring semester of the program's junior year curriculum. Eligible students will be provided application materials consisting of Social Work Program guidelines for submitting:

1. A written statement reflecting the student's knowledge of social work as a profession, motivation for seeking admission to study further, and personal qualifications for it;
2. A brief analysis of hypothetical case material utilizing the Model for Making Ethical Decisions.

The deadline for submission of the materials is identified at the time the student is provided the application. All materials are reviewed by all full-time program faculty to decide on the extent the materials address the guidelines and criteria for acceptance into the major. If necessary, the student is contacted by the program director and given opportunity to supplement the materials and resubmit the application. Once the materials are in compliance, one of the faculty schedules an interview with the student to discuss his/her application for further study. The student is informed of the program decision during that meeting. If the student continues to approach the scenario in a manner that is outside professional standards, faculty will counsel the student regarding his/her appropriateness for the major.

Within two weeks of the interview, the student receives a written confirmation of the outcome of his/her application. The student may be fully accepted, provisionally accepted (with specific requirements and deadline for removal of the provision), or may be denied admission to the program (with specific reasons for the denial listed).

Students who have been accepted into the major but who have not made progress toward completion of the major during any two-year period need to contact the department chair and reactivate their admission for further study.



## Appeals Procedure and Maintaining Good Standings in the Major

A student may appeal a decision considered unjust by submitting a written statement to the program director within ten working days of receiving the written decision. In the statement the student must clearly outline the basis of the appeal and indicate if he/she wishes to exercise the right to meet with the program faculty. After reading all written material submitted and weighing the content of any meetings, the faculty will decide on the appeal. The program director will notify the student in writing of the outcome of the appeal. In the event the student still believes he or she has been unjustly treated, appeal of the decision may be made to the Vice President for Academic Affairs as outlined in the "Grievance Procedure for Students" in the *Good Book*. In order to maintain good standing in the program, students must earn at least a 2.00 grade point average in specified courses required for completion of the major. They must also display the ability to practice within accepted ethical guidelines for professional social work consistent with those outlined in the most recent version of the Code of Ethics of the National Association of Social Workers. The Social Work Practice Violations found in the *Student Handbook of the Social Work Program* includes circumstances in which progress in a field placement and/or the major may be interrupted or terminated. Decisions about a student falling below 2.00 grade point average in one or more required courses while maintaining a cumulative average of 2.50 is handled on a case-by-case basis. The social work program follows the institution policies and procedures on handling academic grievances. These procedures are found in the publication the Good Book (p. 392). Those procedures are also found in the *Student Handbook of the Social Work Program*. Each student majoring in social work is provided a copy of the Handbook when they apply for further study in the major.

## Field Instruction

Admission to foundation and advanced field courses is arranged through the Director of Field Education. This is done the term prior to the student enrolling in the field courses. Appropriate forms and information are distributed to eligible students by the field director. Except by special permission from the program, no student on provisional acceptance will be accepted into advanced field instruction. Because the practice of social work involves a public trust, social workers in professional practice are held to high standards. They are expected to conduct themselves in ways that demonstrate collegial respect and that put their client's interests first. Professional social workers are to act in accordance with accepted ethical standards (currently as articulated in the NASW Code of Ethics) and can be subject to sanctions if violations occur.

In light of this, social work majors at Mount Mercy will be held to high academic standards and their attitudes and actions are expected to be consistent with professional standards. Course material includes the study of the NASW Code. Materials for foundation and advanced field instruction identify professional standards and what the faculty considers to be violations of those standards. Those materials also include circumstances in which progress through the field placement and/or the major may be interrupted or terminated. The *Social Work Student Handbook* and the foundation and advanced field instruction manuals contain information pertinent to this.

Depending on the nature of the client population and the services delivered, field agencies may do background checks for founded child or dependent adult abuse, and for certain kinds of criminal behavior. The results of these checks may prevent the student from doing a field placement in that agency and from becoming employed in some

agencies. Students are required to meet with the field director and sign a disclosure statement to identify impediments to obtaining a social work field placement.

## Program Restrictions

The Social Work Program does not participate in the BAA/BAS degree program. In order to participate in Mount Mercy's second degree program, social work students who have already completed a degree from another college or university must have their core curriculum courses evaluated for equivalency to those required by the Social Work Program. Courses determined to be missing as well as all courses required for the major must be completed. Only courses taken through other accredited baccalaureate social work programs may be evaluated for equivalency of required social work practice courses. The Social Work program does not waive any required coursework, including field instruction, based on credit for life experience or for current or past employment.

## Theory and Field Courses for the Social Work Major

Students are encouraged to contact one of the Social Work Program faculty members for advice on the course sequence. Some of the required courses that are not taught in the Social Work Program need to be completed before social work courses.

There are many courses offered by other majors that students are encouraged to take as electives. Social work majors typically find that course work in political science, sociology, psychology, and criminal justice enhances their knowledge base for professional practice. Program faculty also encourage social work majors to enhance their liberal arts foundation by additional course work in English, religious studies, philosophy, history, the fine arts, and offerings in other departments.

## Social Work Major

### Required:

GS 225	How To Find Out Anything: Intermediate College Research	2
SW 226	Social Welfare Policies and Programs	3
SW 232	Social Work Practice with Individuals	3
SW 245	Basic Helping Skills	3
SW 265	Diversity in America	3
SW 300	Human Behavior and the Social Environment	3
SW 315	Methods of Social Research	3
SW 320	Social Work Practice with Families and Groups	3
SW 330	Social Work Practice with Organizations and Communities	3
SW 361	Foundation Field Instruction	6
SW 435	Senior Seminar	3
SW 461	Advanced Field Instruction	10
BI 123	Biology of Human Concern	4
CO 101	Oral Communication	3
PO 111	Introduction To American Politics	3
PS 101	Introductory Psychology	3
PS 224	Developmental Psychology	3
SO 122	Introduction to Sociology	3
<b>Select One of the Following:</b>		<b>3</b>

SW 202	Marriage & the Family: Intimate Relationships
SW 210	Substance Abuse

SW 225	Aging In America	
SW 235	Family Child Welfare	
SW 310	Human Sexuality	
<b>One course from the core curriculum writing courses</b>		<b>4</b>

<b>Total Hours</b>	<b>71</b>
<p>Social work majors may not use SW 265 Diversity in America to satisfy the Self and Society requirement. If students take any of the required, non-program courses at other colleges or universities, they should check with program faculty to assure that the courses are equivalent to those required by the Social Work Program.</p>	

## Academic Requirements

Students are reminded to review the previously stated grade requirements for courses crediting toward the Social Work major. The following is the typical sequence of courses required for the major\*:

## Freshman

Fall	Hours	Winter	Hours	Spring	Hours
PO 111		3 SW 115		3 SO 122	3
PS 101	3			CO 101	3
Writing	4			BI 123	4
Competency					
Global	3			Historical	3
Awareness				Roots	
Domain				Domain	
				Elective	3
	<b>13</b>			<b>3</b>	<b>16</b>

## Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
SW 232		3 Ultimate Questions Domain		3 SW 265	3
SW 245	3			PS 224	3
Math Competency	3			Expressive Arts Domain	3
Fine Arts Domain	3			Ultimate Questions Domain	3
SW Elective or Elective	3			SW Elective or Elective	3
	<b>15</b>		<b>3</b>		<b>15</b>

**Junior**

Fall	Hours	Winter	Hours	Spring	Hours
SW 232		3 Holistic Health Domain		3 SW 320	3
SW 300	3			SW 226	3
SW 315	3			SW Elective or Elective	3
GS 225	2			SW Elective or Elective	3
SW Elective or Elective	1			SW Elective or Elective	1
	<b>12</b>		<b>3</b>		<b>13</b>

## Senior

Fall	Hours	Winter	Hours	Spring	Hours
SW 361		6 SW Elective or Elective		3 SW 461	10
SW 330		3		SW 435	3
ME 450		1			
SW Elective or Elective		3			
	13		3		13

Total Hours: 122

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

### \*Disclaimer

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

**SW 100 Social Welfare: A World View Travel Course: 3 semester hours**

All countries have some form of social welfare. The policies, program structure, and availability of resources may vary, but the issues of concern are often shared. Some of these universal issues include homelessness, mental illness, juvenile delinquency, aging and long-term care, child maltreatment and domestic violence. A social worker's understanding of the US social welfare system will be enhanced by exploring how other countries view social welfare problems, and work toward their solutions. This course is built as a travel course that will tour cultural and historical sites throughout selected countries, visit social service agencies, and attend lectures and complete reading specific to the country's system of social welfare. In addition to visiting social service agencies, students will participate in a service project. The majority of student time will be directed toward experiential opportunities. Fulfills the social work elective. Additional travel costs apply. Credit can range from 1 -3 semester hours.

**SW 115 Introduction to Social Work and Social Welfare: 3 semester hours**

This course is an introduction to the array of people, programs, and organizations whose intent is to respond to human needs of various kinds and intensity. It deals with both professional and non-professional activities. The course provides a basic framework for understanding the ideology and operation of human service systems. In addition, the student will develop a beginning understanding of the relationship between social policy and various approaches to human service programming to meet the intent of those policies. Through exposure to the service system in Linn County and this area of the state, the student will become informed about the service needs that exist and the responses to those needs. Social Work majors who believe they have completed and equivalent to this course should contact the instructor to discuss whether they are required to take this course. (offering winter term.).

**SW 202 Marriage & the Family: Intimate Relationships: 3 semester hours**

This course examines intimate partner relationships and families as expressed throughout time and place in contemporary American society. It provides an analysis of intimate partnerships and families over the life course as social institutions with changing functions and structures. Attention will be given to intimate partnerships and the dynamics of interpersonal relationships across diverse groups and social settings. Students will gain insight into the influences of religion, politics, culture, education, and economics on individual and family-level well-being.

**SW 210 Substance Abuse: 3 semester hours**

This course describes commonly abused drugs and specific mental illnesses, how they interact, and the resulting impact on individuals, families, and communities. The course will introduce theories of the addictive process, prevention and treatment options for both substance abuse and mental illness, and the dilemma of dual diagnosis. This course is not intended to provide specific counseling of therapeutic skills, but a general knowledge base essential to social work and other disciplines. Prerequisite: SO 122, PS 101 and at least sophomore status. Exemption from prerequisites by consent of instructor.

**SW 225 Aging In America: 3 semester hours**

This course constitutes an overview of gerontology, including the major theories used to explain the physiological, psychological, and sociological aspects of aging. As the one inequality all people face, the study of aging and ageism - known as social gerontology - examines the transformations in the life course of older adults and the impacts on those they encounter. Drawing from an historical perspective, the course explores current issues and trends related to finances and retirement, health, living environments, social justice, and politics. Prerequisite: SO 122.

**SW 226 Social Welfare Policies and Programs: 3 semester hours**

This course examines the development of major social welfare policies and programs in the United States. It seeks to sharpen the student's ability to analyze the relationship of policy to social program, and the economic, political and ideological influence on policy and programs in the fields of housing, health, mental health, substance abuse, unemployment, and corrections are studied. Prerequisite: PO 111 and sophomore status.

**SW 232 Social Work Practice with Individuals: 3 semester hours**

This course combines readings, lectures, discussions, classroom exercises, and experiential activities to develop students' competencies for generalist social work practice. Students examine the person-in-environment framework, ecosystems model, strengths and empowerment perspectives, and cultural humility as guiding principles for generalist practice. They gain knowledge about the Social Work profession's values and Code of Ethics with opportunities to demonstrate how these are applied to ethical dilemmas in practice. Students also develop skills in constructing professional relationships, talking with clients, assessing client situations, planning for change, implementing change, and evaluating outcomes.

**SW 235 Family Child Welfare: 3 semester hours**

This course analyzes the dilemmas and issues that confront child welfare practitioners as they carry professional roles. It will provide a theory base from which to proceed in service delivery, emphasizing the special work done in family preservation and out of the home care. Legal, social, and economic-political developments that influence this field of practice are included. Recommended: PS 124, SW 226.

**SW 245 Basic Helping Skills: 3 semester hours**

This is an experientially-based course focusing on the values, knowledge, and skills necessary to work in the helping professions. The course provides a model of helping, including communication and basic interview techniques for working with individuals, families, and groups. Class format offers role-plays, simulation exercises, audio-visual feedback, discussion and lecture. The course is open to all majors. First priority goes to students who need this course to complete a requirement for their major. Prerequisite: PS 101 and sophomore status.

**SW 265 Diversity in America: 3 semester hours**

This course takes a broad view of diversity in contemporary America. Students will explore how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity that will be discussed as the intersectionality of factors include but are not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Emphasis will be given to developing an understanding of the concept of intersectionality, a sensitivity to the experience of historically minoritized populations, and an appreciation of the unique identities, lived experiences, and different cultures in the United States. First priority is reserved for students who need this course to complete their major.

**SW 300 Human Behavior and the Social Environment: 3 semester hours**

The emphasis of this course is to provide the student with a social systems framework for analyzing and understanding the transactions between humans and the systems in their environment. Students will be expected to draw on content they have had in prerequisite courses, applying it to the framework. Their information base also will be supplemented by reading and discussion. Although the content of this course is developed within a social work framework, it is relevant to many students. Prerequisites: PS 101, SO 122, BI 123 (or equivalent), PS 124.

**SW 310 Human Sexuality: 3 semester hours**

This course examines cutting edge scholarship on the sociology of sex, gender, and sexuality. Because these are major organizing principles of contemporary social life, we will examine gender and sexuality from multiple levels of analysis including the meaning and experience of the body, self, and identity, social groups and networks, as well as social organization with in our major social institutions. We also discuss how gender intersects with other social statuses, such as race, ethnicity, social class, sexuality, and nationality to reproduce inequalities and power relations. Prerequisites: SO 122, SO 155, SO 183, or SO 200.

**SW 315 Methods of Social Research: 3 semester hours**

Provides an understanding of a scientific approach to knowledge building with an emphasis on teaching students to be critical consumers of research. Examines quantitative and qualitative methods and applications used in social sciences research including data analysis, program evaluation, and ethics and diversity in social worlds. Prerequisite: junior status; recommended SO 122.

**SW 320 Social Work Practice with Families and Groups: 3 semester hours**

Students will study effective generalist social work practice with and on behalf of families and groups. The purposes of social work at these levels and related worker roles and tasks will be emphasized. Theories of intervention will be examined for their contribution to an eclectic knowledge base. A strengths-based orientation focused on equity and inclusion in to practice with diverse populations is emphasized. Prerequisites: SW 232, SW 226 and present enrollment in or prior completion of SW 245 and SW 300.

**SW 330 Social Work Practice with Organizations and Communities: 3 semester hours**

This course examines social work practice with large systems. Students employ anti-oppressive and anti-racists lenses while learning change models that are specific to working with organizations and communities. Each system is studied to understand its internal organization and functioning, and its linkages with other community systems. Special attention is also given to the role of politics; the effect of politics on social workers, clients, and human service agencies; the social worker's fit with political activism; and the strategies to affect change within the political arena. Students use their critical thinking skills to analyze, formulate, implement, evaluate and advocate for change in organizational, community, and social policies; to acknowledge the presence and etiology of social, racial, economic, and political injustices; and to recognize change opportunities that provide for empowerment of oppressed groups. Prerequisites: SW 232, SW 226, SW 300, PO 111, and current enrollment or prior completion of PO 326.

**SW 361 Foundation Field Instruction: 6 semester hours**

This educationally directed, field-based course is designed to provide an introduction to the application of theory to social work practice. Students will have an opportunity to experience both direct and indirect service with individuals and large and small systems. Students will spend 12 hours per week in the field placement where they will be supervised by an agency staff member and a Social Work faculty member. Students will be expected to do related readings, assignments, and recording of service delivery experiences. A concurrent seminar will meet two hours per week. This course is graded pass/fail. Prerequisites: SW 226, SW 232, SW 245, SW 300, and PO 326.

**SW 435 Senior Seminar: 3 semester hours**

An examination of current issues in Social work practice and social welfare policies with emphasis on integration of field experience and content covered in courses required for the social work major. Topics researched are analyzed in light of the major themes and content areas developed throughout the social work curriculum. Prerequisite: Successful completion of all other courses required for major.

**SW 445 Social Work Independent Study: 3 semester hours**

Limited to social work majors.

**SW 461 Advanced Field Instruction: 10 semester hours**

This educationally-directed practical experience builds on the junior field instruction and allows students to increase their ability to practice social work in a community agency. Students will spend 24 hours per week in the field placement where they will be supervised by an agency staff member and a social work faculty member. Students will be expected to do related readings, assignments, and recording of service delivery experiences. A concurrent seminar will meet two hours a week. The course is graded pass/fail. Prerequisites: SW 320, SW 361, and full acceptance into the major; prior completion or concurrent enrollment in SO 215.

**SW 462 Senior Field II: 4 semester hours**

This course is an educationally directed field experience in some aspect of generalist social work practice. It will involve the student in a social service agency for 12 clock hours per week per term. Students will be expected to do related readings, recording of case or agency experiences, and meet with agency supervisors and department faculty for educational guidance. This course is graded pass/fail. This does not substitute for SW 461 and must be taken concurrently or subsequently to SW 461. It does not satisfy the elective requirement for the major. Prerequisite: permission of department faculty.

## Sociology

Sociology studies various aspects of human interaction and social phenomena. The sociology major addresses sociological issues pertaining to self; social groups; social and cultural values; family and community relations; economic and political relations; stratification based on race, ethnicity, gender, social class, sexual stratification; the rural-urban divide; and the nature of social organizations. The comparative/historical approach of the program enables students to analyze these issues not only in the United States but also comparatively at the global level. Furthermore, sociology addresses how social structures influence human beings at both the micro and macro level through the use of logic and varied scientific methodologies.

The sociology curriculum addresses the educational objectives of students who wish to: 1) develop skills in critical thinking and analysis; 2) learn the ways in which sociological thinking can contribute to one's active and constructive participation in society; 3) master scientific principles and methods to analyze and evaluate data in order to understand the social world; and 4) apply sociological theories and methods to social public policy, community development, and social justice initiatives.

After completing the sociology requirements, students will be able to apply sociological analysis in real world situations; critically evaluate explanations of human behavior using evidence and scientific methods; and employ critical thinking skills in conducting sociological research and conveying ideas and findings to the public.

## Career Opportunities

Graduates in sociology will be prepared to seek careers in: 1) local and state governments, community-based organizations; and 2) research positions in government, private businesses and corporations, organized labor and labor-management councils. In addition, the program provides the basis for graduate studies in sociology leading to teaching and research positions in higher education.

For more information on possible careers:

- Careers in Sociology-American Sociological Association (<http://www.asanet.org/career-center/careers-sociology/>)
- American Sociological Association-What Sociologists Do? (<http://www.asanet.org/career-center/careers-sociology/what-sociologists-do/>)
- American Sociological Association-21 ([http://asa.enoah.com/Bookstore/Career-Publications/BKctl/ViewDetails/SKU/ASAOE500C14/?\\_ga=2.137056624.1957649176.1523143301-223521765.1514149726](http://asa.enoah.com/Bookstore/Career-Publications/BKctl/ViewDetails/SKU/ASAOE500C14/?_ga=2.137056624.1957649176.1523143301-223521765.1514149726))<sup>st</sup>  
Century Careers with an Undergraduate Degree in Sociology

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.



## Sociology Major

### Required:

GS 225	How To Find Out Anything: Intermediate College Research	2
SO 122	Introduction to Sociology	3
SO 251	Sociological Theories	3
SO 315	Methods of Social Research	3
SO 441	Senior Seminar	3

### Sociology Electives **18**

GS 138	The Final Journey: Death & Dying	
HS 210	Introduction to Public Health	
HS 215	Introduction to Epidemiology	
SO 155	Social Problems	
SO 176	Deviant Behaviors	
SO 183	Introduction to Cultural Anthropology	
SO 200	Introduction to Gender Studies	
SO 202	Marriage & the Family: Intimate Relationships	
SO 225	Aging in America	
SO 235	Social Inequalities	
SO 240	Medical Sociology	
SO 310	Human Sexuality	
SO 330	Global Race Relations	
SO 342	Sociology of Mental Health & Illness	
SO 343	Global Health	
SO 344	Gender & Health	
SO 400	Special Topics in Sociology	
SO 420	Social Movements	
SO 430	Internship in Sociology	
SO 445	Independent Study in Sociology	

**Total Hours** **32**

## Academic Requirements

Students must maintain a grade of C or above (C- does not count) in each required course for the major and minor.

*Note:* Students planning to pursue teacher education should follow the program guidelines within the Education (p. 103) section of this *Catalog* and contact an advisor in the education division for assistance. Students cannot double major in Sociology and Sociology - Education.

## Sociology Minor

### Required:

SO 122	Introduction to Sociology	3
or SO 155	Social Problems	

### Sociology Electives <sup>1</sup> **15**

**Total Hours** **18**

<sup>1</sup> Any course with the SO prefix. See full list on the Sociology Major tab. Can include GS 138 The Final Journey: Death & Dying, HS 210 Introduction to Public Health, HS 215 Introduction to Epidemiology

## Academic Requirements

Students must maintain a grade of C or above (C- does not count) in each required course for the major and minor.

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
SO 122 (Self & Society Domain)	3	SO 310 (Holistic Health Domain [or Elective])	3	SO 183 (or other Global Awareness Domain course)	3
SO 155 (or other Self & Society Domain)	3			Math Competency	3
Writing Competency	4			Literature Domain	3
Elective	3			Elective	3
				Elective	3
<b>13</b>		<b>3</b>		<b>15</b>	

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
GS 138 (or SO Course [choose from elective options])	3	SO 310 (Holistic Health Domain [or Elective])	3	SO 251	3
HS 210 (or SO Course [choose from elective options])	3			SO Course (choose from elective options)	3
Historical Roots Domain	3			Natural World Domain	4
Fine Arts Domain	3			Elective	3
Elective	3			Elective	3
<b>15</b>		<b>3</b>		<b>16</b>	

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
GS 225	2	Elective		3 SO Course (choose from elective options)	3
SO 315	3			SO Course (choose from elective options)	3
Philosophy Domain	3			Religious Studies Domain	3
Elective	3			Elective	3
Elective	3			Elective	1
<b>14</b>		<b>3</b>		<b>13</b>	

**Senior**

Fall	Hours	Winter	Hours	Spring	Hours
SO 430 (or SO Course [choose from elective options])		3 Elective		3 SO 441	3
Elective	3			ME 450	1
Elective	3			Elective	3
Elective	3			Elective	3
				Elective	3
<b>12</b>		<b>3</b>		<b>13</b>	

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

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This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**Courses****SO 122 Introduction to Sociology: 3 semester hours**

This course introduces students to sociology, the core issues of the discipline, and the way sociologists analyze social behavior. In addition to mastering basic concepts and principles, students will learn a great deal about American society and how to analyze ordinary experience from a sociological perspective. (Offered fall and spring semesters).

**SO 155 Social Problems: 3 semester hours**

This thematic course introduces the student to a sociological understanding of various social issues such as inequalities of class, gender and race; problems of work and unemployment, economic restructuring and downsizing; environmental problems; homelessness and poverty; and inadequacy of the health care system to name a few. Students will have the opportunity to critically evaluate the root causes of social problems both at the national and global levels, analyze and interpret data, and work within groups to develop skills for problem solving and social policy planning.

**SO 176 Deviant Behaviors: 3 semester hours**

This course examines various theories and explanations of deviant behavior, ranging from individual to societal-level instances of non-conformity, such as: crime, mental illness, and the way we label individuals - and behaviors - as such. In addition, the course provides a sociological understanding of crime: what we consider criminal, our responses to it, and its impacts on society. Prerequisite: SO 122 or SO 155.

**SO 183 Introduction to Cultural Anthropology: 3 semester hours**

This course focuses on the study of human behavior within various social contexts, as well as the development of a wide array of cultural traits and belief systems in human communities. By studying distinctive forms of social relations and universal and particular aspects of human culture, students are exposed to the fallacies of cultural and racial superiority of western societies over the rest of the world, particularly primitive cultures.

**SO 200 Introduction to Gender Studies: 3 semester hours**

This course introduces students to the interdisciplinary field of Gender Studies. It is designed to help students develop a critical framework for thinking about questions relating to gender and the ways that gender is constructed and institutionalized. The course will provide social, cultural, historical, and political perspectives on gender and its construction. We will explore the intersections among gender, race, class, sexuality, nation, and ability in multiple settings and contexts. Taking an interdisciplinary approach to a variety of questions, we will consider the distinctions between sex and gender, feminist theories, the making of masculinity, sexuality and the body, the gendered economy, intersectionality, health and science, and the challenges of feminist activism across nations.

**SO 202 Marriage & the Family: Intimate Relationships: 3 semester hours**

This course examines intimate partner relationships and families as expressed throughout time and place in contemporary American society. It provides an analysis of intimate partnerships and families over the life course as social institutions with changing functions and structures. Attention will be given to intimate partnerships and the dynamics of interpersonal relationships across diverse groups and social settings. Students will gain insight into the influences of religion, politics, culture, education, and economics on individual and family-level well-being.

**SO 225 Aging in America: 3 semester hours**

This course constitutes an overview of gerontology, including the major theories used to explain the physiological, psychological, and sociological aspects of aging. As the one inequality all people face, the study of aging and ageism - known as social gerontology - examines the transformations in the life course of older adults and the impacts on those they encounter. Drawing from an historical perspective, the course explores current issues and trends related to finances and retirement, health, living environments, social justice, and politics. Prerequisite: SO 122.

**SO 235 Social Inequalities: 3 semester hours**

This course provides an analysis of various forms of social stratification and inequality through an interdisciplinary approach, grounded in sociological theory. Examination of dimensions of inequality include: race, class, gender, status and political parties, and the way in which economic and political systems shape access to wealth and resources in the United States and abroad. Prerequisite: SO 122 or SO 155.

**SO 240 Medical Sociology: 3 semester hours**

This course is a study of the medical profession as a societal institution in regard to the effects of the norms and beliefs of society. Areas analyzed include the social factors involved in the physical and mental health areas, the norms and roles of health care professionals in the treatment process, environmental and occupational health, non-physician providers, and cross-cultural reforms in response to the health care crisis. Prerequisite: SO 122 (Offered alternate years).

**SO 251 Sociological Theories: 3 semester hours**

This course attends to the basic theoretical issues in sociological theory, including an analysis of the key theorists Marx, Weber and Durkheim. This course also provides an overview of modern social theories such as conflict, structural functionalism, symbolic interactionism, and postmodernism. Prerequisite: SO 122.

**SO 310 Human Sexuality: 3 semester hours**

This course examines cutting edge scholarship on the sociology of sex, gender, and sexuality. Because these are major organizing principles of contemporary social life, we will examine gender and sexuality from multiple levels of analysis including the meaning and experience of the body, self, and identity, social groups and networks, as well as social organization with in our major social institutions. We also discuss how gender intersects with other social statuses, such as race, ethnicity, social class, sexuality, and nationality to reproduce inequalities and power relations. Prerequisites: SO 122, SO 155, SO 183, or SO 200.

**SO 315 Methods of Social Research: 3 semester hours**

Provides an understanding of a scientific approach to knowledge building with an emphasis on teaching students to be critical consumers of research. Examines quantitative and qualitative methods and applications used in social sciences research including data analysis, program evaluation, and ethics and diversity in social worlds. Prerequisite: junior status; recommended SO 122.

**SO 330 Global Race Relations: 3 semester hours**

This course includes an in-depth examination of major conceptual views and theoretical perspectives on race and ethnicity. Within a critical historical and comparative framework, the course will trace the roots of modern race relations in the United States as well as in other countries, including Canada, Brazil, Northern Ireland, Palestine, and Israel, and South Africa. Recent theories of race relations that link colonialism and capitalist development to racism, prejudice and discrimination also will be discussed. Prerequisite: SO 122.

**SO 342 Sociology of Mental Health & Illness: 3 semester hours**

Sociology of Mental Health & Illness examines sociological theories and research pertaining to the definition, experience, and treatment of mental disorders. Sociological research on mental health and illness has a wide scope; therefore, this course will focus on three primary areas within sociological research: the definition and measurement of mental illness, social origins of mental health and illness, and personal, community, and societal-level responses to mental illness. Prerequisite: SO 240.

**SO 343 Global Health: 3 semester hours**

This course will explore the unequal distribution of health and illness around the world. It will focus on four major areas: global health issues; sociological perspectives on global health disparities; comparative healthcare systems; and professional approaches to national and cross-national health problems. Prerequisite: SO 240.

**SO 344 Gender & Health: 3 semester hours**

Gender & Health introduces students to various ways in which the social construction of health and illness - particularly surrounding gender and gendered assumptions about bodies - impacts an individual's health. Topics discussed include: the gendering of health issues, gendered hierarchies in healthcare, and issues of inequality and empowerment in health and medicine. This course is taught from a critical feminist perspective. Prerequisite: SO 240.

**SO 400 Special Topics in Sociology: 3 semester hours**

This course will expose students to a variety of topics of sociological significance which are not usually discussed in regular departmental course offerings. Topics may vary and include: sociology of war, peace, and justice; movies and society; popular culture; the political economy of modern architecture and planning; and sociology of development and underdevelopment. Students may complete more than one topics course in consultation with an academic advisor. Prerequisite: SO 122.

**SO 420 Social Movements: 3 semester hours**

The purpose of this course is to offer an introduction to social movement studies. We review the main approaches developed in this field, including collective behavior theory, resource mobilization theory, political process theory, new social movement theory, collective action framing and culture, and contentious politics. We will discuss the ways in which emotions, organizations, resources, politics, discourses, and symbols facilitate and/or hinder protests and social movements; as well as, apply these ideas to a number of domestic and global social movements and revolutions. Prerequisite: SO 122 or SO 155, offered alternate years.

**SO 430 Internship in Sociology: 3 semester hours**

Majors who are juniors or seniors are required to fulfill the requirements for an experiential learning and field experience in sociology. In consultation with their faculty advisor, students shall assess their academic and vocational qualifications, develop a resume, and conduct a search for an internship position. Information on available internship sites will be available both at offices of career development and the sociology department chair. During the field experience, students will have a structured plan of reading, writing journals and reports, and a term paper. The objective of the term paper is to relate relevant sociological principles to the field experiences. Internships should be arranged in advance with a departmental faculty sponsor. Prerequisite: SO 122 or SO 155.

**SO 441 Senior Seminar: 3 semester hours**

A capstone course which allows students to do independent research and explore a topic of their choice, and also involves students in the examination of and discussion of cutting-edge issues in sociology. Open to non-majors with instructor consultation. Prerequisite: SO 122 or SO 155 and senior status.

**SO 445 Independent Study in Sociology: 3 semester hours**

With approval of their advisor and the department coordinator, juniors or seniors may schedule an independent study course in a sociological topic of their interest. No more than two independent study courses may be scheduled during the last two years of study. Credit is variable (1-3 semester hours), depending on the scope of the topic. Prerequisite: SO 251 and SO 315.

## Software Development

The Software Development major prepares students to be Software Development professionals who apply computer science, business, and information systems to create solutions for various application areas. Students will learn both the theory and practice of the profession, how to work in groups to complete large software projects, and appropriate ethical standards.

Computer science is a rapidly changing profession, and the Mount Mercy computer science program endeavors to teach, model, and demonstrate the most modern professional practices. Students with a Computer Information Systems degree find excellent employment opportunities in almost all industries.

\* NOTE: Computer science courses taken seven or more years ago are subject to review by the department before awarding credit for a major or minor in Software Development.

## SOFTWARE DEVELOPMENT MAJOR

### Required:

BA 250	Technology & Communication In Business	3
BN 204	Principles Of Management	3
BN 340	Management Information Systems	3
BN 377	Project Management	3
CS 105	Fundamentals Of Computer Science	4
CS 106	Data Structures	4
CS 190	Computer Organization	4
CS 203	Information Ethics	3
CS 235	Systems Programming Concepts	4
CS 326	Information Systems Analysis	3
CS 388	Database Systems	4
CS 435	Senior Project: Computer Science	4
DS 101	Introduction to Data Science I	3
MA 162	Discrete Mathematics	3

### Choose One of the Following: 3-4

CS 302	Programming Languages	
CS 389	Algorithm Analysis	
CS 395	Web Programming	

### Choose One of the Following: 4

CS 340	Game Design and Development	
CS 341	Mobile Development	

### Free Elective: 3

Choose one elective with course code BA, BC, BK, BN, CS, or EC (or other approved course)		
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**Total Hours 58-59**

## Academic Requirements

A grade of C or above (C- does not count) is required in all courses in the major and their prerequisites.

## SOFTWARE DEVELOPMENT Minor

### Required

BA 250	Technology & Communication In Business	3
CS 105	Fundamentals Of Computer Science	4
CS 106	Data Structures	4
CS 203	Information Ethics	3
CS 326	Information Systems Analysis	3
CS 388	Database Systems	4
MA 162	Discrete Mathematics	3

### Choose One of the Following: 3-4

CS 302	Programming Languages	
CS 389	Algorithm Analysis	
CS 340	Game Design and Development	
CS 341	Mobile Development	
CS 395	Web Programming	

**Total Hours 27-28**

The following is the typical sequence of courses required for the major\*:

### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CS 105		4 Domain		3 CO 101	3
MA 162	3			CS 106	4
Writing Competency	4			DS 101	3
Portal	3			Domain	3
	<b>14</b>			<b>3</b>	<b>13</b>

### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
CS 190		4 CS 203		3 BA 250	3
BN 204	3			BN 340	3
Domain	3			CS 235	4
Domain	3			Domain	3
				Domain	3
	<b>13</b>			<b>3</b>	<b>16</b>

### Junior

Fall	Hours	Winter	Hours	Spring	Hours
CS 326		3 Elective		3 CS 395 or 302	4
CS 388	4			Science Domain with Lab	4
Domain	3			Domain	3
Domain	3			Domain	3
Elective	1				
	<b>14</b>			<b>3</b>	<b>14</b>

### Senior

Fall	Hours	Winter	Hours	Spring	Hours
CS 341		4 BN 377		3 CS 435	4
ME 450	1			Elective	3
Elective	3			Elective	3
Elective	3			Elective	3
Elective	3				
	<b>14</b>			<b>3</b>	<b>13</b>

### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (<http://catalog.mtmercy.edu/curriculum/#corecurriculumtext>) for more information on Portal, Competency, Domain, and Capstone courses.*

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## Sport Management

The sport management major is designed for the student with a passion for athletics and the field of sport. This major will prepare students to manage, market, finance, and plan for local, regional, and national teams or sports organizations. Students will have the opportunity to double major or minor in many related fields. Among the skills that they will develop include analysis, collaboration, and strategic planning.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### CORE REQUIREMENTS FOR ALL BUSINESS MAJORS

#### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

#### Choose One of the Following: 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

#### Internship - use course number which corresponds to your major: 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours 39**

### Sport Management MAJOR (CORE BUSINESS REQUIREMENTS PLUS 18 ADDITIONAL SEMESTER HOURS)

**Business Core 39**

#### Required:

BA 371	Sport Event and Facility Management	3
BA 373	Sports Law	3
BA 375	Financing Sports Organizations	3

BK 378 Sports Marketing and Promotion 3

BN 304 Human Resource Management 3

#### Choose One of the Following: 3

BK 305	Professional Selling	
BN 380	Organizational Behavior	
CO 280	Writing For Public Relations	
PS 259	Health Psychology: Health & Wellness Applied	

**Total Hours 57**

### Academic Requirements for the Sport Management Major

All sport management majors must achieve a minimum grade of C- in all sport management core courses required for the major and the required elective. This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
CO 101		3 Holistic Health Domain		3 BK 208	3
MA 130	3			BN 204	3
Writing Competency	4			Literature Domain	3
Portal	3			Fine Arts Domain	3
				Historical Roots Domain	3
	13		3		15

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
BA 203		3 Elective		3 BA 270	3
BC 265	3			BC 266	3
Philosophy Domain	3			EC 251	3
Natural World Domain	4			Self and Society Domain	3
				Religious Studies Domain	3
	13		3		15

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
BA 373		3 Elective		3 BA 375	3
BN 304	3			Sport Management Elective	3
EC 252	3			Elective	3
BA 250	3			Elective	3

			Elective	3	
	12		3		15
<b>Senior</b>					
<b>Fall</b>	<b>Hours</b>	<b>Winter</b>	<b>Hours</b>	<b>Spring</b>	<b>Hours</b>
BA 371	3	Elective		3 BA 379	3
BN 424	3			BK 378	3
Global Awareness Domain	3			BA 435	3
Elective	3			ME 450	1
Elective	3			Elective	3
	15		3		13

**Total Hours: 123**

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

**\*Disclaimer**

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog* presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change. This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

**BA Courses****BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

**BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

**BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BK Courses****BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.



**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in and environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites: BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advanced topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

## Sustainability Studies

Sustainability is defined as meeting the needs of current generations without compromising the ability of future generations to meet theirs. This minor provides students, regardless of major or career aspirations, the opportunity to learn more about the interconnectedness of humans and the environment from ecological, political, economic, ethical and socio-cultural viewpoints. Sustainability

education will help students discover ways to maintain Earth's natural resources properly, learn about how sustainability affects national, international, and economic processes, and acquire knowledge of cultural sustainability. The Sustainability Studies minor will help give students tools needed to address local and global issues that deal with complex and interrelated sustainability issues.

## Sustainability Studies Minor

### Required:

GS 145	Introduction to Sustainability	3
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**Choose One of the Following:** **4 - 4.5**

BI 123	Biology of Human Concern	
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or

BI 125	Foundations of Biology & Scientific Inquiry I	
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and

BI 125L	Biostatistics and Scientific Investigation I	
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**Complete 5 electives, with at least one from each disciplinary category:** **16 - 19.5**

### Ecological Systems and Physical Science

BI 225	Global Environmental Issues	
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BI 242	Iowa Natural History	
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BI 310	Ecology	
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PH 114	Natural Science-Physical	
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PH 115	Introduction To Earth Science	
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### Ethics, Society and Culture

BI 210	Biology And Human Culture	
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EN 140	Introduction to Diversity Studies	
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HI 278	History Of US Environmentalism	
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HS 210	Introduction to Public Health	
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PL 310	Special Topics: Applied Ethics (Environmental Ethics)	
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SO 155	Social Problems	
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SO 183	Introduction to Cultural Anthropology	
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SO 330	Global Race Relations	
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SO 420	Social Movements	
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SL 165	Service Learning Abroad	
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SW 265	Diversity in America	
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### Political and Economic Systems

BN 382	Corporate Social Responsibility	
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BN 360	Business & Society	
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EC 376	International Economics	
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PO 102	Government and Politics Around the World	
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PO 103	Introduction to International Relations	
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PO 112	Globalization and Human Survival	
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PO 270	Environmental Politics	
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**Total Hours** **23-27**

## Theology

The Theology major is grounded in the rich Catholic intellectual and Mercy heritages of Mount Mercy University, and explores them in the context of the biblical traditions, social thought, the sacramental and liturgical life of the Church, and inter-religious understanding and respect. The major includes the following objectives:

*\* to understand central theological themes of Catholicism and other Christian traditions.*

*\* to appreciate scriptural texts and employ the basic principles of Catholic and other Christian biblical interpretations.*

*\* to employ social teaching and moral theology in the creation of a more just and peaceful world.*

*\* to recognize the significance of openness to ecumenical and inter-religious dialogue.*

*\* to engage with and theologically reflect on the lived faith experiences of people and communities.*

## Career Opportunities

The Theology major's flexibility meets the specific needs of individual students and functions well as a second major option. Students majoring in the program are well prepared to pursue many career opportunities inside or outside of the church, or pursue graduate study in a variety of disciplines. Theology majors find church-related careers as teachers of religion, directors of religious education programs, youth or family-life ministers, directors of volunteers or of social justice activities, liturgical ministers and pastoral associates. They also may enter law school, study politics, or become journalists or chaplains in campus or hospital settings.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

## Theology Major

### Required:

RS 110	Christian Moral Life	3
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or PL 269	Introduction to Ethics	
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RS 111	Introduction To The Bible: Old Testament	3
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RS 113	Introduction To The Bible: New Testament	3
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RS 114	Introduction to Christianity	3
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RS 370	Church in Contemporary Society	3
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PL 375	Faith and Reason	3
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RS 445	Independent Study	3
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or RS 461	Senior Field Instruction	
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**Choose Three Electives** <sup>1</sup> **9**

**Total Hours** **30**

<sup>1</sup> Chosen in consultation with the theology advisor

## theology Minor

### Required:

RS 110	Christian Moral Life	3
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or PL 269	Introduction to Ethics	
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RS 111	Introduction To The Bible: Old Testament	3
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or RS 113	Introduction To The Bible: New Testament	
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RS 370	Church in Contemporary Society	3
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RS 284	Topics in Religious Studies	3
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or PL 310	Special Topics: Applied Ethics	
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**Choose One of the Following:** **3**

RS 111	Introduction To The Bible: Old Testament	
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RS 113	Introduction To The Bible: New Testament	
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RS 114	Introduction to Christianity	
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RS 115	Introduction To World Religions	
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<b>One course 200-level or above from student's major *</b>	<b>3</b>
<b>Total Hours</b>	<b>18</b>

\* Must be approved by theology advisor

The following is the typical sequence of courses required for the major\*:

#### Freshman

Fall	Hours	Winter	Hours	Spring	Hours
RS 111		3 Domain		3 RS 113	3
Portal		3		Domain	3
Writing Competency		4		Domain	3
Elective		3		Elective	3
				Elective	3
		<b>13</b>		<b>3</b>	<b>15</b>

#### Sophomore

Fall	Hours	Winter	Hours	Spring	Hours
RS 114		3 Elective		3 RS 110 or PL 269	3
Domain		3		Elective	3
Domain		3		Domain	3
Elective		3		Domain	3
Elective		3			
		<b>15</b>		<b>3</b>	<b>12</b>

#### Junior

Fall	Hours	Winter	Hours	Spring	Hours
RS 370		3 Domain		3 PL 375	3
Theology Elective		3		Theology Elective	3
Domain		3		Elective	3
Domain		3		Domain	3
Elective		3			
		<b>15</b>		<b>3</b>	<b>12</b>

#### Senior

Fall	Hours	Winter	Hours	Spring	Hours
Theology Elective		3 Elective		3 Capstone	1
Elective		3		RS 445 or 461	3
Elective		3		Elective	4
Elective		3		Elective	3
Elective		3		Elective	3
		<b>15</b>		<b>3</b>	<b>14</b>

#### Total Hours: 123

*Note: Elective courses could be used for a second major, a minor, a course of interest, internship or study abroad experience. We strongly encourage Theology majors to earn a second major. This 4-year plan assumes a second major with ten required courses.*

*Note: See the Curriculum section (p. 49) for more information on Portal, Competency, Domain, and Capstone courses.*

### \*Disclaimer

The course offerings, requirements, and policies of Mount Mercy University are under continual examination and revision. This *Catalog*

presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change.

This plan of study represents a typical sequence of courses required for this major. It may not be applicable to every student. Students should contact a department faculty member to be sure of appropriate course sequence.

## Courses

### RS 110 Christian Moral Life: 3 semester hours

'Christian Moral Life' will enable students to think systematically about the Christian (including Catholic) moral life, while more broadly engaging current issues concerning Christian ethics and morality. This introductory course will explore the foundational sources of ethics (Scripture and Tradition), as well as theology, philosophy, and ecumenical conversations. It will show how these foundational sources guide ethical understanding concretely by examining pressing issues of the day. A service learning component will be required. Fulfills the Theology requirement in the Core Curriculum.

### RS 111 Introduction To The Bible: Old Testament: 3 semester hours

This course provides a survey of the origin, development, and principal themes of the Old Testament to gain a basic understanding of the foundations of Israelite faith. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing various types of Old Testament writings. Fulfills the Theology requirement in the Core Curriculum.

### RS 113 Introduction To The Bible: New Testament: 3 semester hours

A survey of the New Testament, presented within the historical and cultural perspectives of the first-century Christian communities. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing Paul's letters and the gospels. Fulfills the Theology requirement in the Core Curriculum.

### RS 114 Introduction to Christianity: 3 semester hours

This course provides an analysis of the phenomenon of Christianity in both its Roman Catholic and Protestant forms in terms of history, major doctrines, rituals and the contributions of seminal theologians. Fulfills the Theology requirement in the Core Curriculum.

### RS 115 Introduction To World Religions: 3 semester hours

This course provides a consideration of each of the great religions in the context of contemporary society. Variations in the structure, organization, and function of the religions are systematically examined. Fulfills the Theology requirement in the Core Curriculum.

### RS 176 Liturgical Worship: 3 semester hours

An analysis of the origin and development of Christian liturgies, designed to place in perspective the current liturgical reforms taking place in Catholicism and other Christian churches. Practical approaches for implementing various liturgical rites and expressions are presented.

### RS 181 Introduction to the Bible: 3 semester hours

This introductory survey of both Testaments of the Bible includes the basic elements of historical and critical Biblical studies as well as treatment of the Bible's major theological themes. Topics include inspiration and inerrancy, a survey of critical methods and an introduction to the various schools of Biblical interpretation. The theological portion of the course will consider such themes as election, covenant, promise, kingdom, justice, salvation, and faith.



**RS 211 Who Is Jesus?: 3 semester hours**

An exploration of results of modern historical study of the gospels, which provide a better picture of the facts of Jesus' life that Christians have had for the past 19 centuries. This course also analyzes the significance of such historical information for evaluation past and present expressions of Christian belief in Jesus as Lord and Savior. Prerequisite: Fulfillment of core curriculum requirement in Theology.

**RS 217 Catholic Biomedical Ethics: 3 semester hours**

'Catholic Biomedical Ethics' will study biomedical and health care ethics in light of Catholic theology and the philosophical tradition of natural law. The course will cover basic principles of moral theology and ethics as tools for understanding the moral nature of health care itself. Flowing out of these principles, the course will investigate a series of particular biomedical issues including beginning-of-life and end-of-life questions in and through the foundational Christian claim of intrinsic human dignity. The course will provide students with both a speculative understanding of these issues and knowledge necessary to meet adequately the challenge of ethical questions for those pursuing employment in health care and related fields. Fulfills the Theology requirement in the Core Curriculum.

**RS 238 Sacraments And Worship: 3 semester hours**

A consideration of the sacramental or incarnational approach to worship and to the other elements of Christian faith and practice: Christology, ecclesiology, morality, and ascetical practice. The course will include an analysis of the origin and development of Christian liturgies, designed to place in perspective the current liturgical reforms taking place in Catholicism and other Christian churches.

**RS 284 Topics in Religious Studies: 3 semester hours**

Students will explore a particular topic in the western religious tradition. The topics can be in areas such as the following: the writings of an important thinker (e.g. Thomas Aquinas or Martin Luther), or the religious dynamics of a historical period (e.g. the impact of the reformation or Vatican II on Christian doctrine, practice and organization), or the development of theological or moral doctrines or religious practices (e.g. Women in the Church), or a particular topic in the academic study of the Bible using modern methods of interpretation (e.g. a single book like Genesis, a set of books like the letters of Paul, or a biblical theme like "Covenant" or "Prophecy"). This course may be taken a second time with a different topic. Prerequisites: Fulfillment of core curriculum requirement in Religious Studies.

**RS 312 Modern Christian Thought: 3 semester hours**

An examination of how Roman Catholic and Protestant Christian theologians have responded to the many challenges presented by the modern world. Such challenges include those posed by the Enlightenment, historical consciousness, modernism, the Industrial Revolution, totalitarian regimes, and socio-economic disparity. The course will also consider theological responses to modern forms of atheism, socio-economic criticisms (Marx), psychological criticisms (Freud), gender inequality, ethnic and racial injustices and the awareness of other religious traditions. Prerequisite: fulfillment of core curriculum requirement in Theology and Philosophy.

**RS 370 Church in Contemporary Society: 3 semester hours**

'Church in Contemporary Society' critically examines how the Church engages different cultures through sacramental life and social mission for the spiritual and material wellbeing of all persons. Key understandings to be explored include the Church's role in public life in general, the Church as a Eucharistic community, the Church as the people of God, the Church as one, holy, catholic and apostolic, the Church as sacrament, and the Church in solidarity with the poor. Prerequisite: fulfillment of the core curriculum requirement in Theology.

**RS 400 Senior Thesis: 3 semester hours**

This is the senior thesis course for the major in Theology. Students are required to do independent.

**RS 445 Independent Study: 3 semester hours**

Directed readings and research; topics determined by the student and faculty member.

**RS 461 Senior Field Instruction: 0 semester hours**

Field instruction includes educationally directed practical experiences. Guidance by an experienced catechist or pastoral leader will be arranged and supplemented by weekly individual and group conferences with a faculty member. Students will be expected to do related readings and recording of field experiences. Students will spend eight hours a week in their field placement. The course will be graded pass/fail and must be taken concurrently or subsequent to RS 370. Prerequisite: Permission for the department chairperson.

## Writing

### Writing Minor

**Required:**

BA 250	Technology & Communication In Business	3
EN 203	Creative Writing	3
or EN 204	Writing Creative Nonfiction	
or EN 205	Writing Poetry	
or EN 206	Writing Fiction	
EN 210	Writing And Analysis Of Literature	4
CO 120	Introduction to Journalism	3
CO 280	Writing For Public Relations	3
or CO 281	Newspaper Reporting	

**Any additional English course numbered 207 or above** 3

**Total Hours** 19

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy.

### Courses

**EN 011 Language & Literacy Support: 1 semester hour**

This course offers instruction and practice in college-level reading, writing, and English proficiency. All on-campus undergraduate students can enroll in this course: first-year students, upper-class students, returning students, and transfer students. Work will be individualized (arranged meeting) and will support the student's work in other courses. Repeatable.

**EN 012 Elements of English: 3 semester hours**

This is a “bridge” course between high school language arts and college writing courses. Objectives include learning to use college-level reading and writing strategies and developing academic confidence in literacy tasks. This course is geared toward both native- and non-native English-speaking students. Indications for placement include an ACT score below 15, a high school GPA below 2.5, committee admittance, and/or a Duolingo score below 115 and/or any Duolingo subscore below 100 (or similar score in an equivalent assessment for English proficiency.).

**EN 101 Writing And History: 4 semester hours**

By examining a period of historical topic, students will have the opportunity to discover how history is relevant to contemporary life. The course will focus on a different topic each semester such as the Vietnam War, the Holocaust, or the American Frontier, using it as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 106 Writing And The Environment: 4 semester hours**

Our national culture is firmly rooted in the ways we treat the land and wildlife. Many writers have responded to our changing environment in a multitude of ways. This course will examine that literature in order to stimulate student writing and research. Fulfills the competency requirement in writing.

**EN 107 Writing And Popular Culture: 4 semester hours**

This course will study how television, movies, and music influence our everyday lives and shape our values, showing how popular culture has increasingly been used in fiction and poetry. Assignments will allow students to examine different perspectives about popular culture. Fulfills the competency requirement in writing.

**EN 108 Writing and Issues of Health & Mortality: 4 semester hours**

Frequently, the impulse behind writing comes from the awareness of our mortality and our desire to care for one another. Writers, including those who are doctors and nurses, know this and have created a rich trove of literature from all genres about these experiences. This course will examine that literature in order to stimulate students writing and research in writing.

**EN 111 Writing And Film: 4 semester hours**

This course will use cinema from around the world to stimulate student writing. Specific versions of the course might center around important American films, films of directors, films from a particular genre, or films dealing with a major theme. Students will explore different perspectives about how film can entertain, educate, and provoke an audience. Fulfills the competency requirement in writing.

**EN 112 Writing And Gender Studies: 4 semester hours**

Gender is a concept that refers to the cultural sources of our identities as women and men. This writing course will explore gender in conjunction with socialization, stereotypes, intimacy, the media, the workplace, and the family. Fulfills the competency requirement in writing.

**EN 114 Writing And Social Issues: 4 semester hours**

This course examines social issues such as racism, poverty, and crime. Students may participate in brief service projects. Fulfills the competency requirement in writing.

**EN 115 Writing And Other Cultures: 4 semester hours**

This course includes reading and writing about people from diverse cultural positions, and focuses on understanding the various social, political, and economic factors that shape a culture. Fulfills the competency requirement in writing.

**EN 116 Writing And Life Stories: 4 semester hours**

The course explores how students and published writers craft compelling stories out of life experiences. Assignments include personal essays, analytical papers, and a research project. Fulfills the competency requirement in writing.

**EN 117 Writing And Sports: 4 semester hours**

Given the emphasis placed on sports in the life of a college student, as well as in our culture in general, this course will stress the fundamentals of college writing and research while using sports as a thematic focus. The course will examine such topics as participation in sports, historical developments of professional sports, individual versus team sports, and the broad area of sports literature. Fulfills the competency requirement in writing.

**EN 118 Writing And Place: 4 semester hours**

An understanding and a belonging to a place can give us a sense of community and purpose. This class will explore issues connected with places both familiar and foreign while using them as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 120 Grammar: 1 semester hour**

A study of grammar with an emphasis on revising and editing.

**EN 122 Grammar for Teaching English as a Second Language: 3 semester hours**

This course covers aspects of modern English grammar important for teaching English as a Second Language (ESL). The basic structure of words (morphology), sentences (syntax), and meanings (semantics), including basic rules of writing mechanics most problematic for English learners are also studied.

**EN 123 Professional Writing: 4 semester hours**

Designed to help students understand the basic resources and techniques of writing pertinent to their chosen professions. Writing assignments and discussions covering such areas as occupational letters, reports, and letters of job application are geared to the student's individual professional needs. Prerequisites: One course selected from the core curriculum writing courses and sophomore standing.

**EN 125 Introduction To Language: 3 semester hours**

An introduction to the principles and basic structure of the English language with an emphasis on grammar, the history of English, and sociolinguistics.

**EN 133 Introduction to American Multicultural Literature: 3 semester hours**

This course surveys literature that reflects America's racial and ethnic diversity. Students will examine texts by African Americans, Native Americans, Latino Americans, Asian Americans, Jewish Americans, and Muslim Americans. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 134 Introduction to U.S. Latino Literature: 3 semester hours**

Stories are powerful transmitters of culture. In this course we will look at stories from contemporary Latino writers in the United States to help us discover, appreciate, and understand the Latino part of our multicultural heritage. As we study representations of Latino culture in different genres, we will grapple with the gifts and challenges of a bi-cultural identity. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 135 Introduction to African American Literature: 3 semester hours**

This course considers the breadth, depth, and significance of the African American literary tradition, ranging from the eighteenth century through the present era. We will study slave narratives, speeches, poetry, drama, and fiction to explore the complex relationship between race and writing and to discover how African American literature both responds to and helps shape American history and culture. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 140 Introduction to Diversity Studies: 3 semester hours**

This course introduces Diversity Studies, an interdisciplinary program of study that enables students to develop a broad understanding of the intersecting components of diversity in society, namely: race, ethnicity, sex, gender, sexuality, social class, religion, language, aging, and disability. By the end of the semester, students will develop an understanding of and sensitivity to diverse cultures and lifestyles and the contributions of historically-underrepresented communities to art, literature, history, culture, and society. Ultimately, the course equips students with the knowledge, skills, and perspectives essential to civic participation, career development, and the promotion of a just and an equitable society.

**EN 150 Introduction to Film Adaptation: 3 semester hours**

This course will study the common practice of creating film adaptations of all kinds: form literature, graphic novels, musicals, television scripts, history, etc. - for instance, adapting works such as *Pride and Prejudice*, *No Country for Old Men*, the short story "Million Dollar Baby", the musical *Chicago*, the Sherlock Holmes mysteries, the graphic novel *Persepolis*, the comic book series of *Batman*. This writing intensive class fulfills the literature requirement in the Expressive Arts domain.

**EN 154 Introduction to World Literature: 3 semester hours**

This course introduces the basics of literary analysis while examining works of poetry and prose by major writers from around the world. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: completion of the writing competency course.

**EN 170 Introduction To Literature: 3 semester hours**

This course will provide an introduction to poetry, fiction and drama, emphasizing reading, analysis, and interpretation. Students will be asked to read a variety of literature that reflects both the history and the diversity of the genres and to respond orally and in writing. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 175 American Drama: 3 semester hours**

Selected dramas from 1920 to the present ranging from classic American plays by Williams and Miller to more offbeat, contemporary works. Students may be required to attend productions outside class. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 176 American Literature Survey: Colonial to 1914: 3 semester hours**

This survey course will examine the major topics/trends/movements in American literature from our nation's beginnings to World War I through reading a variety of genres: poetry, short fiction, autobiography, and the novel. Topics will include American Romanticism, Realism, and Naturalism. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 178 Major American Writers: 3 semester hours**

This course will examine works (fiction, poetry, drama, and non-fiction) from important American writers. Some of the writers that may be included: Franklin, Hawthorne, Douglass, Thoreau, Dickinson, Whitman, Twain, Chopin, Hemingway, O'Neill, Faulkner, Frost, Morrison, Miller, A. Wilson, O'Connor, Wright, Kingston, Erdrich, Tan, and Cisneros. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 180 Introduction to Literature and Gender: 3 semester hours**

This course examines the ways in which poets, novelists, short story writers, playwrights, and memoirists create, explore, and challenge social constructions of gender. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 181 Introduction to LGBTQ Literature: 3 semester hours**

Students will explore literature that depicts the experiences of lesbian, gay, bisexual, transgender, and queer people. This course will emphasize literature by LGBTQ authors themselves, primarily American and British authors from the late nineteenth century to the present. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 190 British Literature and Culture: 3 semester hours**

This travel course examines selected works of British literature in conjunction with the art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 7-10 day trip to London, Canterbury, Bath, and Oxford. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 192 The Lost Generation: Expatriates in Paris: 3 semester hours**

This travel course treats literature created by the expatriate "Lost Generation" in Paris in the 1920s. Enrolled students will learn experientially how the city and culture of 1920s Paris shaped the literature of the Lost Generation and how expatriate writers in the 1920s helped inform Parisian culture and climate. The course includes a one- to two-week trip to Paris. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course completed from the core composition courses or equivalent.

**EN 195 Irish Literature & Culture: 3 semester hours**

This travel course examines selected works of Irish literature in conjunction with art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 1-2 week trip to Dublin, Belfast, and Derry. The writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 203 Creative Writing: 3 semester hours**

This multi-genre course introduces students to the writing of short stories, poems, and creative nonfiction. Students will participate in small-group workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 204 Writing Creative Nonfiction: 3 semester hours**

Students will study and create several types of creative nonfiction with an emphasis on the personal essay. Drawing upon writing tools used by both fiction writers and poets, students will compose original essays, participate in peer workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses.

**EN 205 Writing Poetry: 3 semester hours**

This workshop allows students to explore together the fundamentals of the craft of poetry. Students will identify the attributes that make poetry a unique and expressive art form, and will become familiar with diverse forms, subject matter, and styles by reading the work of established and emerging poets. Students will compose original poems, participate in peer workshops, and create a final portfolio of their work. This course will enable students to be more aware of their own writing processes and to access a breadth of strategies for composition, collaboration, and revision journeys. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 206 Writing Fiction: 3 semester hours**

Students will study and create several types of short stories. They will participate in peer workshops, revise, and assemble a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 210 Writing And Analysis Of Literature: 4 semester hours**

An intensive writing course required of English majors and minors. Also covers the critical analysis of the major genres and the study of various theoretical approaches. Must be taken at Mount Mercy before the senior year. The CLEP exam does not apply. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 215 Major English Writers: 3 semester hours**

This course focuses on selected writings from such authors as Chaucer, Shakespeare, Milton, Wordsworth, Charlotte Bronte, Keats, Browning, and Joyce. English majors must take this course before their senior year. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 225 Chaucer And The Middle Ages: 3 semester hours**

This course is an introduction to the Middle English literature with a concentration on Chaucer's *The Canterbury Tales*. Prerequisite: One lower division literature course or permission of the instructor.

**EN 234 Shakespeare: 3 semester hours**

Learn about theatre through the works of Shakespeare. Consider how actors, directors, other artists, and critics have interpreted Shakespeare's major plays. Students will view some film adaptations and, if possible, live performances. This course satisfies the Expressive Arts - Fine Arts Core Curriculum Domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 236 Milton and the 17th Century: 3 semester hours**

This course will place an emphasis on Milton's verse and prose; also selected works of the Cavalier and metaphysical poets, especially Donne. Prerequisite: One lower division course or permission of the instructor.

**EN 243 18th-Century Literature: 3 semester hours**

Major works from 1660-1780, showing the development of poetry, drama, and the novel. Prerequisite: One lower division literature course or permission of the instructor.

**EN 254 The English Romantic Age: 3 semester hours**

Prose and verse, 1780-1832, especially works by Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Scott, Austen, Lamb. Prerequisite: One lower division literature course or permission of the instructor.

**EN 265 The Victorian Age: 3 semester hours**

Poetry and fiction by such authors as Tennyson, Browning, Hopkins, Dickens, Eliot, Gaskell, and Hardy. Prerequisite: One lower division course or permission of the instructor.

**EN 278 American Literature Survey: 1914 to Present: 3 semester hours**

This course will examine the major topics/trends/movements in American Literature from World War I to the present through reading a variety of genres: poetry, short fiction, drama, and the novel. Topics will include Modernism, Postmodernism and Deconstruction, and Multiculturalism.

**EN 300 Topics in Literature: 3 semester hours**

This course will examine a specific topic in literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 303 Topics In American Literature: 3 semester hours**

This course includes an examination of a specific topic in American literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.



**EN 305 Anglophone Literature: 3 semester hours**

After the demise of the British Empire in the 20th century, the English language remained in use all over the world in many of its former colonies and commonwealth states. As newly independent peoples began to define their national identity, their native writers adopted English as the medium for telling their stories. Appropriately called World Englishes, these offshoots of the language of Britain shaped themselves to the culture, geography, and circumstances of a whole new cadre of Anglophone writers. This course will explore world literature written in English from places such as India, Africa, Hong Kong, Australia, and the Caribbean in order to engage with the questions of identity that arise, both for nations and for individuals, in a post-colonial society in a global age.

**EN 309 British Modernism: 3 semester hours**

This course will focus on the major works and movements of British literature from 1900-1945, specifically focusing on Modernism. It will cover texts by such authors as Yeats, Auden, Conrad, Joyce, Woolf, Forster, Ford, Eliot, Lawrence, Mansfield, and Bowen.

**EN 310 Contemporary British Literature: 3 semester hours**

This course will examine the major works and movements in British literature from 1945 to the present. It will cover texts by such authors as Greene, Waugh, Lessing, Beckett, Heaney, Ishiguro, McEwan, Smith, and Barnes. Prerequisite: One lower division literature course or permission of the instructor.

**EN 314 Law and Literature: 3 semester hours**

How do law and literature shape our ethics, identities, and understanding of the truth? Why do so many literary writers feature legal documents, crime, prisons, and trial scenes? Students explore all these questions as they study British, American, and world literature ranging from ancient Greek tragedy to novels by Nobel Prize winners to recent Oprah picks. Students also have the opportunity to participate in a service learning project at the Anamosa State Penitentiary.

**EN 320 Intermediate Creative Writing: 3 semester hours**

This is an advanced creative writing course focusing on the student portfolio, a collection of original poems, stories and creative nonfiction written for the class. Prerequisite: EN 203 or permission of the instructor.

**EN 321 Topics In Creative Writing: 3 semester hours**

Students will study and practice creative writing focused on a specific theme or sub-genre, such as health and healing, coming of age, or science fiction. Students may repeat the course when it features a different theme or sub-genre. Prerequisite: EN 203, EN 204, EN 205 or EN 206 or permission of the instructor.

**EN 325 Seminar: Independent Research: 3 semester hours**

This is a capstone seminar which asks that students demonstrate through independent research and in-class activities a proficiency in critical, verbal, and written skills. Since this class is process oriented the instructor and students will collaborate on selecting the theme(s) for the seminar. Students will also explore career development. Required of all English majors. Prerequisites: Senior English major status; one course selected from the core composition courses; and at least one upper-level English literature course at Mount Mercy.

**EN 424 Internship: 3 semester hours**

This class is a supervised work experience in various profit/non-profit organization. It is required of all English majors who have not had another internship experience through Mount Mercy University and who are not Education majors. It is open to English majors of junior or senior status. All students must receive the approval/consent of the English Program before participating in this internship. If students do not receive this approval, they will take EN 455, focusing on career preparation. To count toward the English major, the internship must be taken for three credits.

**EN 445 Independent Study: 3 semester hours**

Study topic will be arranged by the student and the English Department best able to direct the work. An independent study gives the English major the opportunity to pursue authors, genres, and literary periods not developed in regular courses.

# Online Program

Mount Mercy is a leading choice for students seeking a baccalaureate degree while maintaining full-time employment. Our programs are tailored to meet the needs of the non-traditional student who is seeking to apply current and/or past work experience to their educational environment. Successful students in this program are self-directed and motivated.

Courses are formatted into five, ten and fifteen week blocks allowing students to focus on one class at a time. Most majors will be delivered entirely through the online learning platform. Some majors require in-person attendance for major courses.

Mount Mercy University offers online bachelor's degree programs (programs with required in person courses noted) in the following majors:

- Applied Management
- Business
- Elementary Education\*
- Health Care Administration
- Health Care Leadership
- Human Resource Management
- Liberal Studies
- Management
- Marketing
- RN to BSN\*

*\*Elementary Education requires in person courses. RN-BSN may have in person courses as an option.*

## Admissions

### General Admission Requirements to Mount Mercy University Online Programs

**For students with less than 12 graded semester hours of prior college coursework:**

- Complete the application for admission (<https://www.mtmercy.edu/online/admissions/index/>).
- Official transcripts from all institutions of higher education previously attended
- High school transcript
- Minimum 2.75 cumulative H.S. GPA (on a 4.0 scale)
- (Optional) Composite score of at least 20 on the ACT (1030 SAT) with sub-scores of 17 or higher (scores not required for students age 24+)
- Class rank in the top half of graduating class (if school provides rank)
- Mount Mercy applicants are encouraged to complete the following high school coursework:
  - Four years of English
  - Three years of Mathematics
  - Three years of Social Studies
  - Three years of Science

**For students with 12 or more graded semester hours of prior college coursework:**

- Complete the application for admission (<https://www.mtmercy.edu/online/admissions/index/>).

- Official transcripts from all institutions of higher education previously attended. Updated transcripts noting final grades need to be sent prior to actual enrollment if the student applies while currently enrolled at another institution
- Official high school transcripts or equivalent (for applicants who have not earned an associate degree or higher from an accredited college or university)
- Minimum 2.5 cumulative (on a 4.0 scale)\*
- Official Joint Services Transcripts, if applicable

\*In accordance with articulation agreements with all Iowa community colleges, associate degree holders with a minimum cumulative 2.0 GPA will be automatically accepted for admission.

Any student who does not meet the above criteria will be evaluated by the Admissions Committee for closer examination. Admission conditions and/or course recommendations will be determined on an individual basis by the Committee.

### Home Schooled Students

In lieu of high school transcripts, applicants must submit records of high school or college-level studies, either in a transcript form (if available) or a detailed account of the subjects studied and materials used. Standardized test scores\* (ACT or SAT) also are required and must be submitted directly to the Office of Admissions.

\*Students over the age of 21 may submit college coursework in lieu of test scores.

\*Students over 21 with 5 years of full time work experience may have their ACT/SAT requirement waived.

### Readmission

Students must apply for readmission (<https://www.mtmercy.edu/online/admissions/index/>) if they withdraw (do not attend for one or more consecutive semesters), were academically dismissed or have graduated and wish to pursue a second major, second degree or add a minor. The readmission process includes verification of no remaining balances from previous attendance and clearance from various campus departments. If students completed coursework at other institutions during their time away, those official transcripts must be sent directly to Office of Admissions.

### Non-Degree Seeking (special populations)

Students interested in taking just one or two courses at Mount Mercy are categorized as non-degree students. If the student is currently pursuing a degree at another institution, it is recommended that permission be obtained from the home institution before enrolling at Mount Mercy. Students must first complete application for admission (<https://www.mtmercy.edu/online/admissions/index/>). If a prerequisite course is needed for the course(s) selected to be taken through Mount Mercy, an official transcript must be sent to the Office of Admissions to verify successful completion of that prerequisite. Any non-degree student that wishes to continue at Mount Mercy must complete the regular admission process.

Courses are not guaranteed and are open to full and part-time Mount Mercy students first.

### Admission to the RN to BSN Program

Applicants to the RN to BSN program must meet the following admission criteria:

1. Hold an Associate's Degree or Diploma in nursing from a regionally accredited college or an equivalent degree from an accredited institution outside of the United States.

2. Hold a current and active RN license in the United States.
  - a. Submit a copy of current nursing license.
  - b. Nursing courses with a clinical component may not be taken by a person: a) who has been denied licensure by the Board; b) whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction; c) whose license/registration is currently suspended, surrendered or revoked in another state or country due to disciplinary action.
3. Currently working at least part time in nursing while in nursing (NU) courses. (Requirement can be waived at the discretion of the program chair.)
4. Registered nurse applicants must have an admission cumulative grade point average (GPA) of 3.0. Students with an admission cumulative GPA less than a 3.0 may be admitted to the university and conditionally admitted to the Nursing Major. In order to continue, all RN-BSN students must successfully complete NU 242 Concepts in Baccalaureate Nursing Education, earning a minimum grade of C. All students must achieve a minimum of C (C- does not count) in all nursing courses.
  - a. Official transcripts from all previously attended schools must be submitted to Mount Mercy University
5. Complete a background check, including Dependent Adult and Child Abuse, completed by a third party company selected by the Martin-Herold College of Nursing and Health. Any concerns will require a meeting with the RN-BSN Chair.
6. RN-BSN students who are not currently working as an RN will be required to have a physical exam. Students working as an RN will not be required to have a physical exam, as the majority of clinical activities will occur within the student's own work environment. All students, regardless of their work setting, will be required to provide documentation of current immunizations.
7. Proof of current certification for Basic Life Support (BLS).
8. Proof of health insurance coverage.
9. Proof of nursing liability insurance coverage (beyond coverage provided by your employer).

## Policies

### Assessment of Prior Experiential Learning (APEL)

Mount Mercy offers an opportunity for students to request that substantial work-related or other prior learning experiences and accomplishments be evaluated for potential academic credit. The Assessment of Prior Experiential Learning (APEL) process requires that eligible students submit a portfolio documenting specific learning outcomes attained through previous personal or professional experiences. Qualifications for students seeking APEL review include:

1. Must be officially enrolled in a degree program at Mount Mercy.
2. Must be able to demonstrate that the experiential learning for which they intend to seek credit is related to their educational goals at Mount Mercy.
3. Must complete the assessment process, including the credit evaluation, prior to their final semester.

Students participating in the APEL process are allowed to submit a revised portfolio for consideration just one time. The maximum number of credits to be granted through portfolio assessment is 30 semester hours, and it is possible that no credit will be granted. Faculty evaluators will recommend the amount of assessed credit, within the maximum noted above, to the Provost for final approval. The credit

may be applied to core curriculum, electives, or majors or minors depending on: 1) the content and level of learning assessed; and 2) the approval and recommendation of the appropriate academic departments. Credits earned through the APEL process are NOT considered part of the 30 semester hours required to be taken at Mount Mercy.

Once the credit has been approved, it will be recorded on the transcript as credit hours in experiential learning with a title specified by the faculty evaluators. The credit will be listed on the transcript with a grade of Pass (P) and is not calculated in the cumulative GPA. Credit will not be granted when it will duplicate college credits previously earned, nor will students receive Mount Mercy credit when it will duplicate credit previously earned through an assessment or prior experiential learning.

### Military Education/Credit

Please be sure to identify your military service in your application and during your initial advising appointment as credit hours may have been earned for your military training. Military education is evaluated by the Registrar's Office upon the receipt of a Joint Services Transcript (<https://jst.doded.mil/>) or official transcript from Community College of the Air Force (<http://www.airuniversity.af.mil/Barnes/CCAF/>). Be sure to contact your respective branch office or Educational Services Officer prior to enrolling in classes or sending transcripts. Some military education credits transfer as two-year institutional credits.

### Veteran and Military Services

Students eligible for educational benefits from the Veterans Administration or Department of Defense should notify the Registrar's Office prior to the first term of attendance. After the necessary documents have been supplied, enrollment certification will be submitted or confirmed. It is the student's responsibility to notify the Registrar of any changes in registration. Failure to properly alert the Registrar of changes in enrollment may result in loss, delay, or repayment of educational benefits.

More information on military policies can be found here (p. 40).

### Program Enrollment

Students are expected to take all courses in the block format. Students who desire to take a traditional course should consult with their advisor about course availability. (Selected courses intentionally designed to be offered jointly to online and traditional students are exempt.) Students should contact their advisor for assistance switching programs if they wish to take a majority of courses in the traditional format.

### Dual Program Enrollment

Students are not allowed to pursue dual programs – a major or minor in the traditional program and a major or minor in the online program – at the same time. Students desiring to mix programs must first complete one program and then apply to the second program for completion of the second major or minor.

### Second Baccalaureate Degree

A Mount Mercy graduate or a person who holds a baccalaureate degree from another institution, whose accreditation is comparable to that granted by Mount Mercy, may earn a second baccalaureate degree at Mount Mercy by fulfilling the following requirements:

1. Must be admitted or readmitted to Mount Mercy and to a major other than the major of the original degree.

2. Original degree must be completed and not in progress before the student begins work toward the second degree.
3. Must earn at least 30 consecutive hours at Mount Mercy beyond the original degree, with a cumulative grade point average of 2.00 (or higher, if the designated major requires a higher average).
4. Must fulfill all requirements of a major (different than the original major) as described in this *Catalog* in effect at the time of admission or readmission to Mount Mercy and at least 12 semester hours, above course number 199, in the major must be completed at Mount Mercy. (*Note:* the core curriculum requirements are waived).
5. Pass/Fail grades in courses used for completion of the second degree are unacceptable unless the course is designated in this *Catalog* as solely as a Pass/Fail course.

The student who earns a second baccalaureate degree will receive a Mount Mercy diploma and may participate in graduation ceremonies. The student is not eligible for graduation honors with exceptions granted by petition through the Provost. An important consideration in the decision will be the cumulative GPA from the previous degree.

## Second Major

If you are interested in pursuing a double major during your program of study be sure to discuss this with your program advisor to strategically plan your course schedule. A student taking two separate majors while working toward a first baccalaureate degree at Mount Mercy earns a second major, not two degrees. Both majors will be recorded on your official transcript, but only one baccalaureate degree shall be granted. If the two majors lead to separate degrees (e.g., BBA and BS), the student shall make the decision of which degree to pursue and that degree shall be recorded on the transcript once the work is completed. Once you have decided to pursue a second major and/or minor during your program of study, complete the declaration of major/minor form. Mount Mercy graduates, and/or graduates from other institutions whose accreditation is comparable to that granted by Mount Mercy may earn a second major at Mount Mercy by fulfilling the following requirements:

1. The student must be admitted or readmitted to Mount Mercy and to a major other than the original major.
2. The student must complete the requirements for the major as described in this *Catalog* in effect at the time of admission or readmission to Mount Mercy.
3. Students must earn 12 semester hours or more, at the upper level at Mount Mercy toward the second major, not used toward a previous major.

A second major, whether taken while working toward the first degree or subsequently, is not to be confused with a second baccalaureate degree. Earning a second major is generally more economical in time and money than earning a second baccalaureate degree. A student already possessing a baccalaureate degree and is completing a second major will not receive a diploma, will not be eligible to earn honors, nor will the student be eligible to participate in graduation ceremonies.

## Second-Grade Option

The second-grade option occurs when a student repeats a course previously taken at Mount Mercy or previously transferred into Mount Mercy. If the student repeats a Mount Mercy course with another Mount Mercy course, both grades stay on the permanent record. The first grade is not calculated into the grade point average, and the last grade stands as the official grade and is the only grade calculated into the grade point average. If a student transfers in a course from another

institution prior to repeating the course at Mount Mercy, both grades stay on the permanent record. The first grade is not calculated into the grade point average, and the Mount Mercy grade stands as the official grade and is calculated into the grade point average. If a student transfers in a course from another institution after taking the course at Mount Mercy, both grades stay on the permanent record, and the earned credit hours of the two courses are adjusted for purpose of the cumulative grade point average. Approval for this action must be given by the Registrar.

A student may only use the second-grade option once per course. Students who wish to take a course a third time must petition the Registrar's Office.

If the course was taken for a grade the first time, it must be taken for a grade the second time. If the course was taken pass/fail the first time, it may be taken pass/fail or for a grade the second time. Courses that are a part of the Bachelor's degree earned at Mount Mercy are not approved for second grade options after the degree has been awarded.

## Classification

Students are classified according to number of semester hours earned toward the degree. Those who meet the entrance requirements and have earned 29 semester hours or less are classified as freshman. Students must have 30 semester hours before they may be classified as sophomores, 60 semester hours before they may be classified as juniors and 90 semester hours before they may be classified as seniors.

## Enrollment Status and Student Load

To determine enrollment status, blocks 1, 2 and 3 comprise the Fall semester; block 4 is the Winter term; blocks 5, 6 and 7 comprise the Spring semester; and blocks 8 and 9 comprise the Summer semester. *Note:* Loan Servicers use the enrollment status to defer loans. Students must be enrolled in a minimum of 12 semester hours per semester to be considered full-time status. Enrollment of less than 6 semester hours per semester is considered less than half-time status. Students should contact the Mount Mercy Student Financial Services Office to determine hours needed to be eligible for state or federal financial assistance.

## Applying for Graduation

Students need to submit the Application for Graduation to the Registrar's office to be considered a candidate for graduation. The Application for Graduation should be submitted at the time the student registers for the final two semesters of study. The Application for Graduation is available on the Mount Mercy web site. Requirements include:

1. A minimum of 123 semester hours credit earned toward the degree.
2. A minimum cumulative GPA of 2.00 for all credits earned at Mount Mercy.
3. Completion of the core curriculum requirements.
4. Completion of a major program of study.
5. At least 12 semester hours, above course number of 200, in the major must be completed at Mount Mercy.
6. Minimum of 30 consecutive semester hours completed at Mount Mercy immediately preceding graduation.
7. If graduating with a minor or endorsement, nine (9) semester hours of the minor must be taken at Mount Mercy.



## Major-Minor Programs

The major typically includes 30 or more semester hours, as indicated in individual requirements by field. The minor requires fewer semester hours. The student is, in every case, responsible to see that he or she properly applies for graduation and meets the graduation requirements.

*For a full list of applicable policies please refer to the main policies page (p. 28).*

## Tuition and Fees

### Deferred Billing

Tuition for students in the Online program is due the day the class starts. If you are reimbursed by your employer and you have a completed Deferred Payment Plan Enrollment Form on file with the Student Accounts team, tuition is due 45 days from the end of each block.

### Online Programs - Add/Drop Policy and Tuition Refund Policy

Please refer to the academic calendar for specific add/drop dates. To drop a course without charge, a student must drop prior to the first day of the block in order to have the registration dropped and no tuition charge assessed.\* If the course is dropped on, or after the block start date, but before the first week ends for an online class (Sunday 11:59pm CST) OR prior to the second course meeting for an on-campus class, the student will receive a grade of "W" on the academic transcript reflecting the withdrawal, but will not be charged tuition. Students dropping a given course during the second week of class or after will not receive a tuition refund.

If a student wishes to withdraw from a course, they must do so by the fourth Sunday (11:59 pm CST) of a five week block, the ninth Sunday (11:59 pm CST) of a ten week block, or the fourteenth Sunday (11:59 pm CST) of a 15 week block to receive a "W". Students who do not withdraw from a course by these deadlines will receive a letter grade for the course.

Attendance is taken the first week of class for Department of Education requirements. On-campus students will have attendance taken in person, while online students must actively engage in the course by the end of the first Thursday (11:59pm CST) or earlier as designated by instructor. Simply logging in to the class does not count as engagement for attendance purposes. Students that are reported "Absent" will be removed from the class due to non-attendance for a given course once it has begun, will receive a grade of NA, and will not be charged tuition.

\*Drop dates are noted on the block calendar (p. 13).

### Online Programs - Withdrawal Policy

Students exiting from Mount Mercy during a block in which they are registered, will receive a grade of "W" for the course. Students withdrawing during the first week of the block (before Sunday 11:59 pm CST for an online class or prior to the second course meeting for an on-campus class) will receive a tuition refund. Students withdrawing during the second week of the block or after will not receive a tuition refund. Registrations in subsequent blocks will be dropped and there will be no tuition charge for the dropped registrations. Students should contact their advisor to initiate the exit process. Withdrawing from Mount Mercy will change the student's enrollment status, and students should consider how the decision to withdraw will impact any of the following: tuition charges, financial aid (including loan repayment), social security, employer reimbursement, veteran's benefits, or

scholarships. (Please refer to the Financial Aid section (p. 234) for more information.) The student's ability to maintain a student visa or to purchase insurance as a student may also be impacted as a result of the decision to withdraw from coursework at Mount Mercy. Students withdrawing from the institution will be required to re-apply for admission if they desire to return.

## Tuition

Type	Cost
Online Program	\$610/semester hour

## Additional Fees

*(All fees are non-refundable)*

Type	Cost
Assessment of Prior Learning Experience Assessment Fee	\$60 per semester hour
Audit fee for a course	\$100
Official transcript	\$11
Replacement diploma	\$75
Returned check	\$25

**For a full list of applicable fees, please see here (p. 13).**

## Delinquent Accounts

All students, except those on employer reimbursement, are required to have their entire account paid in full by the last day of class. Any balance remaining after this date will be considered delinquent. Students who are reimbursed by their employers are required to have their entire account paid in full within 45 days from the end of each block or their account will be considered delinquent. It is the student's responsibility to notify the Student Accounts team that they are eligible for employer reimbursement as well as notify them of any changes in reimbursement status.

Students with delinquent accounts may be subject to the following actions until the balance is paid in full:

1. All current and future registrations will be cancelled
2. All financial aid for future terms will be cancelled
3. Accounts will be turned over to a collection agency unless arrangements have been made for the timely payment of the delinquent amount due

## Financial Aid

### Online Programs – Financial Aid

A student enrolled in any of the online (block) programs at Mount Mercy is eligible to apply for federal and state financial aid. Institutional financial aid is not available for online (block) students. To qualify for any financial aid at Mount Mercy, students must:

1. Receive notification from the Office of Admissions at Mount Mercy of acceptance as a REGULAR student for admission into an eligible degree program as defined by the U. S. Department of Education.
2. File the Free Application for Federal Student Aid (FAFSA) or Renewal Application to be eligible for most federal and state programs. Iowa applicants must have their application at the processing center by July 1<sup>st</sup> in order to be eligible for State of Iowa funds.

Currently enrolled students may obtain information and applications for financial aid in the Financial Aid Office. New students to Mount Mercy must inform the Financial Aid Office of their interest in receiving financial aid once they are registered for coursework at Mount Mercy.

To be eligible for loan assistance, the student is required to be enrolled at least half-time for each semester in which the loan is to be received, and must be half-time to continue deferments on most student loans. The following chart illustrates how the block schedule equates to the semester format:

Blocks 1, 2, and 3 = Fall Semester  
 Block 4 = Winter Term  
 Blocks 5, 6 and 7 = Spring Semester  
 Blocks 8 and 9 = Summer Semester

For example, a student must be enrolled in at least 6 credit hours during blocks 1, 2, and 3 combined to be eligible for a loan during the Fall Semester. Taking one 3-credit course in block 1 and one 3-credit course in either block 2 or 3 would satisfy the 6-hour requirement for financial aid.

Block 4 is combined with the Spring Semester to determine financial aid eligibility. Students are encouraged to contact the Financial Aid Office if they have questions regarding financial aid.

The Summer Semester (blocks 8 and 9) is considered the end of the academic year at Mount Mercy for financial aid purposes. If you are interested in financial aid for the summer blocks, students are required to have completed the FAFSA form for the current school year and are encouraged to register for these blocks up front. During the summer session, only federal financial aid is available. Because the summer session is at the end of the academic year, students may have already exhausted their annual eligibility in the federal loan programs, but they may have Pell Grant eligibility remaining. Students may also utilize private loan programs for summer funding. For more information contact, the Mount Mercy Financial Aid Office at 319-368-6467. Please see the main Financial Aid (p. 17) page of this *Catalog* for complete details.

## Enrollment Changes

Students who are enrolled in an online (block) program should speak with a Financial Aid Counselor prior to dropping any courses. Any enrollment change may result in a change in financial aid eligibility and require an aid adjustment. If the enrollment change is dropping all credits within a current block, students will need to confirm future enrollment with the Financial Aid Office to avoid being withdrawn from the university. Per federal regulations for this program, Pell Grant awards must be revised any time a student adds or drops a course throughout the semester, regardless if the student attended the course or not. For example, if a student is enrolled in 9 credit hours for the semester which makes them eligible for \$1500 in Pell grant funds and drops to 6 credit hours, the Financial Aid Office will be required to reduce the Pell grant to \$1000. This may result in a balance owed to Mount Mercy.

## Return of Title IV Funds – Block Programs

A student earns aid based solely on the length of time he/she attends. Until a student has passed the 60% point of the days they are scheduled to attend only a portion of the student's dispersible aid has been earned. If a student completely withdraws prior to the 60% point, then the Return of Title IV Funds policy applies.

Title IV funds refer to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Direct Unsubsidized loans, Direct Subsidized loans, Direct PLUS loans, Federal Pell Grant, Federal SEOG, and Federal TEACH Grant. Though the Federal Work Study program is also included in Title IV funds, it is not included when calculating the Return of Title IV Funds.

A student starts the withdrawal process with their Program Director. This can either be done in person or over the phone. The withdrawal

date is the date on which the student starts the withdrawal process or the date that the student otherwise provides notification to Mount Mercy of his or her intent to withdraw. However, if Mount Mercy can document an academically related activity different than the date the student officially withdrew, that date may be used.

If a student leaves school and fails to follow the withdrawal process or fails all of their courses, it is assumed the student withdrew at the midpoint of the period of enrollment unless academically related activity can be documented past the 60% point. The Financial Aid Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The software provided by the Department of Education is used and review of this software is available upon request from the Financial Aid Office.

Mount Mercy will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant over-payment, the student must make satisfactory repayment arrangements with the Financial Aid Office at Mount Mercy.

In accordance with Federal regulations the student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in order: Direct Unsubsidized Stafford loan, Direct Subsidized Stafford loan, Perkins loan, Direct PLUS loan, Pell Grant, FSEOG, and other Title IV programs.

## Example of Return of Title IV Calculation

This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is an example of a return of funds for a student who completely withdrew from their courses. This student was enrolled in Blocks 1, 2 and 3 so the total days of attendance for the Fall semester would be 105 days. The student withdrew in the first week of Block 2 and completed 45 days of the semester. The student completed 42.9% of the semester ( $45/105=42.9\%$ ).

The student would have earned 42.9% of the financial aid for the Fall semester. The remaining amount would have to be returned to the appropriate source.

Original Financial Aid	Loan Name	Revised Financial Aid	Total Original Aid	Total Revised Aid
\$6,219	Direct Stafford Loans	\$1,812		
\$1,500	Pell Grant	\$1,500		
\$1,300	Iowa Tuition Grant	\$558	\$9,019	\$3,870

## Curriculum

Students transferring courses to Mount Mercy from other institutions will have their coursework evaluated by the Registrar's Office to determine whether a transfer course will satisfy a specific core requirement. Applicable transfer policies based on degree status will also be considered.

## Reflection and Action: The Core Curriculum

The Core Curriculum is the foundational piece of a Mount Mercy education. Regardless of one's major, every student at Mount Mercy can be assured of a broad course of study in the traditional liberal arts. The courses in the Core are designed to foster inquiry, critical

thinking, personal reflection, and a spirit of service and citizenship. The Core emphasizes freedom of choice as each student creates an individualized plan to complete the core requirements according to his or her needs and interests. The Core Curriculum has four components:

- A comprehensive survey of the seven Domains of Liberal Study
- A culminating Capstone experience
- Multiple ways to achieve Competency in writing, math, and oral communication

Competencies

In addition to completing a Capstone course and all of the Domains of Liberal Studies, students are required to demonstrate core competencies. These may be demonstrated by taking and earning at least a C- in particular courses, or a student may demonstrate competencies through previous experience and coursework. Students who think that they may be able to demonstrate a competency need to arrange assessment well in advance of beginning their Mount Mercy coursework. The competencies should be completed within a student's first two years of college. If a student demonstrates competency and one of the course requirements listed below is therefore waived, that does not grant the student the credit hours listed. Students transferring to Mount Mercy with an AA degree from an Iowa Community College are considered to have met the competency requirements in writing, math and oral communication.

The competencies are:

1. Writing Competency: Met by successful completion of four hours of college-level English Composition:

EN 101	Writing And History
EN 106	Writing And The Environment
EN 107	Writing And Popular Culture
EN 108	Writing and Issues of Health & Mortality
EN 111	Writing And Film
EN 112	Writing And Gender Studies
EN 114	Writing And Social Issues
EN 115	Writing And Other Cultures
EN 116	Writing And Life Stories
EN 117	Writing And Sports
EN 118	Writing And Place

Note: The writing course is a prerequisite to the literature domain courses.

2. Oral Communication competency: Met by successful completion of CO 101 Oral Communication.

3. Mathematics competency: Met by successful completion of any three-hour college-level math course of at least 3 semester hours. Such courses include but are not limited to:

MA 125	Fundamentals Of Arithmetic & Logic
MA 130	Finite Mathematics
MA 132	Basic Mathematical Modeling
MA 135	Basic Statistics
MA 139	Pre-Calculus
MA 162	Discrete Mathematics
MA 164	Calculus I
MA 165	Calculus II
MA 166	Calculus III

4. Technology Competency: Met according to criteria set within the curriculum of each major.

The Mount Mercy Domains of Liberal Studies

The Mount Mercy Domains of Liberal Studies give all students in all majors a sense of breadth and connection among traditional liberal arts disciplines. These courses are grouped according to the overall concepts covered by courses in that domain: Expressive Arts, Global Awareness, Historical Roots, Holistic Health, The Natural World, Self and Society and Ultimate Questions.

Students who transfer to Mount Mercy with an AA degree from an Iowa community college will have all Domain requirements waived except one course in the Ultimate Questions domain.

Domain Requirements

**Domain I: Expressive Arts** – Great works of art, music, drama, and literature engage us emotionally and cognitively as they interrogate the ways we perceive and understand ourselves and the world around us. Studying literature and the fine arts strengthens habits of mind – observation, the ability to entertain multiple perspectives and discern significant patterns; envisioning, the ability to imagine and think innovatively; reflection, the ability to evaluate one's own perceptions; expression, the ability to communicate what is meaningful in the pursuit of purposeful living; and aesthetic judgment, the ability to appreciate the context in which fine art is created – that find application in every discipline of study.

Two courses, one from literature, one from fine arts. The courses included in this domain:

Literature courses:

EN 133	Introduction to American Multicultural Literature
EN 134	Introduction to U.S. Latino Literature
EN 135	Introduction to African American Literature
EN 150	Introduction to Film Adaptation
EN 154	Introduction to World Literature
EN 170	Introduction To Literature
EN 175	American Drama
EN 176	American Literature Survey: Colonial to 1914
EN 178	Major American Writers
EN 180	Introduction to Literature and Gender
EN 181	Introduction to LGBTQ Literature
EN 190	British Literature and Culture <sup>1</sup>
EN 192	The Lost Generation: Expatriates in Paris <sup>1</sup>
EN 195	Irish Literature & Culture <sup>1</sup>

Fine arts courses:

AR 101	Introduction To Art
EN 203	Creative Writing
EN 234	Shakespeare
GS 101	Introduction To Film Studies
GS 151	Introduction to Dramatic Art
MU 189	Introduction To Music

**Domain II: Historical Roots** – The courses in this domain will enable students to gain a deeper understanding of the human condition and the relationship between historical developments and contemporary social and political trends. The curriculum provides opportunities for students to investigate the social, economic, political, and cultural development of diverse peoples from the beginnings of civilization to the present. Emphasis is placed on reading, writing, researching, speaking, and on critical and analytical thinking. The courses included in this domain include:

HI 114	History of Early America
HI 115	History Of Modern America
HI 120	Origins Of The Western Tradition
HI 130	Emergence Of The West, 800-1648
HI 140	History Of Western World Since 1648

**Domain III: The Natural World** – Courses in this domain will give students a basic understanding of the natural world and how it functions. Students will learn to employ the scientific method as they engage with specific fields of inquiry, such as the central processes of biological systems, the energetics and chemical reactions underlying all processes in living and non-living systems, the global role of geologic, hydrologic and atmospheric systems in supporting life on earth, and the impact of human activity on the environment. Students are required to take a course and an accompanying lab, but transfer students who have earned at least six hours of approved science credits do not have to meet the lab requirement. The courses included in this domain:

BI 110	Discovering Biology Laboratory *
BI 123	Biology of Human Concern
BI 120	Forensic Anthropology (Additional 1 hr lab required to meet domain)
BI 125	Foundations of Biology & Scientific Inquiry I
BI 125L	Biostatistics and Scientific Investigation I (Must be taken with BI 125 to count towards domain)
BI 150	Basic Microbiology <sup>2</sup>
CH 100	Discovering Chemistry Laboratory *
CH 101	Chemistry in the Kitchen
CH 111	General Chemistry I
PH 100	Discovering Physics Laboratory *
PH 114	Natural Science-Physical
PH 115	Introduction To Earth Science

**Domain IV: Ultimate Questions** – This domain introduces students to the study of the ultimate questions of human experience. It invites consideration of possible answers to those questions through philosophical or religious reflection about the existence of God, the meaning of human life, ethical responsibility, the common good, and social justice. These courses provide significant encounters in key places with the Catholic intellectual tradition in philosophy and religious studies, including sources, fundamental questions, and developmental stages. As liberal arts courses, they also engage students in critical analysis of ideas and symbols, and foster a variety of skills including critical thinking, finding key concepts in the midst of complex information, evaluating ideas, and communicating effectively. Two courses, one from Philosophy, one from Theology. The courses included in this domain:

Philosophy courses:

PL 251	Introduction to Western Philosophy
PL 261	Introduction to Philosophy of the Human Person
PL 269	Introduction to Ethics

Theology courses:

RS 110	Christian Moral Life
RS 111	Introduction To The Bible: Old Testament
RS 113	Introduction To The Bible: New Testament
RS 114	Introduction to Christianity
RS 115	Introduction To World Religions
RS 217	Catholic Biomedical Ethics

**Domain V: Self and Society** – This domain is designed to expose students to the study of society and the manner in which people behave and impact the world around us. It introduces students to the concepts and methods of social science, the scientific inquiry into human behavior and social, political and economic problems within institutions. Students will appreciate the interconnectedness and complexity of human interaction as represented in the various social science disciplines. The courses included in this domain:

Two of the following courses from different disciplines:

CJ 101	Introduction To Criminal Justice
EC 251	Macroeconomics Principles
EN 140	Introduction to Diversity Studies
PO 100	Power & Justice
PO 111	Introduction To American Politics
PS 101	Introductory Psychology
SO 122	Introduction to Sociology
SO 155	Social Problems
SW 265	Diversity in America

**Domain VI: Global Awareness**– Courses in the Global Awareness Domain address the basic question of what it means to live in a globalized world. Courses in this Domain address at least one of three areas: multicultural sensitivity as individuals come in contact with cultures that are different from their own; the interconnectedness of global political and economic policies; and an understanding of ecological and resource issues that transcends national borders.

BI 210	Biology And Human Culture
CO 260	Intercultural Communication
EN 190	British Literature and Culture <sup>1</sup>
EN 192	The Lost Generation: Expatriates in Paris <sup>1</sup>
EN 195	Irish Literature & Culture <sup>1</sup>
GS 159	Healthcare in the UK
GS 260	European Union: Culture, Politics & Economics
HI 213	Recent China In Global Economy
HI 230	Modern East Asia
HI 265	Latin American History
PL 270	Introduction to Asian Thought
PO 102	Government and Politics Around the World
PO 103	Introduction to International Relations
PO 112	Globalization and Human Survival
PS 201	History and Systems of Psychology
SL 165	Service Learning Abroad
SO 183	Introduction to Cultural Anthropology
SO 235	Social Inequalities
SO 330	Global Race Relations
SP 200	Intermediate Spanish I
SP 370	Race, Class and Gender in Latin American Film

**Domain VII: Holistic Health** – Courses in this domain explore health-related theories and research and address various aspects of the six dimensions of wellness including physical, emotional, social, environmental, intellectual, and spiritual. Courses aim to increase students' knowledge within the dimensions of wellness to enable them to enhance health-related aspects of their own lives and perhaps the lives of others. The courses included in this domain:

BA 240	Personal Financial Planning
ED 164	Health Awareness and PE Methods
GS 115	Women's Health



GS 119	Healthy Lifestyle
GS 120	Complementary Therapy & Wellness
GS 138	The Final Journey: Death & Dying
GS 145	Introduction to Sustainability
GS 157	American Food
GS 179	Psychology Of Eating
GS 195	Men's Health
PS 205	Psychology Of Adjustment
PS 210	Stress Management
SO/SW 310	Human Sexuality
SO 240	Medical Sociology
SP 103	Spanish for Health Professions

## The Mount Mercy Capstone

The 400-level Mercy Experience Capstone course (ME 450 Mercy Experience Capstone) is intended as a culminating experience in the liberal studies. Students need to register for this course along with the senior seminar (or another designated course) within their major, typically during the year in which they plan to graduate. During the Mercy Experience Capstone, students will integrate knowledge they have acquired from each of the core domains and will reflect on their Mercy education in the context of their major discipline. In addition, they will examine one of the Mercy critical concerns identified by the Sisters of Mercy from a disciplinary, interdisciplinary, and global perspective and will actively participate in a related capstone project.

<sup>1</sup> Course counts in only one area in the core requirements, it will not satisfy two core requirements.

<sup>2</sup> For nursing majors only.

\* BI 110 Discovering Biology Laboratory, CH 100 Discovering Chemistry Laboratory, and PH 100 Discovering Physics Laboratory are 1 credit laboratory courses that fulfill the requirement of the Natural World domain for transfer students who have taken a non-laboratory based non-major course before transferring into Mount Mercy.

*Note:* Students should consult block and traditional course schedules to determine course availability and delivery format.

## Transfer Credits

Developmental, remedial, vocational, test out, or experiential learning college credit is not transferable to Mount Mercy. A maximum of 63 semester hours (non-technical) from two-year, regionally-accredited, associate degree granting institutions will be accepted. (See exceptions for business department majors). There is no limit to the number of semester hours that will be accepted from a four-year, regionally-accredited institution. Credit earned at non-regionally accredited institutions may be accepted in transfer on a case by case basis. Students should complete a petition to have credit from non-regionally accredited institutions reviewed.

Transfer courses meeting the requirements noted above and completed with a grade of D- or better will be accepted at Mount Mercy. Whether or not the D- grade counts toward the major is up to the individual department. (See department description.) Transfer course grades will be listed on the Mount Mercy transcript but will not count toward the cumulative grade point average.

Transfer courses marked with a double grade meeting the requirements noted above will have the higher grade transferred to Mount Mercy. For example, if a grade of CD has been assigned, the higher grade, C, will be placed on the Mount Mercy transcript.

## Transfer of Technical Credit

### Transfer Credits Specific to BAA/BAS Degree

A maximum of 63 semester hours from regionally-accredited, postsecondary technical institutions will be transferred to Mount Mercy for students pursuing majors available under the Bachelor of Applied Arts or Bachelor of Applied Science degrees, unless otherwise designated for a specific major. A maximum of 16 semester hours from postsecondary technical courses will be transferred to Mount Mercy for students pursuing majors not available under the Bachelor of Applied Arts or Bachelor of Applied Science degrees.

\* NOTE: Computer science courses taken seven or more years ago are subject to review by the department before awarding credit for a major or minor in computer science.

## Iowa Community College AA Transfer Articulation

Students who transfer to Mount Mercy with an AA degree from an Iowa community college will have all Core Curriculum requirements waived except the Mercy Capstone and one course in the Ultimate Questions domain. These two requirements must be taken at Mount Mercy.

## Business Department Transfer Articulation

Mount Mercy accepts a maximum of 75 semester hours from an Iowa community college for all transfers planning to pursue either a BBA degree, BAS degree, or BS degree with a major in the business area, provided that the student has completed an AA, AS/CO (Career Option) or AAS degree from an Iowa community college. This is an exception to the general policy of accepting a maximum of 63 semester hours from any community college. The courses comprising the 75 credits will count toward the total 123 semester hours required for graduation with the BBA, BAS, or BS. Iowa community college transfers into Mount Mercy's BBA, BAS, or BS degree program will be required to meet all the graduation requirements of that degree.

## Health Care Leadership Major Transfer Articulation

Mount Mercy accepts a maximum of 75 semester hours from an Iowa community college for all transfers planning to pursue a BAS degree in healthcare leadership, provided that the student has completed an AAS degree in a healthcare related field from an Iowa community college. This is an exception to the general policy of accepting a maximum of 63 semester hours from any community college. The courses comprising the 75 credits will count toward the total 123 semester hours required for graduation with the BAS. Iowa community college transfers into Mount Mercy's BAS degree program will be required to meet all the graduation requirements of that degree.

## RN-BSN Transfer Articulation

Students who transfer to Mount Mercy with an ADN degree from an Iowa community college will have the following Core Curriculum requirements waived: Portal, Natural World Domain, Self & Society Domain, Writing Competency, Holistic Health Domain, Oral Communication Competency.

## College Level Examination Program

Credit may be earned by demonstrating academic achievement as measured by the College Level Examination Program (CLEP). Course credit may be earned in each of the subject examinations by scoring at or above a specific score level; course credit varies in

the general examinations. Information explaining the procedures and passing test scores can be obtained by contacting the Registrar's Office.

Any Mount Mercy student or prospective student is eligible to earn up to a maximum of 60 semester hours through CLEP exams\*. In those cases where CLEP scores are 10 years old or older, students must petition the Provost's Office. CLEP scores over 10 years old will be considered on a case-by-case basis.

\*CLEP credits do not count against the 63 hour maximum transferable from a 2-year college.

## Applied Management

The **applied management** major has been designed for students transferring to Mount Mercy from a two-year institution who have earned an AAS or AS in a technical field. The major provides students the opportunity to broaden their knowledge of business environments and to understand and manage the forces of change affecting organizations in a business environment. The applied management major prepares students for a broad variety of career options by building on their previous technical training and/or work experience.

This degree prepares students, for example, to: apply strategic planning principles to a technical specialty area; prepare a comprehensive strategic plan; and develop analytical and critical-thinking skills and apply those skills to the management of a business. See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Applied Management Major

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 202	Accounting: Information for Decisions	4
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BN 424	Management Internship	3
or GS 424	Experiential Learning	
EC 251	Macroeconomics Principles	3
MA 135	Basic Statistics	3
One upper-level business elective		3
<b>Total Hours</b>		<b>37</b>

Completion of an AS or AAS degree in one of the following programs from an approved community college is required. Examples: Construction Management, Information Systems Management, Restaurant Management, LAN Management, Agricultural Production Management, Legal Assistant/Paralegal, Web Design and Development, Natural Resources Management, Legal Office Assistant, Ag Business Management, Architectural and Construction. Other programs may qualify with the permission of the department chair.

### Academic Requirements

See the Academic Requirements for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

## BA Courses

### **BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

### **BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

### **BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

### **BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BC Courses****BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides and introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266 Offered fall semesters and winter term.



**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

**BK Courses****BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in and environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

**EC Courses****EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

**Business**

The business major offers students the opportunity to integrate theoretical constructs with practical experience gained outside of the classroom. Coursework offers students a broader understanding of management, accounting, finance, marketing, communication, economics, legal and ethical practices and research within the context of a business organization. By design, the program prepares students for professional positions in the public or private sectors, or preparation for graduate study within the business discipline.



See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Business Major

BA 203	Principles of Law	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 305	Employment Law and Labor Relations	3
BA 379	Financial Management	3
BA 436	Business Strategy Seminar	3
BC 265	Principles Of Accounting I *	3
BC 266	Principles Of Accounting II *	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 424	Management Internship	3
or GS 424	Experiential Learning	
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3
EN 123	Professional Writing <sup>1</sup>	4
or BA 250	Technology & Communication In Business	
MA 130	Finite Mathematics	3
PL 269	Introduction to Ethics	3
<b>Choose One of the Following:</b>		<b>3</b>
Any Marketing (BK) course with the course number 300 or higher		
CO 260	Intercultural Communication	
<b>Select two upper-level business electives</b>		<b>6</b>
<b>Total Hours</b>		<b>61</b>

<sup>1</sup> Cannot double count as an elective in the marketing major.

\* BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II can be replaced by BC 202 Accounting: Information for Decisions

**See the additional Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

## BA Courses

### **BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

### **BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

### **BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

### **BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BC Courses****BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides and introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266 Offered fall semesters and winter term.

**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

## BK Courses

**BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.



**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in and environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

## EC Courses

**EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

## Elementary Education

The Elementary Education major aims to prepare students, among others, to: create equitable instructional opportunities; demonstrate knowledge of the subject areas for which they will be responsible as teachers; and use assessment to monitor student learning and inform their planning and decisions.

Students admitted to the accelerated Education major are typically employed as paraeducators, graduates of a partnering 2+2 degree

program, or changing careers and needing some schedule flexibility while making the transition.

**Additional Academic Requirements** for education majors can be found in the Education (p. 106) section of the Catalog.

## Health Care Administration

The health care administration major prepares students for professional administration positions in all areas of health care and health care services. Positions in health care facilities may include physicians' offices and practices, chiropractic clinics, hospital administration, rehabilitation and long-term care facilities. The demand for health care professionals and administrators is expected to grow for the foreseeable future. The coursework required for this major provides the students with a well-rounded background in business with a concentration in health services issues including regulation, law, compliance, informatics, and financial issues. Health care administration majors are required to complete an internship or practicum experience.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Health Care Administration Major

#### Required:

BA 203	Principles of Law	3
BC 202	Accounting: Information for Decisions <sup>1</sup>	4
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
HS 200	Organization of Health Care Services	3
HS 201	Quality Patient/Resident Care	3
HS 320	Health Care Law, Regulations and Compliance	3
HS 415	Health Care Informatics	3
HS 430	Financial Issues in Health Care Organizations	3
HS 450	Internship in Health Care	3
MA 135	Basic Statistics	3
NU 113	Medical Terminology	1

#### Choose One of the Following: 3 - 4.5

BI 123	Biology of Human Concern	
BI 125	Foundations of Biology & Scientific Inquiry I	
BI 150	Basic Microbiology	

#### Choose One of the Following: 3

EC 251	Macroeconomics Principles	
EC 252	Microeconomic Principles	

#### Choose Two if the Following: 6

HS 220	Health Literacy	
HS 300	Principles of Leadership for Health Care Navigation and Administration	
HS 399	Special Topics: Health Care	
PO 326	Politics and Public Policy	
PO 353	Politics and Economic Policy in the United States	
PS 259	Health Psychology: Health & Wellness Applied	
PS 349	Industrial/Organizational Psychology	
SO 240	Medical Sociology	
SO 342	Sociology of Mental Health & Illness	

SO 343	Global Health
SO 344	Gender & Health
SW 225	Aging In America
SW 245	Basic Helping Skills

**Total Hours 47-48.5**

<sup>1</sup> Or BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II

## Academic Requirements

All Health Care Administration majors must achieve a minimum grade of C in all major HS (Health Services) courses and prerequisite courses. This applies to equivalent courses transferred from other institutions. Health Care Administration majors are required to maintain an overall GPA of 2.0.

### Courses

#### **HS 200 Organization of Health Care Services: 3 semester hours**

This course relates organizational principles to the operation of health care facilities, including personnel management, communication structures, and governance with emphasis on leadership and motivation. Prerequisite: sophomore standing or permission of instructor.

#### **HS 201 Quality Patient/Resident Care: 3 semester hours**

This course relates physical, psychological and sociological needs of residents/patients to services provided by health care facilities and the role of leadership.

#### **HS 205 Essentials and Practice in Health Care Navigation: 3 semester hours**

This course explores the current topics and issues in health care navigation. Study will include health literacy, population health, health insurance, as well as current health care delivery models and trending non-clinical careers in health care. Prerequisite: HS 200.

#### **HS 210 Introduction to Public Health: 3 semester hours**

Public health affects every person and influences quality of life for every community both locally and globally. This introductory course in Public Health engages the student in exploring population health through the social, cultural, environmental, biological, economic and behavioral lenses of the health of a society. Students will learn public health terminology and gain understanding of the differences between health care and public health, as well as study historical and contemporary public health issues and cases. Prerequisite: SO 122.

#### **HS 215 Introduction to Epidemiology: 3 semester hours**

This introductory course in epidemiology studies the incidence, distribution and control of diseases and health related factors relative to the health of the individual, community and global environments. Methods, principles, and applications of population based epidemiology will be explored. Prerequisite: Sophomore standing or permission of instructor.

#### **HS 220 Health Literacy: 3 semester hours**

This course is designed to elevate the abilities of health care professionals to teach individuals and communities about health care services, processes and systems. The student will learn to find, analyze and explain health care information to others using health literacy processes. In addition, the student will use essential communication skills to develop inter-professional relationships with providers and clients. Prerequisite: CO 101.



**HS 300 Principles of Leadership for Health Care Navigation and Administration: 3 semester hours**

Health Care management deals with processes while health care leadership is about influence. This course is designed to explore leadership concepts styles, skills, values, and practice that are essential to administrators and advocates as they become leaders in health care professions today. Prerequisite: HS 200.

**HS 305 Spiritual and Cultural Perspectives in Health Care Management: 3 semester hours**

This course relates the integral components of religion and culture in health care choices, treatments, and decision-making relative to the patient experience. Human resource management issues, health policy considerations, and inclusivity in organizational mission are areas of study in this course for students who will be in leadership roles in health care environments. Prerequisite: HS 200.

**HS 309 Analysis and Application of Health Insurance: 3 semester hours**

This course provides advanced study of health insurance principles and terminology as well as types of insurance such as Medicaid, Medicare, private insurance, Exchanges, and others. Students gain navigation skills as they explore coverage decisions, worker's compensation, filing claims, and administrative activities. Prerequisite: HS 200.

**HS 320 Health Care Law, Regulations and Compliance: 3 semester hours**

This course provides an overview of federal, state and other regulatory agencies' policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, NCQA, Medicaid and Medicare. Prerequisites: HS 200.

**HS 399 Special Topics: Health Care: 3 semester hours**

This course includes an examination of major issues, selected topics or current trends in the study of health care. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Prerequisite: Junior status or above.

**HS 415 Health Care Informatics: 3 semester hours**

In preparation for health care leadership in rapidly changing, complex health care delivery systems, students will examine clinical informatics models, electronic-based patient records, health information technology standards (HIT), health information exchange (HIE), clinical decision support systems, and evaluation of technology that influences health care delivery models, practices, and patient outcomes. HS 200 or permission of instructor.

**HS 430 Financial Issues in Health Care Organizations: 3 semester hours**

This course focuses on the unique financial issues and problems in a not-for-profit health care setting. Students will understand the impact of government in the financing of health care and health care facilities. General financial and economic principles will be viewed in light in this type of environment. Prerequisites: BC 265 and BC 266 or BC 202.

**HS 441 Independent Study: Health Care: 1 semester hour**  
Independent Study in Health Care.**HS 442 Independent Study: Health Care: 2 semester hours**  
Independent Study in Health Care.**HS 443 Independent Study: Health Care: 3 semester hours**  
Independent Study in Health Care.**HS 450 Internship in Health Care: 3 semester hours**

The internship will take place in various health care settings. Students will work directly with the professionals who are most knowledgeable about the specific interest area of the student. Students seeking to become licensed nursing home administrators may utilize HS 450 to accomplish the required internship/practicum credits set forth for Iowa Nursing Home Administrators by the Iowa Board of Professional Licensure. This course can be taken for a range of 1 - 6 semester hours. Prerequisite: Completion of HS 200 and at least two additional 3 credit HS (Health Services) courses. Student must achieve a minimum C grade in each HS (Health Services) course.

## Health Care Leadership

This major is designed specifically for students who have an Associate of Applied Science (AAS) degree in an Allied Health profession from an accredited community college. It provides you with the leadership, strategic planning and management skills to take on leadership positions in the health care field.

See the Graduate section (<http://catalog.mtmercy.edu/graduateprograms/>) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Health Care Leadership Major

**Required:**

BA 203	Principles of Law	3
BN 204	Principles Of Management	3
BN 304	Human Resource Management	3
BC 202	Accounting: Information for Decisions <sup>1</sup>	4
HS 320	Health Care Law, Regulations and Compliance	3
HS 415	Health Care Informatics	3
HS 430	Financial Issues in Health Care Organizations	3

**Total Hours** **22**

Completion of an AAS degree in a health care related field from an Iowa community college required. Eligible students can receive up to 75 hours of transfer credit. Students will take additional elective credit hours as needed to achieve the required 123 credit hours for graduation. Enrollment in HS 450 (<http://catalog.mtmercy.edu/search/?P=HS%20450>) Internship in Health Care is recommended but not required.

### Academic Requirements

All Health Care Leadership majors must achieve a minimum grade of C in all Mount Mercy HS (Health Services) major courses and prerequisites. Health Care Leadership majors are required to maintain an overall GPA of 2.0.

<sup>1</sup> or BC 265 Principles Of Accounting I and BC 266 Principles Of Accounting II

### Courses

**HS 200 Organization of Health Care Services: 3 semester hours**

This course relates organizational principles to the operation of health care facilities, including personnel management, communication structures, and governance with emphasis on leadership and motivation. Prerequisite: sophomore standing or permission of instructor.

**HS 201 Quality Patient/Resident Care: 3 semester hours**

This course relates physical, psychological and sociological needs of residents/patients to services provided by health care facilities and the role of leadership.

**HS 205 Essentials and Practice in Health Care Navigation: 3 semester hours**

This course explores the current topics and issues in health care navigation. Study will include health literacy, population health, health insurance, as well as current health care delivery models and trending non-clinical careers in health care. Prerequisite: HS 200.

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Public health affects every person and influences quality of life for every community both locally and globally. This introductory course in Public Health engages the student in exploring population health through the social, cultural, environmental, biological, economic and behavioral lenses of the health of a society. Students will learn public health terminology and gain understanding of the differences between health care and public health, as well as study historical and contemporary public health issues and cases. Prerequisite: SO 122.

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This introductory course in epidemiology studies the incidence, distribution and control of diseases and health related factors relative to the health of the individual, community and global environments. Methods, principles, and applications of population based epidemiology will be explored. Prerequisite: Sophomore standing or permission of instructor.

**HS 220 Health Literacy: 3 semester hours**

This course is designed to elevate the abilities of health care professionals to teach individuals and communities about health care services, processes and systems. The student will learn to find, analyze and explain health care information to others using health literacy processes. In addition, the student will use essential communication skills to develop inter-professional relationships with providers and clients. Prerequisite: CO 101.

**HS 300 Principles of Leadership for Health Care Navigation and Administration: 3 semester hours**

Health Care management deals with processes while health care leadership is about influence. This course is designed to explore leadership concepts styles, skills, values, and practice that are essential to administrators and advocates as they become leaders in health care professions today. Prerequisite: HS 200.

**HS 305 Spiritual and Cultural Perspectives in Health Care Management: 3 semester hours**

This course relates the integral components of religion and culture in health care choices, treatments, and decision-making relative to the patient experience. Human resource management issues, health policy considerations, and inclusivity in organizational mission are areas of study in this course for students who will be in leadership roles in health care environments. Prerequisite: HS 200.

**HS 309 Analysis and Application of Health Insurance: 3 semester hours**

This course provides advanced study of health insurance principles and terminology as well as types of insurance such as Medicaid, Medicare, private insurance, Exchanges, and others. Students gain navigation skills as they explore coverage decisions, worker's compensation, filing claims, and administrative activities. Prerequisite: HS 200.

**HS 320 Health Care Law, Regulations and Compliance: 3 semester hours**

This course provides an overview of federal, state and other regulatory agencies' policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, NCQA, Medicaid and Medicare. Prerequisites: HS 200.

**HS 399 Special Topics: Health Care: 3 semester hours**

This course includes an examination of major issues, selected topics or current trends in the study of health care. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Prerequisite: Junior status or above.

**HS 415 Health Care Informatics: 3 semester hours**

In preparation for health care leadership in rapidly changing, complex health care delivery systems, students will examine clinical informatics models, electronic-based patient records, health information technology standards (HIT), health information exchange (HIE), clinical decision support systems, and evaluation of technology that influences health care delivery models, practices, and patient outcomes. HS 200 or permission of instructor.

**HS 430 Financial Issues in Health Care Organizations: 3 semester hours**

This course focuses on the unique financial issues and problems in a not-for-profit health care setting. Students will understand the impact of government in the financing of health care and health care facilities. General financial and economic principles will be viewed in light of this type of environment. Prerequisites: BC 265 and BC 266 or BC 202.

**HS 441 Independent Study: Health Care: 1 semester hour**

Independent Study in Health Care.

**HS 442 Independent Study: Health Care: 2 semester hours**

Independent Study in Health Care.

**HS 443 Independent Study: Health Care: 3 semester hours**

Independent Study in Health Care.

**HS 450 Internship in Health Care: 3 semester hours**

The internship will take place in various health care settings. Students will work directly with the professionals who are most knowledgeable about the specific interest area of the student. Students seeking to become licensed nursing home administrators may utilize HS 450 to accomplish the required internship/practicum credits set forth for Iowa Nursing Home Administrators by the Iowa Board of Professional Licensure. This course can be taken for a range of 1 - 6 semester hours. Prerequisite: Completion of HS 200 and at least two additional 3 credit HS (Health Services) courses. Student must achieve a minimum C grade in each HS (Health Services) course.

## Human Resource Management

To prepare students to meet the needs of today's challenging business landscape, Mount Mercy University has aligned the Human Resource Management major with the Society for Human Resource Management (SHRM). As the world's largest association of HR professionals, SHRM provides support and guidance to help build, revise, and enhance our Human Resource Management degree. This program is just one of a few given this endorsement across the country.

Employees are the foundation of every successful business and the Human Resource Management degree prepares students for professional positions in leadership, as well as a rewarding career in

the field. This unique field of study enables students to understand the vital role human resources plays while developing the ability to lead teams and manage projects in today's dynamic environment. Students develop many skills while at Mount Mercy University with a focus on how to build their soft skills. Important when it comes to building relationships and solving problems, students will hone their soft skills for use on a resume, demonstrating them in an interview, and developing them in the workplace leading them to professional success.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Core Requirements for all Business Majors:

### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

### Choose One of the Following: 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

### Internship - use course number which corresponds to your major: 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours 39**

## Human Resource Management Major (Core business requirements plus 18 additional semester hours):

### Required:

BA 305	Employment Law and Labor Relations <sup>1</sup>	3
BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 386	Compensation, Benefits, and Evaluations	3
BN 392	Advanced Topics in Human Resource Management <sup>1</sup>	3

Select one of the following: 3

BA 310	Dispute Resolution	
BA 350	Risk Management	
BN 340	Management Information Systems	
BN 377	Project Management	
BN 382	Corporate Social Responsibility	
BN 425	Human Resource Internship	
CO 250	Effective Group Communication	
CO 260	Intercultural Communication	
CO 270	Interpersonal Communication	
PL 269	Introduction to Ethics	
PS 221	Social Psychology	
PS 349	Industrial/Organizational Psychology	
SW 265	Diversity in America	

**Total Hours 18**

<sup>1</sup> Can NOT double count as electives for the business, management, or marketing majors. Electives in the human resource major can NOT double count for either core curriculum requirements or the management major.

## Academic Requirements for the Human Resource Management Major

All human resource management majors must achieve a minimum grade of C- in all courses required for the major (BN 304 Human Resource Management, BN 392 Advanced Topics in Human Resource Management, BN 380 Organizational Behavior, BN 386 Compensation, Benefits, and Evaluations, BA 305 Employment Law and Labor Relations, and the human resource management elective). This applies to equivalent courses transferred from other institutions.

**See the additional Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

### BA Courses

#### BA 101 Business 101: 1 semester hour

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

#### BA 203 Principles of Law: 3 semester hours

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

**BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.



**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.

**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

## BC Courses

**BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements—the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts—cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266. Offered fall semesters and winter term.

**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

**BK Courses****BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to may functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in and environment that includes relationships with other institutions such as government , public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/ dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.



**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

**EC Courses****EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

## Liberal Studies

The Liberal Studies major is designed to be a student-centered major. Students who choose this major build a bachelor's degree with a concentration that works for them by making connections among fields of study with an area of concentration that fits their educational, career, and personal goals. The major is appealing to students who want to pursue a range of opportunities in any number of different fields because it allows students to choose a combination of courses that uniquely help them achieve their career and personal goals. It is also ideal for students that may need to graduate after a late change of major or vocational interest, desire a bachelor's degree completion program that allows for greater flexibility in the use of transfer credits, or want a degree to meet continuing education or personal learning goals.

**A student must possess at least 60 cumulative credit hours before declaring a Liberal Studies major. Students are not allowed to double major in Liberal Studies.**

See the Graduate section (<http://catalog.mtmercy.edu/graduateprograms/>) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Liberal Studies Major

**A student must possess at least 60 cumulative credit hours before declaring a Liberal Studies major.**

**Advising Concentration**<sup>1</sup> **30**

18 credit hours from course codes 200-level or above from no more than three different academic disciplines.

12 credit hours from course codes 300-level or above from no more than two academic disciplines.

CD 007 Strategies for a Successful Job Search 1

**Total Hours** **31**

<sup>1</sup> The student and advisor must agree on these courses to form a coherent program in light of the student's goals.

## Management

The **management major** prepares students to lead in an ever more competitive and dynamic business environment. The focus is on developing those skills necessary for managerial success in for profit and nonprofit organizations: analytical, decision making, conceptual, interpersonal and communication.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

### Core Business Requirements for all Business majors:

#### Required:

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	

BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

#### Choose One of the Following: 3

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

#### Internship - use course number which corresponds to your major: 3

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours** **39**

### Management Major (Core business requirements plus 18 additional semester hours)

#### Business Core 39

##### Required:

BN 304	Human Resource Management	3
BN 380	Organizational Behavior	3
BN 384	Strategic Management	3

#### Choose Three of the Following (two of which must be either BA, BN, BC, or EC): 9

BA 300	Entrepreneurship	
BA 305	Employment Law and Labor Relations	
BA 310	Dispute Resolution	
BA 344	Investments <sup>1</sup>	
BA 350	Risk Management	
BN 340	Management Information Systems	
BN 350	International Management	
BN 360	Business & Society	
BN 364	Production & Operations Management	
BN 377	Project Management	
BN 382	Corporate Social Responsibility	
BN 392	Advanced Topics in Human Resource Management	
BN 424	Management Internship <sup>2</sup>	
EC 366	Money and Banking <sup>1</sup>	
EC 376	International Economics <sup>1</sup>	
BC 315	Cost Accounting	
PO 326	Politics and Public Policy	
PS 349	Industrial/Organizational Psychology	

**Total Hours** **57**

*Students CAN NOT double major between the business major (Accelerated/Online) and the management major.*

<sup>1</sup> Can NOT double count for the human resource management and finance majors or minors.

<sup>2</sup> Can NOT double count with the marketing major.

## Academic Requirements for the Management Major

All management majors must achieve a minimum grade of C- in all management courses required for the major (BN 204, BN 304, BN 384 and BN 380) and the three required electives. This applies to equivalent courses transferred from other institutions.

**See the additional Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

### BA Courses

#### **BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business orientated communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

#### **BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

#### **BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

#### **BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

#### **BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

#### **BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

#### **BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

#### **BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

#### **BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.



**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

**BC Courses****BC 202 Accounting: Information for Decisions: 4 semester hours**

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

**BC 265 Principles Of Accounting I: 3 semester hours**

This first course in accounting provides and introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

**BC 266 Principles Of Accounting II: 3 semester hours**

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266. Offered fall semesters and winter term.

**BC 316 Advanced Cost Accounting: 3 semester hours**

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

**BC 325 Intermediate Accounting I: 3 semester hours**

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

**BC 326 Intermediate Accounting II: 3 semester hours**

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.

**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audit requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

**BK Courses****BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

**BN Courses****BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in and environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites: BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.

**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advanced topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).



## EC Courses

### **EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

### **EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

### **EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

### **EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

### **EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

### **EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

## Marketing

Marketing is the functional area of business that deals with the creation, communication and delivery of value to customers. As a **marketing major** students study the core application of identifying market needs, evaluating buying behaviors, and developing strategies for successful product introduction. Major elective courses allow students to tailor the program to their individual interests and strengths while focusing on the latest trends in this fast-paced industry. Emphasis is placed on developing effective communication, data

analysis and problem solving skills. Students use their marketing knowledge and skills in decision making situations with the goal of developing effective solutions. Internships are highly encouraged and may apply to major credit requirements.

Career opportunities for students earning a marketing degree include sales, product, category and brand management, retail operations, merchandising, marketing research, creative marketing communications, advertising, digital marketing, event planning and analytical database management.

This degree prepares students to: think critically by conducting appropriate research to assess marketing problems, identify market needs and evaluate buying behaviors; design and implement effective results-producing marketing plans; enter the workforce with practical and marketable skill sets.

See the Graduate section (p. 276) of this *Catalog* for more information on Graduate programs offered at Mount Mercy. Juniors and seniors *may* be eligible to take up to 13 graduate-level credits through the MMU Plus program.

## Marketing Major

### **Required:**

BA 203	Principles of Law	3
BA 250	Technology & Communication In Business	3
BA 270	Business Statistics	3
or MA 135	Basic Statistics	
BA 379	Financial Management	3
BA 435	Senior Seminar in Business	3
or BA 436	Business Strategy Seminar	
BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
BK 208	Principles Of Marketing	3
BN 204	Principles Of Management	3
EC 251	Macroeconomics Principles	3
EC 252	Microeconomic Principles	3

### **Choose One of the Following: 3**

MA 130	Finite Mathematics	
MA 132	Basic Mathematical Modeling	
MA 139	Pre-Calculus	
MA 164	Calculus I (Required for Actuarial Science Majors)	

### **Internship - use course number which corresponds to your major: 3**

BA 425	Finance Internship	
BC 425	Accounting Internship	
BK 421	Marketing Internship	
BN 424	Management Internship	
GS 424	Experiential Learning	

The internship credits used for the business core CANNOT double count as a major elective.

**Total Hours 39**

**Business Core 39**

### **Required:**

BK 305	Professional Selling	3
BK 310	Consumer Behavior	3
BK 321	Market Research	3
BK 345	Digital Marketing, Advertising, and Social Media	3

BK 431	Marketing Management	3
<b>Choose One of the Following:</b>		<b>3</b>
AR 120	Visual Technology	
AR 130	Graphic Design I	
BK 300	Advertising and Creative Campaign Strategies	
BK 301	Product, Brand and Category Management	
BK 331	Retail Management	
BK 335	Tradeshow and Event Planning	
BK 340	Contemporary Topics In Marketing	
BK 421	Marketing Internship	
BN 377	Project Management <sup>1</sup>	
BN 382	Corporate Social Responsibility	
CO 130	Basic Media Grammar for Professional Writing	
CO 260	Intercultural Communication	
CS 101	Using Computers in Research Settings	
EN 123	Professional Writing	
<b>Total Hours</b>		<b>57</b>

<sup>1</sup> Can NOT double count for the management or human resource management major.

## Academic Requirements for the Marketing Major

All marketing majors must achieve a minimum grade of C- in all marketing courses required for the major (BK 208 Principles Of Marketing, BK 305 Professional Selling, BK 310 Consumer Behavior, BK 321 Market Research, BK 345 Digital Marketing, Advertising, and Social Media, BK 431 Marketing Management and the required elective.) This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

### Marketing Minor

BK 208	Principles Of Marketing <sup>1</sup>	3
BK 305	Professional Selling	3
BK 310	Consumer Behavior	3
BK 321	Market Research	3
BK 345	Digital Marketing, Advertising, and Social Media	3

<sup>1</sup> BK 208 Principles Of Marketing can be waived with special permission from the curriculum coordinator.

## Academic Requirements for the Marketing Minor

All marketing minors must achieve a minimum grade of C- in all marketing courses required for the minor (BK 208 Principles Of Marketing, BK 305 Professional Selling, BK 310 Consumer Behavior, BK 321 Market Research and BK 345 Digital Marketing, Advertising, and Social Media .) This applies to equivalent courses transferred from other institutions.

**See Academic Requirements** for all business department majors and minors found in the Business Administration (p. 74) section of the *Catalog*.

## Courses

### **BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

### **BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

### **BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

### **BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

### **BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

### **BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

## RN to BSN

In accordance with the Iowa Articulation Plan for Nursing Education: RN to Baccalaureate, Mount Mercy offers the RN to BSN Completion Program tailored for RNs who are interested in returning to college for a Bachelor of Science degree in Nursing (BSN). The program is designed to include the granting of credit for past learning and consideration of the needs of adult learners. Applicants must hold a current and active RN license.

Objectives established for students in this major include, among others: learning respect and value of the dignity of human life; implementing appropriate nursing interventions; and integrating knowledge derived from the liberal arts and sciences in professional nursing practices.

### Admission to the RN to BSN Program

#### Applicants to the RN to BSN program must meet the following admission criteria:

1. Hold an Associate's Degree or Diploma in nursing from a regionally accredited college or an equivalent degree from an accredited institution outside of the United States.
2. Hold a current and active RN license in the United States.
  - a. Submit a copy of current nursing license.
  - b. Nursing courses with a clinical component may not be taken by a person: a) who has been denied licensure by the Board; b) whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction; c) whose license/registration is currently suspended, surrendered or revoked in another state or country due to disciplinary action.
3. Currently working at least part time in nursing while in nursing (NU) courses (Requirement can be waived at the discretion of the program chair).
4. Registered nurse applicants must have an admission cumulative grade point average (GPA) of 3.0. Students with an admission cumulative GPA less than a 3.0 may be admitted to the university and conditionally admitted to the Nursing Major. In order to continue, all RN-BSN students must successfully complete NU 242 Concepts in Baccalaureate Nursing Education,

earning a minimum grade of C. All students must achieve a minimum of C (C- does not count) in all nursing courses.

- a. Official transcripts from all previously attended schools must be submitted to Mount Mercy University.
5. Complete a background check, including Dependent Adult and Child Abuse, completed by a third party company selected by the MHCNH. Instructions will be provided for completing this task. Any concerns will require a meeting with the RN-BSN Chair.
6. RN-BSN students who are not currently working as an RN will be required to have a physical exam. Students working as an RN will not be required to have a physical exam, as the majority of clinical activities will occur within the student's own work environment. All students, regardless of their work setting, will be required to provide documentation of current immunizations.
7. Proof of current certification for Basic Life Support (BLS) from the American Heart Association.
8. Proof of health insurance.
9. Proof of nursing liability insurance coverage (beyond coverage provided by your employer).

## RN-BSN Major

### Required Nursing Core Courses:

NU 230	Pharmacotherapeutics	3
NU 242	Concepts in Baccalaureate Nursing Education <sup>1</sup>	4
NU 425	Pathophysiology, Assessment & Genetics RNs	3
NU 470	Extending the Journey: Population Based Nursing	3
NU 471	Professional Aspects of Nursing	4
NU 472	RN-BSN Practicum Seminar	3

## Academic Requirements

Students must maintain a C or above (C- does not count) in all nursing courses, and maintain a cumulative grade point average of 2.00.

## Student Handbook

Additional information about the program can be found in the Undergraduate Student Handbook.

<sup>1</sup> Students are required to successfully complete NU 242, with a minimum grade of C (C- does not count), before progressing on to other nursing courses.

## Courses

### NU 101 Answering the Call to Nursing: 1 semester hour

This course is a "call to adventure" that prepares students to embark on their journey as future nurses. The course is designed to facilitate transition into college, to create a mentoring relationship with nursing faculty, and begin the role identification and enculturation into the profession of nursing. This course introduces students to the knowledge, skills, values, meanings and experiences of the nursing profession. In the spirit of compassion as reflected in the Sisters of Mercy Mission, this course provides students with a foundation of commitment to serve human needs where they exist.

### NU 110 Exploring Complementary Therapies: 1 semester hour

This elective course offers students the opportunity to explore various alternative therapies that may be encountered when determining treatment options for oneself or another. The course is designed to inform the student of current modalities available in the community for persons seeking to take greater responsibility for their health status. Reflective judgement will be required as one responds to the theory and practice of alternative therapies thus enabling the student to draw conclusions that are holistic and accurate. This course does not satisfy the Holistic Health Domain requirement.

### NU 113 Medical Terminology: 1 semester hour

This course provides an overview of terminology used in the health care professions. Students will independently study a textbook of terminology and progress through a series of on-line learning activities and exams. No prerequisites.

### NU 120 Integrated Foundations of Biology and Chemistry for Nursing: 4 semester hours

A contextual (health care) and integrative approach will be used in studying the major topics of human cellular biology and chemistry, which are foundational for an understanding of normal and pathological processes in humans.

### NU 224 Nursing Skills for the Journey: 3 semester hours

This course provides theoretical and clinical application content for nursing skills. Students will have the opportunity for hands-on experiences, working independently and closely with faculty and peers learning from a variety of teaching methodologies. Upon completion of this course students will be expected to perform selected nursing skills safely and accurately under the direct supervision in the clinical setting. Equipped with skills and knowledge, students are empowered to continue their journey with confidence and competence. Prerequisites: 75 hour CNA course, NU 232, and BI 274.

### NU 230 Pharmacotherapeutics: 3 semester hours

This course provides an introduction to the broad field of pharmacology. Several concepts will be covered with particular emphasis on pharmacotherapeutics, the use of drugs for therapeutic purposes. Major drug groups will be addressed in relation to specific drug prototypes, actions, therapeutic and adverse effects, uses, interactions, contraindications, methods of administration, and consumer information. Principles of safe administration of medications, including drug calculations, will be reinforced. In addition, drug effects on specific populations will be addressed. Prerequisite: NU 224 and NU 232. Co-requisite or prerequisite of NU 240 and NU 260 or permission of the College of Nursing Clinical, Admission, Progression, and Graduation Committee.

### NU 232 Holistic Human Assessment: 4 semester hours

This course is designed to provide students with the knowledge and skills necessary to perform assessments of humans as holistic persons. Lecture will provide theory to guide the students in developing subjective and objective assessment skills. Clinical application in the acute care setting will focus on assessment, communication and nursing skills. Prerequisite: admission to major.

### NU 240 Disease Paths: 4 semester hours

Pathophysiology is the study of altered physiological functioning caused by disease. This course provides an overview of the biologic basis for disease in adults and children. The focus will be on the etiological factors, pathogenesis, and clinical manifestations of altered physiological processes. Students will examine how altered physiological functioning impacts the individual's personal journey. Prerequisites: NU 232, NU 224, and BI 274.



**NU 242 Concepts in Baccalaureate Nursing Education: 4 semester hours**

This course is designed for RN-BSN students seeking a baccalaureate degree with a major in nursing. The purpose of the course is to provide a transition between the student's basic nursing education, associate degree or diploma and baccalaureate nursing education. Students will explore the philosophy of nursing along with studying the current issues in nursing practice and nursing education. Prerequisite: Current and valid RN licensure. This course is a prerequisite to all other RN to BSN nursing courses.

**NU 260 Pathways to Professional Nursing: 5 semester hours**

This course facilitates the integration of knowledge for the liberal arts, sciences and nursing as the foundation for the professional nursing practice. A variety of clinical experiences within the health care environment will be encountered as the students journey across the threshold toward professional nursing. Prerequisites: NU 224 and NU 232.

**NU 320 Essentials of Nutrition: 2 semester hours**

This course will provide the student with essential foundational nutrition background and the knowledge necessary for evaluation of the nutritional status of clients across the lifespan. This course will focus on nutritional applications and intervention for health promotion and disease/illness. Prerequisites: NU 224, NU 232, NU 240, and NU 260. Coerequisite: NU 232.

**NU 330 Beginnings: Maternal Newborn Nursing: 3 semester hours**

This course focuses on the nursing care of families as they journey through the childbearing experiences. Junior level nursing students are introduced to the normal process of pregnancy and delivery in addition to typical complications. Knowledge acquired from this course and previous learning experiences is applied in health care settings. Prerequisites: NU 224, NU 232, NU 240 and NU 260.

**NU 332 Challenges Along the Journey: Nursing Interventions for Clients with Mental Illness: 3 semester hours**

Proposed change: This course is designed to prepare the student to provide competent nursing care to patients experiencing mental illness. Concepts will include etiological theories, diagnostic terminology and criteria, and therapeutic nursing interventions. Therapeutic use of self and the nursing process are utilized in providing care to individuals with mental illness in a variety of settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

**NU 350 Challenges Along the Journey: Interventions for Core Body System Alterations: 6 semester hours**

This course will prepare students to meet the challenges associated with caring for adults and children experiencing acute and chronic illnesses involving core body systems. Nursing interventions for persons across the lifespan will be a central theme. Emphasis will be placed on assessing how illness impacts the holistic being as well as end-of-life, and the use of evidenced based practice in the clinical setting. The focus will be on nursing interventions for persons with alterations involving the respiratory, cardiovascular, neurological, genital/reproductive, and gastrointestinal systems, as well as those interventions required for persons experiencing multi-system failure. Interventions will be discussed in theory, applied in case scenarios, and in clinical settings. Prerequisites: NU 224, NU 230, NU 232, NU 240, and NU 260.

**NU 352 Challenges Along the Journey: Intervention for Alterations in Regulatory and Protective Mechanisms: 6 semester hours**

This course will prepare students to meet the challenges associated with providing holistic care for adults and children experiencing acute and chronic illnesses involving alteration in regulatory and protective mechanisms. The initial focus will be on health promotion, growth and development, children's response to illness, and family support. Nursing interventions for persons across the lifespan will be a central theme. The clinical judgment skills required to prioritize and delegate care appropriately will be introduced and then integrated throughout the course. Interventions for persons with fluid, electrolyte and acid-base imbalance, impaired immunity, infection, and cancer, as well as those required for alterations in the endocrine, renal, and musculoskeletal systems will be included. Interventions will be addressed in theory and applied in case scenarios and/or a variety of clinical settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

**NU 360 Nursing Clinical Internship: 1 semester hour**

This elective course will provide nursing students with oversight by a Mount Mercy faculty member while they participate in an established internship offered by a health care facility in Iowa. The student will be permitted to perform as a nursing student during the internship starting at the Junior level under the supervision of the clinical agency staff. Students will be expected to apply for the internship on their own and verify that they have been accepted by the clinical agency.

**NU 404 Nursing Program: 6 semester hours**

Escrow credits for RN-BSN Program.

**NU 405 Nursing Program: 6.5 semester hours**

Escrow credits for RN-BSN Program.

**NU 406 Nursing Program: 6.5 semester hours**

Escrow credits for RN-BSN Program.

**NU 411 Professional Preparation: 1 semester hour**

The course will help students to gain an understanding of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, recommended testing and study strategies, anxiety-reduction techniques, and the overall licensure procedure. It involves activities to assist students in their preparation for their professional roles as registered nurses and for successful completion of the NCLEX-RN. Students will work with the faculty to develop and carry out individual plans to prepare for the exam. They will be introduced to the responsibilities associated with obtaining and maintaining a professional license and communicating with professional licensing boards and organizations. To be completed in the final semester of the nursing program.

**NU 425 Pathophysiology, Assessment & Genetics RNs: 3 semester hours**

Building on the educational foundation and experiences of the registered nurse student this course focuses on pathological and genetic conditions encountered in clinical assessment and practice across the life span. Emphasis is placed on regulatory and compensatory mechanisms as they relate to commonly occurring diseases. Specific disease processes are examined incorporating the role of development physiology, embryologic, genetic, and environmental factors in the epidemiology of disease.

**NU 441 Independent Study: 1 semester hour**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 442 Independent Study: 2 semester hours**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 443 Independent Study: 3 semester hours**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 465 Integrating the Journey: Complex Concepts and Clinical Immersion: 6 semester hours**

This course supports the transition from nursing student to the role of professional nurse in an immersion experience in a clinical setting. The student, working with a registered nurse (RN) preceptor, develops clinical judgment skills to prioritize and delegate care for multiple patients. This course integrates evidence, collaboration with the interprofessional team, and the person's perspectives in planning, implementing, and evaluating outcomes of care. There is an emphasis in quality and safety in caring for clients with multiple systems pathologies and/or critical incidents. Prerequisites: NU 230, NU 320, NU 330, NU 350, NU 352.

**NU 470 Extending the Journey: Population Based Nursing: 3 semester hours**

This course engages students to focus on population based nursing and community health, through local, state, regional, national, & global health perspectives. Population health management will include systems thinking, crisis preparedness, and collaborative partnerships to address vulnerable population needs and achieve equitable population health outcomes. Prerequisite: Prelicensure nursing students: NU 224, NU 230, NU 232, NU 240 and NU 260; Prerequisite or co-requisite of NU 350 or NU 352.

**NU 471 Professional Aspects of Nursing: 4 semester hours**

This course is organized around issues that are key to the success of professional nurses in today's constantly changing health care environment. Course content will address leadership and management, evidence-based practice, professional development, legal issues, quality & safety and current trends and issues in nursing. Prerequisite: Prelicensure nursing students: NU 224, NU 230, NU 232, NU 240, and NU 260; Prerequisite or co-requisite of NU 350 or NU 352. RN-BSN Prerequisites: NU 242, NU 230.

**NU 472 RN-BSN Practicum Seminar: 3 semester hours**

The course focuses on the clinical application of various skills covered in the RN-BSN courses. Clinical experiences will provide opportunities for application of population and community health concepts in community health settings and the application of leadership, management, professional development, legal issues, and evidence-based practice in a variety of professional settings. Prerequisites: NU 470 and NU 471.

Block 23	9/29/2025	12/13/2025	9/26/2025	11/26-11/30/2025 (Thanksgiving)
Block 03	11/3/2025	12/13/2025	10/31/2025	11/26-11/30/2025 (Thanksgiving)
Block 04	1/5/2026	2/7/2026	12/12/2025	1/19/2026 (Martin Luther King, Jr. Day)
Block 05	2/9/2026	3/14/2026	2/6/2026	
Block 56	2/9/2026	5/2/2026	2/6/2026	3/16- 3/20/2026 (Spring Break); 4/3/2026 (Good Friday)
Block 57	2/6/2026	6/6/2026	2/6/2026 <sup>1</sup>	3/16- 3/20/2026 (Spring Break); 4/3/2026 (Good Friday)
Block 06	3/23/2026	5/2/2026	3/20/2026	4/3/2026 (Good Friday)
Block 67	3/23/2026	6/6/2026	3/20/2026 <sup>1</sup>	4/3/2026 (Good Friday); 5/25/2026 (Memorial Day)
Block 07	5/4/2026	6/6/2026	5/1/2026 <sup>1</sup>	5/25/2026 (Memorial Day)
Block 08	6/8/2026	7/11/2026	6/5/2026	6/19/2026 (Juneteenth); 7/3/2026 (Independence Day)
Block 89	6/8/2026	8/15/2026	6/5/2026	7/3/2026 (Independence Day)
Block 09	7/13/2026	8/15/2026	7/10/2026	

\* Friday prior to the start of every block.

<sup>1</sup> Graduation date for students completing a course in block 7: June 7, 2026

## Block Academic Calendar

Block	Start	End	Last day to add/drop*	Holidays/no class
Block 01	8/18/2025	9/27/2025	8/15/2025	9/1/2025 (Labor Day)
Block 12	8/18/2025	11/1/2025	8/15/2025	9/1/2025 (Labor Day)
Block 13	8/18/2025	12/13/2025	8/15/2025	9/1/2025 (Labor Day)
Block 02	9/29/2025	11/1/2025	9/26/2025	

# Graduate Programs

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Mount Mercy's graduate programs are fully accredited and designed for working professionals. Programs are offered face-to-face or online with classes conveniently scheduled in the evening, weekends, and summer. All of the programs are grounded in best practices and prepare students for leadership in their chosen career.

## Graduate Degrees

### Master of Arts in Education

This degree is designed to prepare students to: effectively use researched instructional strategies; conduct, interpret and evaluate assessments; acquire and apply the skills needed to become reflective practitioners and teacher leaders; formulate and evaluate research; and analyze research results and communicate the results in written and oral presentations.

### Emphasis in Early Childhood Inclusive Classroom

This emphasis is designed to prepare early childhood teachers to teach in birth through grade 3 inclusive classrooms. Designed for the teaching professional, a four-course core provides a shared experience for all graduate education students. These courses (i.e., 12 credit hours) focus on developing the broader perspectives needed for research and leadership in the profession.

### Emphasis in Effective Teaching

This emphasis is designed in partnership with local school districts to enhance and enrich teaching instruction and to produce teacher leaders.

### Emphasis in English as a Second Language

This emphasis is designed to prepare ESL teachers for teaching K-12 education and provides, if needed, the K-12 ESL endorsement from the State of Iowa upon completion. Designed for the teaching professional, a four-course core provides a shared experience for all graduate education students. These courses (i.e., 12 credit hours) focus on developing the broader perspectives needed for research and leadership in the profession. ESL graduate students take an additional 23 credits when completing the K-12 English as a Second Language endorsement.

### Emphasis in Reading

This emphasis is designed to prepare teachers as specialized reading instructors with a dynamic understanding of the reading process and to equip teachers with a variety of resources for enhancing literacy for all learners. The emphasis is designed for teachers and offers endorsements in K-8 and 5-12 Reading and K-12 Reading Specialist.

### Emphasis in Special Education

This emphasis trains educators with a deeper understanding of the needs of students with learning, cognitive, and/or behavior disabilities. Preparation in these areas is in high demand. This degree allows teachers to obtain an advanced degree in Special Education with endorsements in Instructional Strategist I, Instructional Strategist II Behavior Disorders/Learning Disabilities, and Instructional Strategist II Intellectual Disabilities.

### Emphasis in Teacher Leadership

The emphasis in Teacher Leadership is designed for Prek-12 practitioners and others who wish to be teacher leaders outside the traditional administrative career path. It provides participants with

immediately applicable knowledge, skills, and dispositions necessary to be leaders in education.

### Emphasis in Teaching and Learning

This emphasis is designed to prepare a pathway for graduate students, particularly second degree students, for obtaining their Master's degree after completing their teacher education program.

### Master of Science in Education

The Master of Science in Education is a 36-credit hour program for teachers who want to obtain the K-12 Principal/K-12 Special Education Supervisor endorsement (#189) through the Iowa Board of Educational Examiners (BoEE).

### Master of Arts in Marriage and Family Therapy

The MFT program trains highly qualified professionals at the master's level who possess the knowledge, skills and dispositions to improve the lives of individuals, couples and families. This degree prepares students for licensure eligibility as a Marriage and Family Therapist.

### Master of Business Administration

Characterized by its emphasis on ethical and socially responsible leadership, the Mount Mercy Master of Business Administration program challenges students to think globally and strategically while using a multi-disciplinary approach to solving business problems.

### Emphasis in Business Administration

In this emphasis students will complete core MBA courses and 5 electives related to Business Administration.

### Emphasis in Finance

In this emphasis students will complete core MBA courses and 4 electives related to Finance.

### Emphasis in Health Care Administration

In this emphasis students will complete core MBA courses and 5 electives related to Health Care Administration.

### Emphasis in Human Resources

In this emphasis students will complete core MBA courses and 5 electives related to Human Resources.

### Emphasis in Leadership

In this emphasis students will complete core MBA courses and 5 electives related to Leadership.

### Emphasis in Supply Chain Management

In this emphasis students will complete core MBA courses and 5 electives related to Supply Chain Management.

### Master of Science in Nursing

Focused on health promotion and disease prevention, the MSN program is dedicated to preparing graduates to lead the profession in meeting the challenges of an ever-changing, complex healthcare system.

### Emphasis in Health Advocacy

A unique program allowing students to design, implement, manage, continuously improve, and lead innovative healthcare population management programs.

### Emphasis in Nursing Administration

A distinctive program focused on attaining the competencies necessary for leading and managing complex 21st century healthcare organizations.

## Emphasis in Nursing Education

An innovative program developing tomorrow's nurse educators for academic and healthcare settings.

## Master of Science in Supply Chain Management

\*This program is not accepting new students for Fall 2025.\*

Supply chain management is the act of integrating procurement, manufacturing and logistics processes to ensure goods and services are available to customers. This program will cover these topics and managing the flow of materials, finances, information and labor from product or service design to customer delivery, and emphasizing quality and efficiency throughout the process.

## Master of Strategic Leadership

The Master of Strategic Leadership program is designed for leaders with a growth mindset who would like to add higher level competencies to the skills most desired in organizations today. Focusing on relationship, leadership and strategic thinking this program will help you drive collaboration and purpose, making you the adaptive leader of the future.

## Emphasis in Strategic Leadership

In this emphasis students will complete core MSL courses and 3 electives related to Strategic Leadership.

## Emphasis in Health Care Administration

In this emphasis students will complete core MSL courses and 4 electives related to Health Care Administration.

## Emphasis in Human Resources

In this emphasis students will complete core MSL courses and 4 electives related to Human Resources.

## Doctor of Nursing Practice

### FNP-DNP

Nurses will acquire advanced knowledge and skills in nursing practice and processes in order to practice as nurse practitioners. Students will reflect and act on the impact advanced practice nursing has on the health care delivery system and the lives of clients and communities. Graduates will be prepared to take the family nurse practitioner certification exam and then provide primary care and expertise in the holistic care of all populations.

### DNP

Nurse Practitioners of any specialty will acquire doctoral skills both in the classroom and as they develop and implement a quality, practice, outcomes, or systems improvement initiative in the hospital, clinic or community.

## Doctor of Philosophy in Marriage and Family Therapy

The MFT doctoral program is a unique program offering one of a kind specializations within a curriculum designed to enhance the theoretical knowledge and advanced practice of MFT. The program is designed to resemble the apprentice model, where individuals were able to work alongside a master craftsman to be nurtured and mentored to improve their talents and skills. Specializations in working with couples, developing and enhancing business and leadership skills and integrating psychophysiological knowledge and interventions provide students with a one of a kind learning experience.

## Admission

### Admission as a Degree Seeking Student to a Master's Degree Program

Applicants desiring admission to a master's degree program apply through the Graduate Admissions Office and must meet the graduate admissions criteria. To be considered for admission, an applicant must:

1. Hold an undergraduate degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Submit official transcripts from all colleges/universities previously attended
3. Have a minimum cumulative grade point average of 3.00 and an undergraduate record that reflects ability to be successful in graduate studies. (Students with a GPA less than 3.00 will be considered on a case-by-case basis.)
4. Provide a personal statement that demonstrates solid writing skills and motivation for graduate studies. (See application form for further instruction.)\*
5. Submit two letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant's ability to be successful in graduate studies. (See application form for further instruction.)\*
6. Complete any requirements from the specific area of study.

**Final admission decisions rest with the program director. In all cases, admission requirements can be waived at the discretion of the program director.**

\* Not required for all programs. Check with program director for final requirements.

### Program specific requirements are as follows:

#### Master of Arts in Education & Master of Science in Education

1. Bachelor's degree in education
2. A valid Iowa teaching license or be eligible for an Iowa teaching license if seeking an endorsement in Special Education, Reading, Early Childhood Inclusive Classroom, ESL, or Educational Leadership & Administration.
3. Resume that lists past and current teaching or work experience.

#### Master of Arts in Marriage and Family Therapy

1. Personal interview with program director.
2. Resume that documents volunteer or professional experience in a human service area.
3. Personality inventory test.

#### Master of Business Administration

1. A student may be admitted to the MBA program prior to completing the prerequisite courses. Upon admission, the student will meet with an academic advisor who will provide the student with an advising form that indicates the prerequisite courses that need to be completed and in what order. However, the MBA grading



policies will be in effect for all MBA and prerequisite classes taken at Mount Mercy.

## Master of Science in Nursing

1. Current and valid registered nurse (RN) license. NOTE: Nursing courses with a clinical component may not be taken by a person:
  - a) Who has been denied license by the Board; b) Whose license is currently suspended, surrendered, or revoked in any U.S. jurisdiction; c) Whose license or registration is currently suspended, surrendered, or revoked in another country due to disciplinary action. International students without current RN license may be admitted based on review by Program Director.
2. Bachelor of Science in Nursing (BSN) from an accredited nursing program, other undergraduate degree from a regionally accredited college or university, or an equivalent degree from an accredited institution outside of the United States. Undergraduate record should reflect ability to be successful in graduate studies. If undergraduate degree is not a BSN, students may be admitted with a BA or BS, an associates degree in nursing, and the Mount Mercy RN-BSN courses, NU 470 Extending the Journey: Population Based Nursing, NU 471 Professional Aspects of Nursing, and NU 472 RN-BSN Practicum Seminar completed with a minimum grade of B (B- not acceptable).
3. An undergraduate statistics course with a minimum grade of C (C- not acceptable). A student may be admitted to the MSN program at the discretion of the Program Director prior to completing this prerequisite.
4. Have a minimum cumulative grade point average of 3.25.
5. Two letters of recommendation addressing professionalism, clinical skills, critical thinking, and communication skills.
6. All Master of Science in Nursing (MSN) students must meet administrative requirements including criminal background check, health insurance coverage, immunization status compliance, CPR, and malpractice liability insurance prior to completion of the first MSN course.
7. All non-native English speakers are required to take TOEFL or equivalent English language proficiency assessment and complete interview with Program Director.

## Master of Strategic Leadership

1. Three years of full-time work experience (recommended).

## Admission as a Degree Seeking Student to a Doctoral Degree Program

*The following requirements in addition to those listed above:*

## Doctor of Nursing Practice

### All DNP applicants:

1. Hold a Master of Science in Nursing degree from a regionally accredited college or university.
2. Current & valid Iowa registered nurse (RN) license. Cannot be denied, suspended, surrendered or revoked in any U.S. or international jurisdiction.
3. Current resume/CV
4. Have a minimum cumulative grade point average of 3.5 in all Graduate and Undergraduate course work.
5. Three letters of recommendation addressing professionalism, clinical skills, critical thinking, and communication skills.
6. An undergraduate statistics course with a minimum grade of C (C- not acceptable) within the last 5 years is a prerequisite for admission. If not completed prior to admission, course can be completed in DNP curriculum.
7. Personal interview with DNP program director.
8. All non-native English speakers are required to take TOEFL or equivalent English language proficiency assessment and complete interview with Program Director.
9. All DNP students must meet administrative requirements including criminal background check, health insurance coverage, immunization status compliance, CPR, and malpractice liability insurance prior to the first day of class.

### Additional Admission Requirements (for NP applicants):

1. Letter from NP program documenting clinical hours completed in NP education (course work & clinical hours are subject to adjustment based on gap analysis - must have minimum of 1000 hours for DNP).
2. Current & valid Iowa registered nurse (RN) and advanced practice registered nurse (ARNP/APRN) licenses. Cannot be denied, suspended, surrendered or revoked in any U.S. or international jurisdiction.
3. Current NP certification in any specialty area.

## Doctor of Philosophy in Marriage and Family Therapy

1. Hold a Master's degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Have a minimum cumulative grade point average of 3.00 in Graduate level course work.
3. Submit three letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant's ability to be successful in graduate studies. (See application form for further instruction.)
4. Personal interview with program director.

## Other Policies

### An application is complete when the applicant submits the following required items:

1. A completed Mount Mercy application, including personal statement and two letters of recommendation.
2. Official transcripts of all previous academic work from which undergraduate and graduate grade point averages can be computed. Transcripts should be mailed directly to the Graduate Admissions Office. Official transcripts must be submitted in a sealed envelope and display the appropriate seal and signature of the institution.

**Final admission decisions rest with the program director. In all cases, admission requirements can be waived at the discretion of the program director.**

## International Students

Mount Mercy welcomes international students to its campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social, and cultural diversity of the Mount Mercy community. The following additional items are required for admission for international students:

1. Official or true certified copies of the applicant's post-secondary academic record (transcripts, examination scores, mark sheets,

etc.) evaluated by a foreign credential evaluation agency, which is a member of NACES: [www.naces.org/members.htm](http://www.naces.org/members.htm) (<http://www.naces.org/members.htm>). (<http://www.naces.org/members.htm>) If a transcript is evaluated, a course-by-course evaluation is required to register.

2. Official or true certified copies of the applicant's diploma or degree certificate in both English and the original language needed to register.
3. Documentation of English language proficiency for all non-native speakers of English.
  - a. TOEFL 79 iBT; 213 CBT; 550 paper-based
  - b. IELTS - 6.5
  - c. STEP - Eiken (Grade 1)
  - d. Completed ELS Level 112
  - e. Program Directors may waive the English language proficiency test scores upon interviewing a student who meets one of the following criteria:
    - i. Undergraduate education in English
    - ii. Worked in United States in a professional job for more than 1 year
    - iii. Studied for at least two semesters in the United States
    - iv. English is native language
4. Students who need Mount Mercy to issue an I-20 form for the F-1 (student) visa must also provide a Certificate of Finance ([http://www.mtmercy.edu/sites/default/files/uploads/MMU\\_Certificate%20of%20Finance.pdf](http://www.mtmercy.edu/sites/default/files/uploads/MMU_Certificate%20of%20Finance.pdf)) form or letter with affidavit from their bank stating that they have sufficient funds to study in the U.S.
5. Copy of the information page of the passport for the student and any dependents who seek an F-2 visa.

## Submitting Digital Transcripts/Proof of Degree

For international candidates only, we are able to review your application using unofficial, digitally duplicated copies of your transcript submitted from a Mount Mercy partnered international recruiting service.

These records must be legible and include:

- The subjects you studied by year, with grades, marks, or percentages;
- Grades, marks, or percentages earned in year-end examinations;
- Proof that the degree was conferred. I.E., diplomas, titles, degrees, or certificates awarded.

**If you are offered admission, the offer will be contingent upon receipt and verification of official transcripts. You will not be able to register until this has been completed.**

## Graduate Special Student Status (or Non-degree Status)

A student with a baccalaureate degree who wishes to earn graduate credit, but not a graduate degree, may be accepted for admission to study as a graduate student with special status. Up to 9 semester hours earned as a graduate student with special status with a grade of "B" or above may be applied to a graduate degree at Mount Mercy upon admission to the program and with the approval of both the Program Director. Special student status students are not eligible for financial aid.

## Transfer Policies

Upon admission to the program, students may transfer in graduate courses with the approval of the Program Director. The maximum number of transferable credit hours is 12. Credit allowance for

graduate courses is considered on an individual basis; however, students must have earned a "B" or higher for the course to be considered. Course syllabi, college catalog, and a sample of previous course work may be requested for consideration of a class. While enrolled at Mount Mercy, students should not enroll for academic credit at other institutions without the permission of the Provost. Approval, via a petition, must be granted prior to a course being taken at another institution and will only be granted for extenuating circumstances.

## Readmission

When a student withdraws or is terminated from any of the graduate programs at Mount Mercy, a recommendation will be made by the Program Director at the time of withdrawal or termination about whether the student will be eligible for readmission. Documentation of this recommendation will be maintained. The student who has withdrawn or has been terminated from any graduate program and wishes to be readmitted will be considered for readmission by the Program Director according to the following criteria: the recommendation made by the Program Director at the time of the student's withdrawal or termination and evidence the student has improved in all needed areas. Students who wish to be readmitted to a graduate program must complete the application process. Letters of recommendation and personal statement can be waived by Graduate Program Director.

## Delayed Admissions

Students have one year from date of acceptance to begin classes. Students who do not enroll for classes within the year deadline must reapply for admission.

# Graduate Policies

## Grading Policies

Graduate courses are graded as follows:

Grade	Grade Points/Description
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
F	Failure: no credit earned. A student earning an "F" grade may not repeat the course for which the "F" was received without the approval of the Program Director.
I	Students whose work had been satisfactory, but who for acceptable reasons have been unable to complete courses, may be given marks of I (incomplete). The courses must be completed and a new grade submitted to the registrar no later than one calendar month from the original due date for grades. If no change is reported, the I becomes an F.

IP	Incomplete in Process: a temporary grade given when a practicum, research project, and/or thesis work has not been completed on time.
P	Pass: a mark used to show satisfactory performance.
W	Withdraw: A non-punitive grade which will be entered on the permanent record if a student withdraws from a class within the published withdrawal period.
NA	Non-attendance

The cumulative grade point average is calculated by dividing cumulative grade points by cumulative hours graded.

## Academic Standing/Probation

A student is required to achieve a minimum grade point average of 3.00. A student whose cumulative grade point average falls below 3.00 will be placed on probation, and the student will have two enrolled terms to remove that status. If the student fails to earn a minimum grade point average of 3.00 within that time, the student will be dismissed from the program.

Only two "C" grades (C+, C or C-) are permitted in the graduate program. A third grade of "C+" or below will result in academic dismissal from the program. No course with a grade of "C-" or below will count toward a graduate degree. Any grade of "F" may be cause for dismissal from the program. A second "C+" or below in a repeated course may be cause for dismissal from the program. Dismissals may be appealed through the appeal process.

Departments can identify courses in which a "B" is the minimum grade required. Students must earn at least a "B" average for an endorsement to be granted in the Education program.

## Incomplete Grades

The incomplete (I) is a temporary grade given only when extenuating circumstances prevent completion of all course work on time. To remove an incomplete grade, a student must complete all required work in the course no later than 30 days from the close of the term. Failure to do so automatically results in failure in the course. Extensions may be given by the course instructor. If a student agrees to take an "I" grade, they no longer have the option to drop the course. An Incomplete in Process is given for practicum, thesis, or dissertation work that has not been completed by the end of the semester. The Incomplete in Process must be completed within six months of the close of the term in which it was given.

## Repeating Courses

A student receiving a "C+", "C" or "C-" may repeat a graduate course once. For the MSN and DNP programs, a maximum of one course may be repeated. For all other programs, a maximum of two different courses in a student's degree program may be repeated. Both the original course and the repeated course remain on the transcript. The cumulative grade point average will include only the second grade.

## Military Education/Credit

Please be sure to identify your military service in your initial advising appointment as credit hours may have been earned for your military training. Military education is evaluated by the Registrar's Office upon the receipt of a Joint Services Transcript (<https://jst.doded.mil/>) or official transcript from Community College of the Air Force (<http://www.airuniversity.af.mil/Barnes/CCAF/>).

Be sure to contact your respective branch office or Educational Services Officer prior to enrolling in classes or sending transcripts. It is important to have your military transcripts reviewed by the Registrar during your initial review prior to admission. The number of hours that you are able to pursue through Mount Mercy's partner institutions may be affected by the number of hours transferring from your military education. Some military education credits transfer as two-year institutional credits.

## Veteran and Military Services

Students eligible for educational benefits from the Veterans Administration or Department of Defense should report to the Registrar's Office prior to the first term of attendance. After the necessary documents have been supplied, enrollment certification will be submitted or confirmed. It is the student's responsibility to notify the Registrar of any changes in registration. Failure to properly alert the Registrar of changes in enrollment may result in loss, delay, or repayment of educational benefits.

More information on military policies can be found here (p. 40).

## Academic Policies

### Attendance

Attendance requirements in graduate courses are established by programs and individual instructors. Attendance policies are stated in each course syllabus. Official attendance will be taken on the first day of class for classes in the block schedule for purposes of validating class rosters and meeting Federal regulations.

Students enrolled in an online course must actively engage in the course by the end of the first Thursday (11:59pm CST) or earlier as designated by instructor. Simply logging in to the class does not count as engagement for attendance purposes. Students that are "No-Showed" (removed from the class due to non-attendance) for a given course, after the course has started, will receive a grade of NA and will not be charged.

### Continuous Enrollment

Students do not have to be contiguously enrolled in graduate classes and may take one semester off without reapplying unless Federal regulations dictate otherwise. However, students must be enrolled in classes for the following semester or the student will need to withdraw from the program. Students should be aware there may be financial aid implications of not being contiguously enrolled in classes and should consult with the Student Financial Services Office.

NOTE: To complete the MSN program students must be enrolled in summer courses.

### Statute of Limitations

Students enrolled in a graduate program must complete all degree requirements no later than six years after the date of first enrollment in the program. A student may petition the Associate Provost for an extension for a limited period if such extension is sought before the six-year limit expires.

### Dismissal from Mount Mercy

In order to safeguard its scholastic integrity and its moral atmosphere, Mount Mercy reserves the right to remove and/or suspend any student who violates the stated policies for behavior and academic integrity outlined in the *Good Book*.

### Enrollment Status and Student Load

To determine enrollment status, blocks 1, 2 and 3 comprise the Fall semester; block 4 is the Winter term; blocks 5, 6 and 7 comprise the Spring semester; and blocks 8 and 9 comprise the Summer

semester. *Note:* Loan Servicers use the enrollment status to defer loans. Students must be enrolled in a minimum of 6 semester hours per semester to be considered full-time status. A student has to be enrolled in at least 3 credit hours per semester to be considered part-time status. Students should contact the Mount Mercy Student Financial Services Office to determine hours needed to be eligible for state or federal financial assistance.

## Additional Master's Degree

A student may pursue an additional Master's Degree at Mount Mercy. The degree must be in a program other than the original degree program. (Example: Students are not allowed to earn more than one MBA degree regardless of emphasis.)

A maximum of 18 credits from the initial Mount Mercy degree may be accepted toward the additional Mount Mercy degree. A maximum of 9 credits from a transfer degree may be accepted toward an additional Mount Mercy degree.

At least 18 hours must be earned at Mount Mercy beyond the initial degree. At least 12 of the 18 additional hours must be earned after graduation from the initial Master's Degree program. Only courses for which the student received a grade of "B" or above will double count towards the additional master's degree.

## Additional Emphasis Area

Students are not allowed to earn two emphasis areas simultaneously. A student is allowed to return as a non-degree student post-graduation with the original emphasis to complete an additional emphasis.

Students must do at least 9 unique hours in the additional emphasis area not used in the original emphasis area.

Students are allowed to earn multiple education endorsements simultaneously.

## Independent Study (IS)

Independent study courses, which are specially designed by the student and the instructor, are listed under course numbers identified by each program and are subject to the following regulations:

1. Not more than 2 courses may be taken independently.
2. Independent study credit is not given for a paid job.
3. The application form, which can be obtained from the Advisor or Instructor, must fully describe the rationale and objectives of the course, the content and sources from which the content is to be obtained, methods and activities to be used, evaluation procedure, and any pertinent deadlines to be met by the student. The form is to be completed by the student in conference with the instructor who has agreed to direct the study.
4. The student discusses the course with their advisor who arranges for the additional approvals from the Program Director and Associate Provost.
5. The application form with all the necessary signatures must be delivered to the Registrar's Office in order for the registration to be completed.
6. Faculty members are not required to direct an independent study.

## Directed Study (DS)

A Directed Studies course is an individualized delivery of an existing course found in the Catalog and is only offered in exceptional circumstances. Course outcomes and objectives for the DS course are the same as if the course was being taken in the normal, classroom delivery mode. Contact the Program Director for the approval form prior to registering for the class.

## Course Continuation

### Master of Arts in Education

Master of Arts in Education students may elect to complete an education thesis in order to graduate. After finishing ED 601 Action Research Project students must continuously enroll in a 1-3 credit Education Thesis (ED 602 Education Thesis) course until the thesis receives final approval from the student's thesis committee. Students will receive 3 credit hours the first semester registered for the course and 1 credit hour each semester after that (Fall, Spring, and Summer) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in ED 602 Education Thesis. An incomplete will be given in Education Thesis until the final thesis is approved by the committee. Upon approval of the thesis, the grade will be changed to a Pass. If a student does not enroll in Education Thesis once the project has begun, the incomplete grade will turn to a Fail (F).

A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in ED 604 Education Research Project and ED 605 Comprehensive Examination in the same manner as ED 602 Education Thesis.

### Master of Arts in Marriage and Family Therapy

MFT students may elect to complete a thesis in order to graduate. Students must continuously enroll in a 1-3 credit MFT Thesis (MF 695 Thesis) course until the thesis receives final approval from the student's thesis committee. Students will receive 3 credit hours the first semester registered for the course (course should be taken during the Spring semester of the second year) and 1 credit hour each semester after that (Fall, Spring, and Summer) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in MF 695 Thesis. An incomplete will be given in MFT Thesis until the final thesis is approved by the committee. Upon approval of the thesis, the grade will be changed to a Pass.

Any student who chooses the thesis option and fails to complete the thesis will not be able to graduate without additional coursework. In such cases, the student will need to complete the elective that was forgone in favor of the thesis option. Once the elective course has been completed the student will become eligible for graduation, assuming that all other course work has been completed satisfactorily. If a student does not enroll in MFT Thesis or complete additional coursework, the incomplete grade will turn to a Fail (F).

### Doctor of Nursing Practice

DNP students are required to complete a project in order to graduate. Students must complete NU 890 Innovation & Change for Future: DNP Clinical Practice Project prior to graduation. Students are required to enroll in NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation each semester after that (Fall, Spring, and Summer) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation after the 3-hour requirement has been met. If a student does not enroll in NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation, any incomplete grade in a project course will turn to a Fail (F).

After completing 3 credit hours of NU 890 Innovation & Change for Future: DNP Clinical Practice Project, a student has three years to complete the DNP project.



## Doctor of Philosophy in Marriage and Family Therapy

### *Dissertation*

MFT doctoral students are required to complete a dissertation in order to graduate. Students must continuously enroll in a MFT Dissertation (MF 895 Dissertation) course until the dissertation receives final approval from the student's committee.

Students must complete at least 11 credit hours in MF 895 Dissertation and 1 hour of MF 897 Dissertation Defense prior to graduation. Students are required to complete 1 credit hour each semester after that (Fall, Spring, and Summer) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in MF 895 Dissertation after the 12-hour requirement has been met. An incomplete will be given in MF 895 Dissertation until the final dissertation is approved by the committee. Upon approval of the thesis, the grade will be changed to a Pass. If a student does not enroll in MF 895 Dissertation, the incomplete grade will turn to a Fail (F).

### *Internship*

MFT doctoral students are required to complete an internship in order to graduate. Students must continuously enroll in a MFT Internship (MF 892 Internship III) until the internship is completed.

Students must complete a minimum of 12 credit hours of internship prior to graduation. Students are required to complete 1 credit hour each semester after that (Fall, Spring, and Summer) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in MF 892 Internship III after the 12-hour requirement has been met.

An incomplete will be given in MF 892 Internship III until the final dissertation is approved by the committee. Upon approval of the internship, the grade will be changed to a Pass. If a student does not enroll in MF 892 Internship III the incomplete grade will turn to a Fail (F).

## MMU PLUS - Undergraduate students taking graduate classes

Mount Mercy undergraduate students who meet the following criteria may take graduate courses for credit. Students must have:

1. Junior or Senior status
2. Be eligible for admission to graduate study or secure permission from the Program Director
3. Secure the approval of the department in which they wish to earn graduate credit. Undergraduate students may earn a maximum of 13 graduate credits.

Graduate credits earned under this policy may be applied to a graduate program only with the approval of the appropriate Program Director. Master level courses must be accepted to count towards the total hours need for the bachelor's degree. Students are not permitted to pursue a graduate and undergraduate degree concurrently.

## Master level students taking doctoral level classes

Mount Mercy graduate students enrolled in a Master's level program may earn a maximum of 10 credit hours of doctoral course work. Credits earned under this policy may be applied to a doctoral program only with the approval of the appropriate Program Director. Doctoral level courses must be accepted to count towards the total hours needed for the master's degree. Students are not permitted to pursue a master's and doctoral degree concurrently.

## Graduation Requirements

In order to be eligible to graduate, a student must meet the following requirements:

1. Minimum GPA of 3.0
2. Complete all course work with no incompletes
3. Meet all program specific requirements
4. Apply for graduation

**The student is, in every case, responsible to see that he or she properly applies for graduation and meets the graduation requirements.**

## Tuition and Fees

### Deferred Billing

Tuition for students in the Graduate program is due the day the class starts. If you are reimbursed by your employer, and have a completed Deferred Payment Plan Enrollment Form on file with the Student Accounts team, tuition is due 45 days from the end of each block.

### Add/Drop and Tuition Refund Policy

The block calendar add/drop dates are located in the "Block Academic Calendar (p. 328)" section of this *Catalog*. To drop a course without charge, a student must drop prior to the first day of the block in order to have the registration dropped and no tuition charge assessed. If the course is dropped on, or after the block start date, but before the first week ends for an online class (Sunday 11:59pm CST) OR prior to the second course meeting for an on-campus class, the student will receive a grade of "W" on the academic transcript reflecting the withdrawal, but will not be charged. Students dropping a given course during the second week of class or after will not receive a tuition refund.

Attendance is taken the first week of class for Department of Education requirements. On-campus students will have attendance taken in person, while online students must actively engage in the course by the end of the first Thursday (11:59pm CST) or earlier as designated by instructor. Simply logging in to the class does not count as engagement for attendance purposes. Students that are "No-Showed" (removed from the class due to non-attendance for a given course once it has begun), will receive a grade of NA and will not be charged.

After conclusion of the add/drop or withdrawal period, all change requests must be approved by the Program Director. Late adds and drops are limited to unusual circumstances that must be documented in writing.

If a student wishes to withdraw from a graduate program course, they must do so by the fourth Sunday (11:59 pm CST) of a five week block, the ninth Sunday (11:59 pm CST) of a ten week block, or the fourteenth Sunday (11:59 pm CST) of a 15 week block to receive a "W". Students who do not withdraw from a course by these deadlines will receive a letter grade for the course.

### Withdrawal Policy

Students exiting from Mount Mercy during a block in which they are registered, will receive a grade of "W" for the course. Students withdrawing during the first week of the block (before Sunday 11:59 pm CST) will receive a tuition refund. Students withdrawing during the second week of the block or after will not receive a tuition refund. Registrations in subsequent blocks will be dropped and there will be no tuition charge for the dropped registrations. Students should contact their advisor to initiate the exit process. Withdrawing from Mount

Mercy will change the student's enrollment status, and students should consider how the decision to withdraw will impact any of the following: tuition charges, financial aid, social security, employer-reimbursement, veteran's benefits, or scholarships (Please refer to the Financial Aid section (p. 234) for more information). The student's ability to maintain a student visa or to purchase insurance as a student may also be impacted as a result of the decision to withdraw from coursework at Mount Mercy. Students withdrawing from the institution will be required to re-apply for admission if they desire to return.

## Tuition

Tuition is charged per semester hour. Current tuition rates are:

Program	Rate
Master of Arts in Education	\$610/semester hour
Master of Arts in Marriage and Family Therapy	\$610/semester hour
Master of Business Administration	\$773/semester hour
Master of Science in Education	\$610/semester hour
Master of Science in Nursing*	\$773/semester hour
Master of Science in Supply Chain Management	\$773/semester hour
Master of Strategic Leadership	\$773/semester hour
Doctor of Nursing Practice	\$995/semester hour
PhD in Marriage and Family Therapy	\$834/semester hour

## Additional Fees

*(All fees are non-refundable)*

Student Cost	Amount
Audit fee for a course	\$100
Official transcript	\$11
Replacement diploma	\$75
Returned check	\$25

**For a full list of applicable fees please see here. (p. 13)**

\* **Nursing Informatics students are responsible for paying applicable University of Minnesota tuition and fees for courses taken through the University of Minnesota and are subject to their enrollment policies and deadlines.**

## Delinquent Accounts

All students, except those on employer reimbursement, are required to have their entire account paid in full by the last day of class. Any balance remaining after this date will be considered delinquent. Students who are reimbursed by their employers are required to have their entire account paid in full within 45 days of receiving their grade report for each class or their account will be considered delinquent. It is the student's responsibility to notify the Student Accounts team that s/he is eligible for employer reimbursement as well as notify them of any changes in reimbursement status.

Students with delinquent accounts may be subject to the following actions until the balance is paid in full:

1. All current and future registrations will be cancelled
2. All financial aid for future terms will be cancelled

3. Accounts will be turned over to a collection agency unless arrangements have been made for the timely payment of the delinquent amount due

## Financial Aid

A student enrolled in any of the graduate programs at Mount Mercy is eligible to apply for federal financial aid. Institutional financial aid is not available for graduate program students. To qualify for any financial aid at Mount Mercy, students must:

1. Receive notification from the Graduate Office at Mount Mercy of acceptance as a REGULAR student for admission into an eligible degree program as defined by the U. S. Department of Education.
2. File the Free Application for Federal Student Aid (FAFSA) or Renewal Application to be eligible for most federal programs.

Currently enrolled students may obtain information about financial aid in the Financial Aid Office. New students to Mount Mercy must inform the Financial Aid Office of their interest in receiving financial aid once they are registered for coursework at Mount Mercy. To be eligible for loan assistance, the student is required to be enrolled at least half-time for each semester in which the loan is to be received, and must be half-time to continue deferments on most student loans. The following chart illustrates how the block schedule equates to the semester format:

Blocks 1, 2, and 3 = Fall Semester

Block 4 = Winter Term

Blocks 5, 6 and 7 = Spring Semester

Blocks 8 and 9 = Summer Semester

For example, a student must be enrolled in at least 3 credit hours during blocks 1, 2, and 3 combined to be eligible for a loan during the Fall Semester. Taking one 3-credit course in any block would satisfy the 3-hour requirement for financial aid. A student must be enrolled in at least 6 credit hours per semester to be considered full-time.

Block 4 is combined with the Spring Semester to determine financial aid eligibility. Students are encouraged to contact the Financial Aid Office if they have questions regarding financial aid.

The Summer Semester (blocks 8 and 9) is considered the end of the academic year at Mount Mercy for financial aid purposes. If you are interested in financial aid for the summer blocks, students are required to have completed the FAFSA form for the current school year, and are encouraged to register for these blocks up front. For more information contact the Mount Mercy Financial Aid Office at 368-6467. Please see main Financial Aid (p. 17) page of this *Catalog* for complete details regarding financial aid.

## Return of Title IV Funds

A student earns aid based solely on the length of time he/she attends. Until a student has passed the 60% point of the days they are scheduled to attend only a portion of the student's dispersible aid has been earned. If a student completely withdraws prior to the 60% point, then the Return of Title IV Funds policy applies.

Title IV funds refer to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Direct Unsubsidized loans, Direct Subsidized loans, Direct PLUS loans, Federal Pell Grant, Federal SEOG, and Federal TEACH Grant. Though the Federal Work Study program is also included in Title IV funds, it is not included when calculating the Return of Title IV Funds.

A student starts the withdrawal process with their Program Director. This can either be done in person or over the phone. The withdrawal date is the date on which the student starts the withdrawal process or the date that the student otherwise provides notification to Mount

Mercy of his or her intent to withdraw. However, if Mount Mercy can document an academically related activity different than the date the student officially withdrew, that date may be used.

If a student leaves school and fails to follow the withdrawal process or fails all of their courses, it is assumed the student withdrew at the midpoint of the period of enrollment unless academically related activity can be documented past the 60% point. The Financial Aid Office is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The software provided by the Department of Education is used and review of this software is available upon request from the Financial Aid Office.

Mount Mercy will return any unearned aid that was applied to a student's institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant over-payment, the student must make satisfactory repayment arrangements with the Financial Aid Office at Mount Mercy.

In accordance with Federal regulations the student must return unearned aid for which the student is responsible by repaying funds to the following for their loans.

Example of Return of Title IV Calculation

This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is an example of a return of funds for a student who completely withdrew from their courses. This student was enrolled in Blocks 1, 2 and 3 so the total days of attendance for the Fall semester would be 105 days. The student withdrew in the first week of Block 2 and completed 45 days of the semester. The student completed 42.9% of the semester (45/105=42.9%).

The student would have earned 42.9% of the financial aid for the Fall semester. The remaining amount would have to be returned to the appropriate source.

Original Financial Aid	Loan Name	Revised Financial Aid
\$6250	Direct Stafford Loans	\$3568

Enrollment Changes

Any enrollment change may result in a financial aid adjustment. If the enrollment change is dropping all credits within a current block, students will need to confirm future enrollment with the Financial Aid Office to avoid being withdrawn from the university. Students are encouraged to speak with a Financial Aid Counselor prior to dropping any courses.

Programs

Mount Mercy offers high-quality, high-demand graduate programs for working adults who need to balance graduate school with full-time employment and family. Programs are offered in the face-to-face accelerated and online formats. Courses are available in convenient 5-week blocks on a year-round calendar, allowing students to earn their degrees quickly. Face-to-Face classes primarily meet at night but with some day-time offerings. Click on any of the programs to the left to see a listing of course work within each of our graduate programs.

Master of Arts in Education

Master of Arts in Education Program  
Core: 9 semester hours + Research Options

A three-course core provides a vibrant shared experience for all Master of Arts in Education students. These courses focus on developing the broader perspectives needed for leadership in the profession. Understanding legal and policy issues, building leadership skills, examining cultural and ethical implications, and applying the tools of research are but a few of the outcomes targeted by the program's core experiences. All Master's students will complete either an independent Action Research Project or an Education Research Project and will present the project to the Mount Mercy community in a poster session.

This graduate degree prepares students to: effectively use researched instructional strategies; conduct, interpret and evaluate assessments; acquire and apply the skills needed to become reflective practitioners and teacher leaders; formulate and evaluate research; and analyze research results and communicate the results in written and oral presentations.

Required Core Courses:

ED 600	Educational Research	3
Research Options		6
ED 601	Action Research Project	
And		
ED 602	Education Thesis	
Or		
ED 604	Education Research Project	
And		
ED 605	Comprehensive Examination	
Total Hours		9

Emphasis in Special Education

The Master of Arts in Education with emphasis in Special Education program is designed to prepare teachers to provide appropriate levels of instruction to students with disabilities at the elementary and secondary levels. Five options are available under this program:

- Instructional Strategist I K-8 endorsement
- Instructional Strategist I 5-12 endorsement
- Instructional Strategist II K-12 Behavior Disorders/Learning Disabilities endorsement
- Instructional Strategist II K-12 Intellectual Disabilities endorsement

The goal of this degree is to provide teachers with updated research, legal procedures, knowledge, and best practices to be successful with students who struggle to learn and/or behave appropriately in general and special classroom settings.

Required courses (all options):

Program Core		9
Required Courses <sup>1</sup>		
ED 550	Special Education: Law, Collaboration and Consultation	3
ED 555	Assessment in Special Education	3
ED 560	Behavior Interventions	3

ED 595	Seminar in Special Education	3
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**Total Hours 21**

### Instructional Strategist I K-8: 33 semester hours

Requirements:

Program Core	9
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Required Courses	12
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ED 514	Family and Community Relationships	3
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ED 530	Diagnostic Assessment of Reading & Writing	3
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ED 570	Methods: Instructional Strategist I K-8	3
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ED 650	Student Teaching: Instructional Strategist I K-8	3
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**Total Hours 33**

### Instructional Strategist I 5-12: 33 semester hours

Requirements:

Program Core	9
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Required Courses	12
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ED 575	Methods: Instructional Strategist I 5-12	3
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ED 525	Content Area Reading and Writing	3
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ED 580	Transitions and Career Planning	3
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ED 651	Student Teaching: Instructional Strategist I 5-12	3
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**Total Hours 33**

### Instructional Strategist II K-12 BD/LD: 35 semester hours

Requirements:

Program Core	9
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Required Courses	12
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ED 580	Transitions and Career Planning	3
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ED 585	Methods: Instructional Strategist II K-12 BD/LD	3
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ED 530	Diagnostic Assessment of Reading & Writing	3
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ED 652	Student Teaching: Instructional Strategist II K-8 BD/LD	3
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or ED 653	Student Teaching: Instructional Strategist II 5-12 BD/LD	
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ED 654	Student Teaching-Alternate Level: Instructional Strategist II K-8 BD/LD	2
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or ED 655	Student Teaching-Alternate Level: Instructional Strategist II 5-12 BD/LD	
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**Total Hours 35**

### Instructional Strategist II K-12 ID: 35 semester hours

Requirements:

Program Core	9
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Required Courses	12
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ED 576	Trends and Strategies in Teaching Children with Autism	3
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ED 580	Transitions and Career Planning	3
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ED 586	Methods: Instructional Strategist II, Intellectual Disabilities (K-12)	3
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ED 656	Student Teaching: Instructional Strategist II (K-8), Intellectual Disabilities	3
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or ED 657	Student Teaching: Instructional Strategist II (5-12), Intellectual Disabilities	
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ED 658	Student Teaching: Instructional Strategist II (K-8) —Alternate Level, Intellectual Disabilities	2
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or ED 659	Student Teaching: Instructional Strategist II (5-12)—Alternate Level, Intellectual Disabilities	
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**Total Hours 35**

### Emphasis in Reading

The Master of Arts in Education with emphasis in Reading program is designed to prepare teachers for K-8 or 5-12 reading instruction. Students pursuing this degree will also be eligible for the K-8 and/or 5-12 reading endorsement from the State of Iowa upon completion of the program. Students may take this emphasis with or without an endorsement option.

The goal of the program is to prepare teachers as reading strategists who have a dynamic understanding of the reading process and who take with them a variety of resources for enhancing literacy for K-8 and 5-12 learners that go beyond the undergraduate experience. Candidates will add to their existing knowledge base by engaging in an in-depth analysis of current research as well as their own individual research. Three options are available under this program:

#### Reading (K-8) Endorsement: 34 hours

Requirements:

Program Core <sup>2</sup>	9
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ED 510	Foundations of Reading	3
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ED 515	Children's Literature: Enhancing Instruction	3
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ED 520	Language, Literacy and Culture	3
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ED 525	Content Area Reading and Writing	3
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ED 530	Diagnostic Assessment of Reading & Writing	3
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ED 535	Prescriptive Reading	4
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ED 540	Reading Research Seminar	3
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ED 570	Methods: Instructional Strategist I K-8	3
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**Total Hours 34**

#### Reading (5-12) Endorsement 34 hours

Requirements:

Program Core <sup>2</sup>	9
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ED 510	Foundations of Reading	3
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ED 516	Young Adult Literature	3
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ED 520	Language, Literacy and Culture	3
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ED 525	Content Area Reading and Writing	3
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ED 530	Diagnostic Assessment of Reading & Writing	3
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ED 535	Prescriptive Reading	4
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ED 540	Reading Research Seminar	3
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ED 575	Methods: Instructional Strategist I 5-12	3
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**Total Hours 34**

### Reading Specialist (K-12) Endorsement 40 hours

All courses in this endorsement must be taken at the graduate level.

Requirements:

Program Core	9
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ED 510	Foundations of Reading	3
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ED 515	Children's Literature: Enhancing Instruction	3
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ED 520	Language, Literacy and Culture	3
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or ED 516	Young Adult Literature	
ED 525	Content Area Reading and Writing	3
ED 535	Prescriptive Reading	4
ED 540	Reading Research Seminar	3
ED 554	Assessment for School Leaders	3
ED 610	Reading Specialist	3
ED 570	Methods: Instructional Strategist I K-8	3
or ED 575	Methods: Instructional Strategist I 5-12	
ED 630	Advanced Diagnostic Assessment	3
<b>Total Hours</b>		<b>40</b>

### Reading No Endorsement: 31 hours

Requirements:

Program Core		9
ED 510	Foundations of Reading	3
ED 515	Children's Literature: Enhancing Instruction	3
or ED 516	Young Adult Literature	
ED 520	Language, Literacy and Culture	3
ED 525	Content Area Reading and Writing	3
ED 535	Prescriptive Reading	4
ED 540	Reading Research Seminar	3
Electives:		3
ED 545	Topics in Literacy Instruction	
ED 596	Education: Travel Abroad	
ED 599	Special Topics in Education	

**Total Hours** 31

### Emphasis in Teacher Leadership: 33 semester hours

Requires an additional interview with the Director of Graduate Program in Education if undergraduate or other graduate degree is not in education. Additional coursework beyond that listed in the catalog may be required for those students without a degree in education and/or teaching license.

Program Core		9
ED 500	Educational Policy	3
ED 505	Educational Leadership	3
ED 511	Collaboration and Mentoring	3
ED 521	Issues in Educational Psychology	3
ED 531	Technology Strategies for Teachers	3
ED 554	Assessment for School Leaders	3
ED 594	Seminar: Leadership in Education	3
ED 660	Leadership Practicum	3

**Total Hours** 33

### Emphasis in Effective Teaching: 33 semester hours

This emphasis does not require teacher education licensure and does not lead to teacher education licensure.

Program Core		9
ED 500	Educational Policy	3
ED 511	Collaboration and Mentoring	3
ED 525	Content Area Reading and Writing	3
ED 531	Technology Strategies for Teachers	3

ED 551	Culturally Responsive Teaching	3
ED 554	Assessment for School Leaders	3
ED 561	Instructional Design	3
ED 594	Seminar: Leadership in Education	3

**Total Hours** 33

### Emphasis in English as a Second Language: 35 semester hours

This emphasis is designed to prepare ESL teachers for teaching K-12 education and provides, if needed, the K-12 ESL endorsement from the State of Iowa upon completion. Designed for the teaching professional, a four-course core provides a shared experience for all graduate education students. These courses (i.e., 12 credit hours) focus on developing the broader perspectives needed for research and leadership in the profession. ESL graduate students take an additional 23 credits when completing the K-12 English as a Second Language endorsement.

Program Core		9
ED 501	Grammar for Teaching English as a Second Language	3
ED 502	Linguistics and Second Language Acquisition	3
ED 503	Language, Culture, and Schooling	3
ED 504	Assessment in Teaching English as a Second Language	3
ED 506	Methods for Teaching Academic Content and Practicum	3
ED 507	ESL Reading and Language Arts Methods and Practicum	3
ED 540	Reading Research Seminar	3
ED 661	Student Teaching in ESL (K-8, elementary)	3
or ED 662	Student Teaching in ESL (5-12, secondary)	
ED 663	Student Teaching: ESL Alternate Level (Elementary)	2
or ED 664	Student Teaching: ESL Alternate Level (Secondary)	

**Total Hours** 35

### Emphasis in Teaching and Learning: 30 semester hours

This emphasis is designed to prepare a pathway for graduate students, particularly second degree students, for obtaining their Master's degree after completing their teacher education program. Students completing this emphasis area may have taken some of their graduate coursework as they obtained their Iowa teaching license. Eighteen (18) or more elective credits hours will be taken from one or more of the following emphasis areas: Effective Teaching, English as a Second Language, Reading, Special Education, Early Childhood Inclusive Classroom, or Teacher Leadership. Additionally, a four-course core provides a shared experience for all graduate education students. These courses (i.e., 12 credit hours) focus on developing the broader perspectives needed for research and leadership in the profession. Eligible students must have earned a Bachelor's degree (non-teaching) and be enrolled in a Teacher Education Program.

ED 600	Educational Research	3
Choose One:		3
ED 540	Reading Research Seminar	
ED 594	Seminar: Leadership in Education	
ED 595	Seminar in Special Education	

Choose One Option:	6
ED 601      Action Research Project & ED 602      and Education Thesis	
OR	
ED 604      Education Research Project & ED 605      and Comprehensive Examination	
Must complete an additional 18 or more credit hours at the graduate level. <sup>3</sup>	18
<b>Total Hours</b>	<b>30</b>

## Early Childhood Inclusive Classroom: 36 semester hours

This emphasis is designed to prepare early childhood teachers to teach in birth through grade 3 inclusive classrooms. Designed for the teaching professional, a four-course core provides a shared experience for all graduate education students. These courses (i.e., 12 credit hours) focus on developing the broader perspectives needed for research and leadership in the profession.

Program Core	9
ED 512      Human Growth and Development	3
ED 513      Health, Nutrition, and Safety	3
ED 514      Family and Community Relationships	3
ED 517      Early Childhood Curriculum, Birth-Kindergarten	3
ED 518      Early Childhood Assessment and Intervention	3
ED 519      Supervision and Administration of Early Childhood Programs	3
ED 595      Seminar in Special Education	3
ED 668      Student Teaching: Early Childhood Inclusive Classroom-Preschool	3
ED 669      Student Teaching: Early Childhood Inclusive Classroom-Elementary (K-3)	3
<b>Total Hours</b>	<b>36</b>

<sup>1</sup> Students are also required to complete ED 263 Educating the Exceptional Person or equivalent.

<sup>2</sup> Students are also required to complete a college-level basic composition course (p. 125).

<sup>3</sup> Graduate courses may be from any of the following emphasis areas:

- Effective Teaching
- English as a Second Language (ESL)
- Reading
- Special Education
- Early Childhood Inclusive Classroom
- Teacher Leadership

## Courses

### ED 500 Educational Policy: 3 semester hours

This course will examine the different governing bodies that influence policy and how it is created, the ethic of critique, the ethic of care, the ethic of justice, and professional ethics; educational law; the theory of change and the process for implementing change; and review educational standards.

### ED 501 Grammar for Teaching English as a Second Language: 3 semester hours

This course covers aspects of modern English grammar important for teaching English as a Second Language (ESL). The basic structure of words (morphology), sentences (syntax), and meanings (semantics), including basic rules of writing mechanics most problematic for English language learners, are also studied.

### ED 502 Linguistics and Second Language Acquisition: 3 semester hours

This course examines second language (L2) acquisition from a linguistic perspective and compares first and second language acquisition. Factors contributing to L2 variation, including linguistic universals, transfer, age, input, and affective considerations are studied. The course also examines a range of variables and strategies that teachers might need to teach students who use English as a second or additional language.

### ED 503 Language, Culture, and Schooling: 3 semester hours

Language is the primary means by which we represent the world to ourselves and to others. This course will examine some of the ways in which growth in language reflects and enables cognitive development. Topics covered in this course include a sociolinguistic perspective of language, language diversity, language ideology and power, national language policies, World English, the growing number of non-native English speakers, and attitudes of native and non-native English speakers toward the domination of English, and the impact language has on children's success in our communities and schools.

### ED 504 Assessment in Teaching English as a Second Language: 3 semester hours

This course takes an in-depth look at assessment of bilingual/ESL learners and programs. It includes individual as well as large-scale standardized assessments, alternative assessments, and social justice issues involved in the assessment of English language learners. Prerequisite: ED 502 or ED 503.

### ED 505 Educational Leadership: 3 semester hours

This course will examine the various types of leadership. Students will observe and examine the school culture and the primary leadership style. Students will use leadership inventories to help them determine their main leadership style.

### ED 506 Methods for Teaching Academic Content and Practicum: 3 semester hours

This course covers methods and strategies for making math, science, and social studies accessible to ELs in grades K-12. Students will learn how to promote L2 language development so ELs can successfully engage in academic content learning. A 10-hour practicum is required in an ESL classroom or in a classroom with a significant number of ELL students. Prerequisite: ED 504.

### ED 507 ESL Reading and Language Arts Methods and Practicum: 3 semester hours

The content of this course includes research-based ESL listening, speaking, reading, and writing strategies on which to build a solid foundation for success with second language learners. A practicum of 30 hours of tutoring ESL students is required. Prerequisite: ED 504.

**ED 508 Catholic Identity and Evangelization: 3 semester hours**

An educational and spiritual exploration of Catholic identity and evangelization, this course will provide knowledge allowing administrators to take greater responsibility in promoting the life and mission of the Church at their Catholic school. Drawing upon the Catechism of the Catholic Church, this course will investigate the meaning of Catholic identity as applied to schools and how to develop the faith of students.

**ED 509 Apologetics and Catholic Social Teaching: 3 semester hours**

An educational and apologetic introduction to the Catholic faith and theology, this course will provide knowledge allowing administrators to take greater responsibility in promoting the life and mission of the Church at their Catholic school. Drawing upon the Catechism of the Catholic Church, this course will investigate the five core faith areas of Scripture; the Creed/Jesus Christ; the Church; Sacraments, Liturgy, and Prayer; and Morality and Catholic Social Teaching.

**ED 510 Foundations of Reading: 3 semester hours**

Practitioners will read, analyze, and evaluate current and historical research in reading and writing processes. Research on instructional strategies, motivation, and the major reading and writing components will be examined.

**ED 511 Collaboration and Mentoring: 3 semester hours**

This course will explore the ways teacher leaders interact with peers and other building and district staff to enhance instructional, interpersonal, and communicative skills. The course will examine current research in the areas of teacher mentoring and collegial collaboration, including Professional Learning Communities, Cognitive Coaching, and other models directed at the mentor/colleague relationship. The course will offer ample opportunities to examine case studies and role play and practice skills in classroom/school situations.

**ED 512 Human Growth and Development: 3 semester hours**

In this course students will learn about the nature of human growth and development throughout the lifespan, but a specific focus will be on infants and toddlers (birth-age 2), preprimary children (ages 3 through 5), and primary school children (ages 6 through 8). Typical and atypical development in the areas of cognition, language development, physical motor, social-emotional, mental health, aesthetics, and adaptive behavior will be studied with a focus on how these areas may impact development and learning in the early years of life. Students will also study the etiology, characteristics, and classifications of common disabilities in infants and young children and how these may affect a child's development and learning.

**ED 513 Health, Nutrition, and Safety: 3 semester hours**

In this course, students will learn to implement basic health, nutrition, and safety procedures, including the design of physically and psychologically safe and healthy indoor and outdoor environments to promote development and learning. Signs of emotional distress, physical and mental abuse, and neglect in young children will be studied, as well as mandatory reporting procedures. Students will be asked to demonstrate proficiency in infant-child cardiopulmonary resuscitation, emergency procedures, and first aid.

**ED 514 Family and Community Relationships: 3 semester hours**

In this course, students will learn how to build family and community relationships, how successful early childhood education depends on partnerships between families, communities, and agencies, and how these partnerships have complex and diverse characteristics. Also, students will learn why families should be involved in their children's development and learning.

**ED 515 Children's Literature: Enhancing Instruction: 3 semester hours**

This course provides a broad up-dated survey of children's and adolescent literature with a focus on locating and using literature in the classroom to support reading, writing, and cross-curricular instruction.

**ED 516 Young Adult Literature: 3 semester hours**

This course provides a broad survey of adolescent/young adult literature with an emphasis on critically evaluating literature and investigating and utilizing research-based strategies for teaching secondary reading, writing, and response to text.

**ED 517 Early Childhood Curriculum, Birth-Kindergarten: 3 semester hours**

The student will use content knowledge to build a meaningful early childhood curriculum. Prerequisite: ED 263 and an elementary methods course in each of the following areas: literacy, mathematics, social studies, science, physical education and wellness, and visual and performing arts.

**ED 518 Early Childhood Assessment and Intervention: 3 semester hours**

The student will learn to use technically sound formal and informal assessments that minimize bias and evaluation results to adapt and guide instruction and interventions for early childhood learners. Also, the student will learn, understand, and apply curricula, assessments, and teaching and intervention strategies that align with learner and program goals, including the development of individualized family service plans (IFSPs) and individualized education programs (IEPs). The student will also learn about the transition process in early childhood education settings. Note: includes practicum of 40 hours in early childhood special education setting (such as observing/assisting students in extended school year settings) Prerequisite: ED 263.

**ED 519 Supervision and Administration of Early Childhood Programs: 3 semester hours**

The student will learn about early childhood program criteria set by various professional organizations; learn to collaborate with supervisors, mentors, and colleagues; learn about the significance of ongoing professional development; learn how to improve the practices for young children and their families; learn ethical principles, practices, and codes of conduct; learn to advocate for students in early childhood education; and learn how to provide guidance to paraeducators, tutors, and volunteers. Prerequisite: ED 263.

**ED 520 Language, Literacy and Culture: 3 semester hours**

This course will examine some ways in which growth in language reflects and enables cognitive development and how language empowers and constrains children as they attempt to make sense of their world. First and second language reading and writing processes and the role socioeconomic status and cultural diversity have on children's literacy learning within various ethnic communities and school environments will be studied. Drawing on readings in psychology, anthropology, linguistics, and education, students will formulate ideas on the role language plays before children enter school and the role it plays once they begin their formal education.

**ED 521 Issues in Educational Psychology: 3 semester hours**

This course focuses on educational psychology and cognitive science and how to apply these to student and adult learning and teaching. Emphasized in this course will be the research behind brain-based learning, multiple intelligences, motivational theory and practice, and issues related to learner diversity, as well as other current topics related both to student learning and professional development.

**ED 525 Content Area Reading and Writing: 3 semester hours**

This course examines best practices for the integration of reading and writing across the language arts and content area subjects. Specific attention will be given to embedding the teaching of reading and writing skills into content area instruction. Practitioners will investigate how reading, writing, listening and speaking supports the acquisition of new knowledge across all subject areas.

**ED 530 Diagnostic Assessment of Reading & Writing: 3 semester hours**

This course focuses on the diagnostics of reading and writing proficiencies and needs. Tests, testing procedures, and formal and informal diagnostic techniques will be examined, discussed, and evaluated. The practitioner will reflect on assessment results to inform instructional decisions in light of the nature and causes of reading/writing disabilities.

**ED 531 Technology Strategies for Teachers: 3 semester hours**

This course will focus on the integration of educational technology for teaching and learning in the classroom, for professional development, and for school management. In addition, it will examine assistive technology for students with special needs. This course will engage the student in the application of current research and theory into the instructional design process. Students will complete a research project to show the application of educational technology in a specialized content area.

**ED 535 Prescriptive Reading: 4 semester hours**

Current research-based methods and strategies for instructing less proficient readers will be studied and implemented (including strategies related to phonemic awareness, phonics, fluency, comprehension and vocabulary). Additionally, the impacts of factors including motivation, memory, cognitive processing and critical thinking will be examined. Graduate students will complete a clinical field-based experience of at least 24 hours where they assume the role of literacy-coach. In this role, they will mentor pre-service teacher candidates through modeling, coteaching, observation, reviewing student assessment data and suggesting resources. Additionally, they will evaluate the effectiveness and appropriateness of interventions using both assessment data and first-hand observations. Prerequisites: Graduate Standing, ED 530 or equivalent, previous experience with reading intervention.

**ED 540 Reading Research Seminar: 3 semester hours**

Practitioners will select and explore a topic of professional interest through a review of the research and professional publications. Practitioners will prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning and collegial feedback will frame the professional development paradigm for this course.

**ED 541 Assessment and Differentiation: 3 semester hours**

In this course, practitioners will examine research and best practices related to classroom assessment and differentiation. An emphasis will be placed on using assessment to design instruction to meet the varied learning needs of all learners.

**ED 545 Topics in Literacy Instruction: 3 semester hours**

This course will offer a specialized study of current topics, issues, and trends in the field of literacy. Topics may include: Literacy Coaching, Word-Study, Writing Process, English Language Learners, Gender Issues, Interest and motivation, Phonemic Awareness, Phonics, Word Identification, Fluency, Vocabulary, Comprehension, or Reading Research. Practitioners may complete more than one topics course as an elective in the graduate program.

**ED 550 Special Education: Law, Collaboration and Consultation: 3 semester hours**

This course provides the most current legal information regarding students/schools in regard to special education. Additionally, collaboration with professionals and parents, as well as the consultant role, will be explored.

**ED 551 Culturally Responsive Teaching: 3 semester hours**

In this course, students will examine major themes related to family and community engagement. According to Ladson-Billings (1994; 2006), "Culturally Responsive Teaching is a pedagogy that recognizes the importance of including students' cultural references in all aspects of learning" (n.d.). Since culture is central to learning, "it plays a role not only in communicating and receiving information, but also in shaping the thinking process of groups and individuals." This pedagogy acknowledges, responds to, and celebrates fundamental cultures and offers full, equitable access to education for students from all cultures. P. C. Gorski and K. Swalwell (2015) add that "Schools can commit to a more robust multiculturalism by putting equity, rather than culture, at the center of the diversity conversation" (p. 34). Gorski and Swalwell insist that "at the heart of such a curriculum that is meaningfully multicultural lie principles of equity and social justice" (p. 36).

**ED 554 Assessment for School Leaders: 3 semester hours**

This course will examine current research and practice regarding the array of assessment tools available to teachers and schools. These will include but are not limited to the use of common standardized tests, instruments used in the assessment of students with special needs, and international measurements, like PISA. Students will also react to issues such as assessment in the differentiated classroom, NCLB, National Board Certification, standards-based grading, and program and policy assessment tools.

**ED 555 Assessment in Special Education: 3 semester hours**

This course provides knowledge and application of the collection and use of assessment data (academic and behavioral) for educational diagnosis and evaluation of individuals with disabilities.

**ED 560 Behavior Interventions: 3 semester hours**

This course is designed to provide strategies for identifying, anticipating, and managing individual and group behavior issues in regular and special education classes.

**ED 561 Instructional Design: 3 semester hours**

In this course, students will examine the major theories related to instructional design and curriculum development. Focus will be placed on the selection of instructional strategies, media, and evaluation strategies. Students in this course will gain the skills necessary to provide leadership in the development, evaluation, and modification of instructional materials (i.e., print, web, or multi-media based).

**ED 562 Supporting Readers in Content Literacy: 3 semester hours**

In this course, practitioners will examine best practices for integrating reading, writing, and content area subjects. Practitioners will examine how reading, writing, listening, and speaking support the acquisition of new knowledge across all subject areas. Specific attention will be given to diagnosing and supporting readers for whom reading proficiency is lacking.

**ED 565 Teaching Social Competency: 3 semester hours**

This course will provide exploration into the social skills necessary for success both in school and in society in general. Included will be exposure to curricula in social skills.



**ED 570 Methods: Instructional Strategist I K-8: 3 semester hours**

This course addresses the characteristics and trends in serving students with mild/moderate disabilities. It offers theoretical and practical approaches which are research-based interventions.

**ED 571 Universal Design: 3 semester hours**

This course will provide explore the multiple means of representation to give learners various ways of acquiring information and knowledge, multiple means of expression to provide learners alternatives for demonstrating what they know, and multiple means of engagement to tap into learners' interests, offer appropriate challenges, and increase motivation.

**ED 575 Methods: Instructional Strategist I 5-12: 3 semester hours**

This course addresses the characteristics and trends in serving students with mild/moderate disabilities. It offers theoretical and practical approaches which are research-based interventions.

**ED 576 Trends and Strategies in Teaching Children with Autism: 3 semester hours**

This course will provide information on autism as it relates to methods and materials to use in the special education setting.

**ED 580 Transitions and Career Planning: 3 semester hours**

This course provides an understanding of the process for transition from high school to post-secondary options for students with disabilities. It includes creating a transition plan.

**ED 581 Leadership & Culturally Responsive Teaching: 3 semester hours**

In this course, students will examine major themes related to culturally responsive teaching and school leadership. They will examine the role of K-12 school and school system leaders in creating an equitable and just society. Students will study segregation and racial oppression and how these may negatively impact the areas of learning, living, and working in the lives of students of color. They will learn how inequity is reproduced through both action and inaction.

**ED 582 School & Community Relations for School Leaders: 3 semester hours**

In this course, students will learn and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to engage families, the community, and school personnel in order to strengthen student learning, support school improvement, and advocate for the needs of their school and community.

**ED 583 Operations & Management: 3 semester hours**

In this course, students will learn how to improve management, communication, technology, school-level governance, and operation systems to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations.

**ED 584 Professional Culture & Capacity: 3 semester hours**

In this course, students will learn how to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to build the school's professional capacity, engage staff in the development of a collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning. Requirement: Evaluator Training is embedded in this course.

**ED 585 Methods: Instructional Strategist II K-12 BD/LD: 3 semester hours**

This course provides an in-depth look at the strategies and approaches used with students diagnosed with moderate to severe learning disabilities, behavior disorders, autism, and Asperger's, as well as other disabilities.

**ED 586 Methods: Instructional Strategist II, Intellectual Disabilities (K-12): 3 semester hours**

This course will provide students with an overview of the various characteristics and methods for teaching individuals with intellectual disabilities, as well as the current trends in educational programming and curriculum for teaching students with intellectual disabilities, the educational alternatives and related services needed for them, and the importance of providing appropriate educational programming for these individuals from age 5 through age 21. A 20-hour practicum is included in this course outside of the in- classroom hours.

**ED 590 Curriculum Adaptations in Special Education: 3 semester hours**

This course will provide an opportunity to explore curricula designed to teach students with mild, moderate, or severe disabilities. It will also address best practices for adapting content, strategies, instructional environments, and behavior expectations for students' individual needs.

**ED 594 Seminar: Leadership in Education: 3 semester hours**

Students will self-select and explore a topic of professional interest through a review of the research and professional publications in the area of leadership in education. They will prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning, and collegial feedback will frame the professional development paradigm for this course.

**ED 595 Seminar in Special Education: 3 semester hours**

Practitioners will self-select and explore a topic of professional interest through a review of the research and professional publications in the area of special education. They will prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning, and collegial feedback will frame the professional development paradigm for this course.

**ED 596 Education: Travel Abroad: 1 semester hour**

Students in the Education Graduate Program will research, explore, compare, and contrast the education system and teacher preparation programs in another country (e.g., United Kingdom) with those in the United States, particularly in Iowa. Students will be asked to attend classes at MMU prior to their departure and upon their return and will be asked to attend Education classes at a college in the country they visit (e.g., at Canterbury Christ Church University). Additionally, they will observe in PreK-12 schools in the country they visit to examine school curricula and routines as well as school policies concerning discipline, teaching methods, service delivery, etc. Students will visit and explore various sites in a city in the country they visit (e.g., London) to observe/experience the inhabitants and the culture (e.g., exhibits, buildings, art, food) and to determine the impact this diversity may have on their future teaching in their home schools.

**ED 597 Professional Development in Catholic Education: 1 semester hour**

This course is offered as an elective to address special topics in PreK-12 Catholic education. It can be used to coincide with conferences, seminars, workshops, courses, etc., in which Mount Mercy University will offer recertification or graduate credit as a result of attendance, participation, and/or work completed in accordance with expectations and guidelines on the syllabus.

**ED 598 Instrumental Proficiency on Secondary Instrument through Performance: 1 semester hour**

This course will provide instrumental music teachers with the opportunity to strengthen their musical and technical abilities on a secondary instrument. These abilities will be enhanced through participation in the Mount Mercy University Concert Band. Repeatable.

**ED 599 Special Topics in Education: 1 semester hour**

This course will be offered as an elective to address special topics in education that Mount Mercy does not currently offer in its Master of Arts in Education program (e.g., seminars related to special education, teacher leadership, and/or literacy; conference credits given by Mount Mercy as a result of attendance, participation, and work completed in accordance with conference guidelines).

**ED 600 Educational Research: 3 semester hours**

This course is an introduction to educational research, designed to help students become critical evaluators and consumers of research. Students will evaluate research findings and analyze their application to classroom practice. This course provides a foundation for students to be able to conduct original action research or educational research.

**ED 601 Action Research Project: 3 semester hours**

Thesis Option: Students will design an action research project that will be implemented in a K-12 classroom and/or school setting. Students will present a formal proposal of their research to a faculty committee. Prerequisites: ED 540, ED 594, or ED 595 and ED 600.

**ED 602 Education Thesis: 3 semester hours**

Thesis Option: Students will meet with the project advisor weekly until they complete their Action Research Project. Students will report on the data gathered in a presentation to a faculty committee and to the greater Mount Mercy community. Students will continuously enroll in this course until the project is complete. Prerequisite: ED 600 and ED 601.

**ED 604 Education Research Project: 3 semester hours**

Non-thesis Option: This course is designed to allow students to explore current thinking regarding an education topic of their choice. The project requires extensive examination of a variety of courses as well as a synthesis of research as it applies to an educational classroom, school, district, or community situation. Topics are determined by the instructor and student and are largely open to any addressed in coursework or in a seminar course in the Master of Arts in Education program (for example, a topic may have been addressed in Teacher Leadership coursework or in Seminar: Leadership in Education in the Teacher Leadership emphasis area). Prerequisites: ED 540, ED 594, or ED 595 and ED 600.

**ED 605 Comprehensive Examination: 3 semester hours**

Non-thesis Option: Students will be required to complete a written and oral comprehensive examination which is generally taken at the end of the student's MA program. This will include a take-home written examination after which there will be an oral examination over the written responses. At a maximum, 10 weeks will be allowed for the examination process. After the student receives the comprehensive questions, he/she will have five (5) weeks to submit his/her written responses. Written responses will be due to the Graduate Program Director at least 3-4 weeks prior to his/her oral examination to allow ample time for faculty to read the responses prior to the student's oral examination. Prerequisites ED 600 and ED 604.

**ED 610 Reading Specialist: 3 semester hours**

This course will offer a specialized study of the role of the reading specialist. It will examine the four major roles literacy specialists can fulfill in a school district (i.e., vision, curriculum and professional development, teacher advocacy, and student advocacy). The content of this course is aligned with the administrative requirement for the state K-12 Literacy Specialist endorsement. 4.

**ED 630 Advanced Diagnostic Assessment: 3 semester hours**

This course will prepare reading practitioners to critically evaluate assessment tools and practices as they relate to the diagnosis of reading proficiencies and needs. Formal and informal tests, testing procedures, and diagnostic techniques will be examined, discussed, and evaluated regarding reading theory and epistemological viewpoints. Additionally, practitioners will become familiar with various causes of reading difficulty and programs designed to meet their specific needs. This course is designed to meet the needs of practitioners who have had significant experiences in the area of reading assessment and instruction. Those completing this course should be prepared to assume leadership roles in the area of reading assessment and instruction.

**ED 650 Student Teaching: Instructional Strategist I K-8: 3 semester hours**

A student will complete a supervised teaching assignment in a level I/II or co-teaching setting. He/she will apply knowledge, skills, and dispositions of relevant education theory to actual classroom situations while teaching special education strategies to elementary students with mild to moderate disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 651 Student Teaching: Instructional Strategist I 5-12: 3 semester hours**

A student will complete supervised teaching assignment in a level I or co-teaching setting. He/she will apply knowledge, skills, and dispositions of relevant education theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 652 Student Teaching: Instructional Strategist II K-8 BD/LD: 3 semester hours**

A student will complete a supervised teaching assignment in a level II/III classroom. He/she will apply knowledge, skills, and dispositions of relevant education theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 653 Student Teaching: Instructional Strategist II 5-12 BD/LD: 3 semester hours**

A student will complete a supervised teaching assignment in a Level II/III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 654 Student Teaching-Alternate Level: Instructional Strategist II K-8 BD/LD: 2 semester hours**

A student will complete a supervised student teaching assignment in a Level II/ III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 20-day placement, the student will be asked to lead teach for the majority of the time.

**ED 655 Student Teaching-Alternate Level: Instructional Strategist II 5-12 BD/LD: 2 semester hours**

A student will complete a supervised student teaching assignment in a Level II/ III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with moderate to severe disabilities. During this 20-day placement, the student will be asked to lead teach for the majority of the time.

**ED 656 Student Teaching: Instructional Strategist II (K-8), Intellectual Disabilities: 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to elementary students with moderate to severe intellectual disabilities. During this 8-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 657 Student Teaching: Instructional Strategist II (5-12), Intellectual Disabilities: 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to secondary students with moderate to severe intellectual disabilities. During this 8-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 658 Student Teaching: Instructional Strategist II (K-8)—Alternate Level, Intellectual Disabilities: 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to elementary students with moderate to severe intellectual disabilities. During this 4-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 659 Student Teaching: Instructional Strategist II (5-12)—Alternate Level, Intellectual Disabilities: 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to secondary students with moderate to severe intellectual disabilities. During this 4-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 660 Leadership Practicum: 3 semester hours**

Students in this course will engage in a practicum experience at their school site or at an alternative site where they can put teacher leadership theory into practice, working with a local school administrator, curriculum coordinator, AEA consultant, or colleague as well as the instructor. Students will design and implement a series of collegial, supervisory, curricular, and/or professional development activities that address issues examined in their coursework. On completion of the activities, students will develop a final report that includes artifacts as well as an analysis and reflective commentary on the practicum. Prerequisites: ED 500, ED 505, ED 511, ED 521, ED 531, ED 554. If a student has not completed one or more of the prerequisite courses, he/she needs permission of the Program Director to register for ED 660 Leadership Practicum.

**ED 661 Student Teaching in ESL (K-8, elementary): 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an elementary ESL classroom or an elementary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 8-week placement (40 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 662 Student Teaching in ESL (5-12, secondary): 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an secondary ESL classroom or a secondary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 8-week placement (40 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 663 Student Teaching: ESL Alternate Level (Elementary): 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an elementary ESL classroom or an elementary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 4-week placement (20 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 664 Student Teaching: ESL Alternate Level (Secondary): 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a secondary ESL classroom or a secondary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 4-week placement (20 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 668 Student Teaching: Early Childhood Inclusive Classroom-Preschool: 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a Preschool early childhood inclusive classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching and adapting strategies and interventions to meet the needs of all students, including those with disabilities. During this placement, the student will lead teach for the majority of the time. Prerequisite: ED 263 and ED 517.

**ED 669 Student Teaching: Early Childhood Inclusive Classroom-Elementary (K-3): 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an elementary early childhood inclusive classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching and adapting strategies and interventions to meet the needs of all students, including those with disabilities. During this placement, the student will lead teach for the majority of the time. Prerequisite: ED 263 and ED 517.

**ED 690 Internship - Preschool: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 691 Internship - Elementary: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 692 Internship - Secondary: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 693 Internship - Special Education: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 698 Professional Development Credit: 1 semester hour**

1 - 2 day workshop or conference which is used for Graduate Credit.

**ED 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline. No more than 2 courses may be taken as independent study by any student.

## Master of Science in Education

The Master of Science in Education is a 36-credit hour program for teachers who want to obtain the PreK-12 Principal/PreK-12 Special Education Supervisor endorsement (#189) through the Iowa Board of Educational Examiners (BoEE).



## emphasis in educational leadership and administration

ED 500	Educational Policy	3
ED 505	Educational Leadership	3
ED 550	Special Education: Law, Collaboration and Consultation	3
ED 554	Assessment for School Leaders	3
ED 561	Instructional Design	3
ED 581	Leadership & Culturally Responsive Teaching	3
ED 582	School & Community Relations for School Leaders	3
ED 583	Operations & Management	3
ED 584	Professional Culture & Capacity	3
ED 594	Seminar: Leadership in Education	3
ED 690	Internship - Preschool	1.5
ED 691	Internship - Elementary	1.5
ED 692	Internship - Secondary	1.5
ED 693	Internship - Special Education	1.5

**Total Hours** 36

## Courses

### ***ED 500 Educational Policy: 3 semester hours***

This course will examine the different governing bodies that influence policy and how it is created, the ethic of critique, the ethic of care, the ethic of justice, and professional ethics; educational law; the theory of change and the process for implementing change; and review educational standards.

### ***ED 501 Grammar for Teaching English as a Second Language: 3 semester hours***

This course covers aspects of modern English grammar important for teaching English as a Second Language (ESL). The basic structure of words (morphology), sentences (syntax), and meanings (semantics), including basic rules of writing mechanics most problematic for English language learners, are also studied.

### ***ED 502 Linguistics and Second Language Acquisition: 3 semester hours***

This course examines second language (L2) acquisition from a linguistic perspective and compares first and second language acquisition. Factors contributing to L2 variation, including linguistic universals, transfer, age, input, and affective considerations are studied. The course also examines a range of variables and strategies that teachers might need to teach students who use English as a second or additional language.

### ***ED 503 Language, Culture, and Schooling: 3 semester hours***

Language is the primary means by which we represent the world to ourselves and to others. This course will examine some of the ways in which growth in language reflects and enables cognitive development. Topics covered in this course include a sociolinguistic perspective of language, language diversity, language ideology and power, national language policies, World English, the growing number of non-native English speakers, and attitudes of native and non-native English speakers toward the domination of English, and the impact language has on children's success in our communities and schools.

### ***ED 504 Assessment in Teaching English as a Second Language: 3 semester hours***

This course takes an in-depth look at assessment of bilingual/ESL learners and programs. It includes individual as well as large-scale standardized assessments, alternative assessments, and social justice issues involved in the assessment of English language learners. Prerequisite: ED 502 or ED 503.

### ***ED 505 Educational Leadership: 3 semester hours***

This course will examine the various types of leadership. Students will observe and examine the school culture and the primary leadership style. Students will use leadership inventories to help them determine their main leadership style.

### ***ED 506 Methods for Teaching Academic Content and Practicum: 3 semester hours***

This course covers methods and strategies for making math, science, and social studies accessible to ELs in grades K-12. Students will learn how to promote L2 language development so ELs can successfully engage in academic content learning. A 10-hour practicum is required in an ESL classroom or in a classroom with a significant number of ELL students. Prerequisite: ED 504.

### ***ED 507 ESL Reading and Language Arts Methods and Practicum: 3 semester hours***

The content of this course includes research-based ESL listening, speaking, reading, and writing strategies on which to build a solid foundation for success with second language learners. A practicum of 30 hours of tutoring ESL students is required. Prerequisite: ED 504.

### ***ED 508 Catholic Identity and Evangelization: 3 semester hours***

An educational and spiritual exploration of Catholic identity and evangelization, this course will provide knowledge allowing administrators to take greater responsibility in promoting the life and mission of the Church at their Catholic school. Drawing upon the Catechism of the Catholic Church, this course will investigate the meaning of Catholic identity as applied to schools and how to develop the faith of students.

### ***ED 509 Apologetics and Catholic Social Teaching: 3 semester hours***

An educational and apologetic introduction to the Catholic faith and theology, this course will provide knowledge allowing administrators to take greater responsibility in promoting the life and mission of the Church at their Catholic school. Drawing upon the Catechism of the Catholic Church, this course will investigate the five core faith areas of Scripture; the Creed/Jesus Christ; the Church; Sacraments, Liturgy, and Prayer; and Morality and Catholic Social Teaching.

### ***ED 510 Foundations of Reading: 3 semester hours***

Practitioners will read, analyze, and evaluate current and historical research in reading and writing processes. Research on instructional strategies, motivation, and the major reading and writing components will be examined.

### ***ED 511 Collaboration and Mentoring: 3 semester hours***

This course will explore the ways teacher leaders interact with peers and other building and district staff to enhance instructional, interpersonal, and communicative skills. The course will examine current research in the areas of teacher mentoring and collegial collaboration, including Professional Learning Communities, Cognitive Coaching, and other models directed at the mentor/colleague relationship. The course will offer ample opportunities to examine case studies and role play and practice skills in classroom/school situations.

**ED 512 Human Growth and Development: 3 semester hours**

In this course students will learn about the nature of human growth and development throughout the lifespan, but a specific focus will be on infants and toddlers (birth-age 2), preprimary children (ages 3 through 5), and primary school children (ages 6 through 8). Typical and atypical development in the areas of cognition, language development, physical motor, social-emotional, mental health, aesthetics, and adaptive behavior will be studied with a focus on how these areas may impact development and learning in the early years of life. Students will also study the etiology, characteristics, and classifications of common disabilities in infants and young children and how these may affect a child's development and learning.

**ED 513 Health, Nutrition, and Safety: 3 semester hours**

In this course, students will learn to implement basic health, nutrition, and safety procedures, including the design of physically and psychologically safe and healthy indoor and outdoor environments to promote development and learning. Signs of emotional distress, physical and mental abuse, and neglect in young children will be studied, as well as mandatory reporting procedures. Students will be asked to demonstrate proficiency in infant-child cardiopulmonary resuscitation, emergency procedures, and first aid.

**ED 514 Family and Community Relationships: 3 semester hours**

In this course, students will learn how to build family and community relationships, how successful early childhood education depends on partnerships between families, communities, and agencies, and how these partnerships have complex and diverse characteristics. Also, students will learn why families should be involved in their children's development and learning.

**ED 515 Children's Literature: Enhancing Instruction: 3 semester hours**

This course provides a broad up-dated survey of children's and adolescent literature with a focus on locating and using literature in the classroom to support reading, writing, and cross-curricular instruction.

**ED 516 Young Adult Literature: 3 semester hours**

This course provides a broad survey of adolescent/young adult literature with an emphasis on critically evaluating literature and investigating and utilizing research-based strategies for teaching secondary reading, writing, and response to text.

**ED 517 Early Childhood Curriculum, Birth-Kindergarten: 3 semester hours**

The student will use content knowledge to build a meaningful early childhood curriculum. Prerequisite: ED 263 and an elementary methods course in each of the following areas: literacy, mathematics, social studies, science, physical education and wellness, and visual and performing arts.

**ED 518 Early Childhood Assessment and Intervention: 3 semester hours**

The student will learn to use technically sound formal and informal assessments that minimize bias and evaluation results to adapt and guide instruction and interventions for early childhood learners. Also, the student will learn, understand, and apply curricula, assessments, and teaching and intervention strategies that align with learner and program goals, including the development of individualized family service plans (IFSPs) and individualized education programs (IEPs). The student will also learn about the transition process in early childhood education settings. Note: includes practicum of 40 hours in early childhood special education setting (such as observing/assisting students in extended school year settings) Prerequisite: ED 263.

**ED 519 Supervision and Administration of Early Childhood Programs: 3 semester hours**

The student will learn about early childhood program criteria set by various professional organizations; learn to collaborate with supervisors, mentors, and colleagues; learn about the significance of ongoing professional development; learn how to improve the practices for young children and their families; learn ethical principles, practices, and codes of conduct; learn to advocate for students in early childhood education; and learn how to provide guidance to paraeducators, tutors, and volunteers. Prerequisite: ED 263.

**ED 520 Language, Literacy and Culture: 3 semester hours**

This course will examine some ways in which growth in language reflects and enables cognitive development and how language empowers and constrains children as they attempt to make sense of their world. First and second language reading and writing processes and the role socioeconomic status and cultural diversity have on children's literacy learning within various ethnic communities and school environments will be studied. Drawing on readings in psychology, anthropology, linguistics, and education, students will formulate ideas on the role language plays before children enter school and the role it plays once they begin their formal education.

**ED 521 Issues in Educational Psychology: 3 semester hours**

This course focuses on educational psychology and cognitive science and how to apply these to student and adult learning and teaching. Emphasized in this course will be the research behind brain-based learning, multiple intelligences, motivational theory and practice, and issues related to learner diversity, as well as other current topics related both to student learning and professional development.

**ED 525 Content Area Reading and Writing: 3 semester hours**

This course examines best practices for the integration of reading and writing across the language arts and content area subjects. Specific attention will be given to embedding the teaching of reading and writing skills into content area instruction. Practitioners will investigate how reading, writing, listening and speaking supports the acquisition of new knowledge across all subject areas.

**ED 530 Diagnostic Assessment of Reading & Writing: 3 semester hours**

This course focuses on the diagnostics of reading and writing proficiencies and needs. Tests, testing procedures, and formal and informal diagnostic techniques will be examined, discussed, and evaluated. The practitioner will reflect on assessment results to inform instructional decisions in light of the nature and causes of reading/writing disabilities.

**ED 531 Technology Strategies for Teachers: 3 semester hours**

This course will focus on the integration of educational technology for teaching and learning in the classroom, for professional development, and for school management. In addition, it will examine assistive technology for students with special needs. This course will engage the student in the application of current research and theory into the instructional design process. Students will complete a research project to show the application of educational technology in a specialized content area.

**ED 535 Prescriptive Reading: 4 semester hours**

Current research-based methods and strategies for instructing less proficient readers will be studied and implemented (including strategies related to phonemic awareness, phonics, fluency, comprehension and vocabulary). Additionally, the impacts of factors including motivation, memory, cognitive processing and critical thinking will be examined. Graduate students will complete a clinical field-based experience of at least 24 hours where they assume the role of literacy-coach. In this role, they will mentor pre-service teacher candidates through modeling, coteaching, observation, reviewing student assessment data and suggesting resources. Additionally, they will evaluate the effectiveness and appropriateness of interventions using both assessment data and first-hand observations. Prerequisites: Graduate Standing, ED 530 or equivalent, previous experience with reading intervention.

**ED 540 Reading Research Seminar: 3 semester hours**

Practitioners will select and explore a topic of professional interest through a review of the research and professional publications. Practitioners will prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning and collegial feedback will frame the professional development paradigm for this course.

**ED 541 Assessment and Differentiation: 3 semester hours**

In this course, practitioners will examine research and best practices related to classroom assessment and differentiation. An emphasis will be placed on using assessment to design instruction to meet the varied learning needs of all learners.

**ED 545 Topics in Literacy Instruction: 3 semester hours**

This course will offer a specialized study of current topics, issues, and trends in the field of literacy. Topics may include: Literacy Coaching, Word-Study, Writing Process, English Language Learners, Gender Issues, Interest and motivation, Phonemic Awareness, Phonics, Word Identification, Fluency, Vocabulary, Comprehension, or Reading Research. Practitioners may complete more than one topics course as an elective in the graduate program.

**ED 550 Special Education: Law, Collaboration and Consultation: 3 semester hours**

This course provides the most current legal information regarding students/schools in regard to special education. Additionally, collaboration with professionals and parents, as well as the consultant role, will be explored.

**ED 551 Culturally Responsive Teaching: 3 semester hours**

In this course, students will examine major themes related to family and community engagement. According to Ladson-Billings (1994; 2006), "Culturally Responsive Teaching is a pedagogy that recognizes the importance of including students' cultural references in all aspects of learning" (n.d.). Since culture is central to learning, "it plays a role not only in communicating and receiving information, but also in shaping the thinking process of groups and individuals." This pedagogy acknowledges, responds to, and celebrates fundamental cultures and offers full, equitable access to education for students from all cultures. P. C. Gorski and K. Swalwell (2015) add that "Schools can commit to a more robust multiculturalism by putting equity, rather than culture, at the center of the diversity conversation" (p. 34). Gorski and Swalwell insist that "at the heart of such a curriculum that is meaningfully multicultural lie principles of equity and social justice" (p. 36).

**ED 554 Assessment for School Leaders: 3 semester hours**

This course will examine current research and practice regarding the array of assessment tools available to teachers and schools. These will include but are not limited to the use of common standardized tests, instruments used in the assessment of students with special needs, and international measurements, like PISA. Students will also react to issues such as assessment in the differentiated classroom, NCLB, National Board Certification, standards-based grading, and program and policy assessment tools.

**ED 555 Assessment in Special Education: 3 semester hours**

This course provides knowledge and application of the collection and use of assessment data (academic and behavioral) for educational diagnosis and evaluation of individuals with disabilities.

**ED 560 Behavior Interventions: 3 semester hours**

This course is designed to provide strategies for identifying, anticipating, and managing individual and group behavior issues in regular and special education classes.

**ED 561 Instructional Design: 3 semester hours**

In this course, students will examine the major theories related to instructional design and curriculum development. Focus will be placed on the selection of instructional strategies, media, and evaluation strategies. Students in this course will gain the skills necessary to provide leadership in the development, evaluation, and modification of instructional materials (i.e., print, web, or multi-media based).

**ED 562 Supporting Readers in Content Literacy: 3 semester hours**

In this course, practitioners will examine best practices for integrating reading, writing, and content area subjects. Practitioners will examine how reading, writing, listening, and speaking support the acquisition of new knowledge across all subject areas. Specific attention will be given to diagnosing and supporting readers for whom reading proficiency is lacking.

**ED 565 Teaching Social Competency: 3 semester hours**

This course will provide exploration into the social skills necessary for success both in school and in society in general. Included will be exposure to curricula in social skills.

**ED 570 Methods: Instructional Strategist I K-8: 3 semester hours**

This course addresses the characteristics and trends in serving students with mild/moderate disabilities. It offers theoretical and practical approaches which are research-based interventions.

**ED 571 Universal Design: 3 semester hours**

This course will provide explore the multiple means of representation to give learners various ways of acquiring information and knowledge, multiple means of expression to provide learners alternatives for demonstrating what they know, and multiple means of engagement to tap into learners' interests, offer appropriate challenges, and increase motivation.

**ED 575 Methods: Instructional Strategist I 5-12: 3 semester hours**

This course addresses the characteristics and trends in serving students with mild/moderate disabilities. It offers theoretical and practical approaches which are research-based interventions.

**ED 576 Trends and Strategies in Teaching Children with Autism: 3 semester hours**

This course will provide information on autism as it relates to methods and materials to use in the special education setting.

**ED 580 Transitions and Career Planning: 3 semester hours**

This course provides an understanding of the process for transition from high school to post-secondary options for students with disabilities. It includes creating a transition plan.

**ED 581 Leadership & Culturally Responsive Teaching: 3 semester hours**

In this course, students will examine major themes related to culturally responsive teaching and school leadership. They will examine the role of K-12 school and school system leaders in creating an equitable and just society. Students will study segregation and racial oppression and how these may negatively impact the areas of learning, living, and working in the lives of students of color. They will learn how inequity is reproduced through both action and inaction.

**ED 582 School & Community Relations for School Leaders: 3 semester hours**

In this course, students will learn and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to engage families, the community, and school personnel in order to strengthen student learning, support school improvement, and advocate for the needs of their school and community.

**ED 583 Operations & Management: 3 semester hours**

In this course, students will learn how to improve management, communication, technology, school-level governance, and operation systems to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations.

**ED 584 Professional Culture & Capacity: 3 semester hours**

In this course, students will learn how to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to build the school's professional capacity, engage staff in the development of a collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning. Requirement: Evaluator Training is embedded in this course.

**ED 585 Methods: Instructional Strategist II K-12 BD/LD: 3 semester hours**

This course provides an in-depth look at the strategies and approaches used with students diagnosed with moderate to severe learning disabilities, behavior disorders, autism, and Asperger's, as well as other disabilities.

**ED 586 Methods: Instructional Strategist II, Intellectual Disabilities (K-12): 3 semester hours**

This course will provide students with an overview of the various characteristics and methods for teaching individuals with intellectual disabilities, as well as the current trends in educational programming and curriculum for teaching students with intellectual disabilities, the educational alternatives and related services needed for them, and the importance of providing appropriate educational programming for these individuals from age 5 through age 21. A 20-hour practicum is included in this course outside of the in-classroom hours.

**ED 590 Curriculum Adaptations in Special Education: 3 semester hours**

This course will provide an opportunity to explore curricula designed to teach students with mild, moderate, or severe disabilities. It will also address best practices for adapting content, strategies, instructional environments, and behavior expectations for students' individual needs.

**ED 594 Seminar: Leadership in Education: 3 semester hours**

Students will self-select and explore a topic of professional interest through a review of the research and professional publications in the area of leadership in education. They will prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning, and collegial feedback will frame the professional development paradigm for this course.

**ED 595 Seminar in Special Education: 3 semester hours**

Practitioners will self-select and explore a topic of professional interest through a review of the research and professional publications in the area of special education. They will prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning, and collegial feedback will frame the professional development paradigm for this course.

**ED 596 Education: Travel Abroad: 1 semester hour**

Students in the Education Graduate Program will research, explore, compare, and contrast the education system and teacher preparation programs in another country (e.g., United Kingdom) with those in the United States, particularly in Iowa. Students will be asked to attend classes at MMU prior to their departure and upon their return and will be asked to attend Education classes at a college in the country they visit (e.g., at Canterbury Christ Church University). Additionally, they will observe in PreK-12 schools in the country they visit to examine school curricula and routines as well as school policies concerning discipline, teaching methods, service delivery, etc. Students will visit and explore various sites in a city in the country they visit (e.g., London) to observe/experience the inhabitants and the culture (e.g., exhibits, buildings, art, food) and to determine the impact this diversity may have on their future teaching in their home schools.

**ED 597 Professional Development in Catholic Education: 1 semester hour**

This course is offered as an elective to address special topics in PreK-12 Catholic education. It can be used to coincide with conferences, seminars, workshops, courses, etc., in which Mount Mercy University will offer recertification or graduate credit as a result of attendance, participation, and/or work completed in accordance with expectations and guidelines on the syllabus.

**ED 598 Instrumental Proficiency on Secondary Instrument through Performance: 1 semester hour**

This course will provide instrumental music teachers with the opportunity to strengthen their musical and technical abilities on a secondary instrument. These abilities will be enhanced through participation in the Mount Mercy University Concert Band. Repeatable.

**ED 599 Special Topics in Education: 1 semester hour**

This course will be offered as an elective to address special topics in education that Mount Mercy does not currently offer in its Master of Arts in Education program (e.g., seminars related to special education, teacher leadership, and/or literacy; conference credits given by Mount Mercy as a result of attendance, participation, and work completed in accordance with conference guidelines).

**ED 600 Educational Research: 3 semester hours**

This course is an introduction to educational research, designed to help students become critical evaluators and consumers of research. Students will evaluate research findings and analyze their application to classroom practice. This course provides a foundation for students to be able to conduct original action research or educational research.



**ED 601 Action Research Project: 3 semester hours**

Thesis Option: Students will design an action research project that will be implemented in a K-12 classroom and/or school setting. Students will present a formal proposal of their research to a faculty committee. Prerequisites: ED 540, ED 594, or ED 595 and ED 600.

**ED 602 Education Thesis: 3 semester hours**

Thesis Option: Students will meet with the project advisor weekly until they complete their Action Research Project. Students will report on the data gathered in a presentation to a faculty committee and to the greater Mount Mercy community. Students will continuously enroll in this course until the project is complete. Prerequisite: ED 600 and ED 601.

**ED 604 Education Research Project: 3 semester hours**

Non-thesis Option: This course is designed to allow students to explore current thinking regarding an education topic of their choice. The project requires extensive examination of a variety of courses as well as a synthesis of research as it applies to an educational classroom, school, district, or community situation. Topics are determined by the instructor and student and are largely open to any addressed in coursework or in a seminar course in the Master of Arts in Education program (for example, a topic may have been addressed in Teacher Leadership coursework or in Seminar: Leadership in Education in the Teacher Leadership emphasis area). Prerequisites: ED 540, ED 594, or ED 595 and ED 600.

**ED 605 Comprehensive Examination: 3 semester hours**

Non-thesis Option: Students will be required to complete a written and oral comprehensive examination which is generally taken at the end of the student's MA program. This will include a take-home written examination after which there will be an oral examination over the written responses. At a maximum, 10 weeks will be allowed for the examination process. After the student receives the comprehensive questions, he/she will have five (5) weeks to submit his/her written responses. Written responses will be due to the Graduate Program Director at least 3-4 weeks prior to his/her oral examination to allow ample time for faculty to read the responses prior to the student's oral examination. Prerequisites ED 600 and ED 604.

**ED 610 Reading Specialist: 3 semester hours**

This course will offer a specialized study of the role of the reading specialist. It will examine the four major roles literacy specialists can fulfill in a school district (i.e., vision, curriculum and professional development, teacher advocacy, and student advocacy). The content of this course is aligned with the administrative requirement for the state K-12 Literacy Specialist endorsement. 4.

**ED 630 Advanced Diagnostic Assessment: 3 semester hours**

This course will prepare reading practitioners to critically evaluate assessment tools and practices as they relate to the diagnosis of reading proficiencies and needs. Formal and informal tests, testing procedures, and diagnostic techniques will be examined, discussed, and evaluated regarding reading theory and epistemological viewpoints. Additionally, practitioners will become familiar with various causes of reading difficulty and programs designed to meet their specific needs. This course is designed to meet the needs of practitioners who have had significant experiences in the area of reading assessment and instruction. Those completing this course should be prepared to assume leadership roles in the area of reading assessment and instruction.

**ED 650 Student Teaching: Instructional Strategist I K-8: 3 semester hours**

A student will complete a supervised teaching assignment in a level I/II or co-teaching setting. He/she will apply knowledge, skills, and dispositions of relevant education theory to actual classroom situations while teaching special education strategies to elementary students with mild to moderate disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 651 Student Teaching: Instructional Strategist I 5-12: 3 semester hours**

A student will complete supervised teaching assignment in a level I or co-teaching setting. He/she will apply knowledge, skills, and dispositions of relevant education theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 652 Student Teaching: Instructional Strategist II K-8 BD/LD: 3 semester hours**

A student will complete a supervised teaching assignment in a level II/III classroom. He/she will apply knowledge, skills, and dispositions of relevant education theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 653 Student Teaching: Instructional Strategist II 5-12 BD/LD: 3 semester hours**

A student will complete a supervised teaching assignment in a Level II/III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

**ED 654 Student Teaching-Alternate Level: Instructional Strategist II K-8 BD/LD: 2 semester hours**

A student will complete a supervised student teaching assignment in a Level II/III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 20-day placement, the student will be asked to lead teach for the majority of the time.

**ED 655 Student Teaching-Alternate Level: Instructional Strategist II 5-12 BD/LD: 2 semester hours**

A student will complete a supervised student teaching assignment in a Level II/III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with moderate to severe disabilities. During this 20-day placement, the student will be asked to lead teach for the majority of the time.

**ED 656 Student Teaching: Instructional Strategist II (K-8), Intellectual Disabilities: 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to elementary students with moderate to severe intellectual disabilities. During this 8-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 657 Student Teaching: Instructional Strategist II (5-12), Intellectual Disabilities: 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to secondary students with moderate to severe intellectual disabilities. During this 8-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 658 Student Teaching: Instructional Strategist II (K-8)—Alternate Level, Intellectual Disabilities: 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to elementary students with moderate to severe intellectual disabilities. During this 4-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 659 Student Teaching: Instructional Strategist II (5-12)—Alternate Level, Intellectual Disabilities: 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a moderate/severe classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching researched instructional strategies to secondary students with moderate to severe intellectual disabilities. During this 4-week placement, the student will be asked to lead teach the majority of the time. Prerequisite: ED 586.

**ED 660 Leadership Practicum: 3 semester hours**

Students in this course will engage in a practicum experience at their school site or at an alternative site where they can put teacher leadership theory into practice, working with a local school administrator, curriculum coordinator, AEA consultant, or colleague as well as the instructor. Students will design and implement a series of collegial, supervisory, curricular, and/or professional development activities that address issues examined in their coursework. On completion of the activities, students will develop a final report that includes artifacts as well as an analysis and reflective commentary on the practicum. Prerequisites: ED 500, ED 505, ED 511, ED 521, ED 531, ED 554. If a student has not completed one or more of the prerequisite courses, he/she needs permission of the Program Director to register for ED 660 Leadership Practicum.

**ED 661 Student Teaching in ESL (K-8, elementary): 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an elementary ESL classroom or an elementary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 8-week placement (40 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 662 Student Teaching in ESL (5-12, secondary): 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an secondary ESL classroom or a secondary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 8-week placement (40 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 663 Student Teaching: ESL Alternate Level (Elementary): 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an elementary ESL classroom or an elementary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 4-week placement (20 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 664 Student Teaching: ESL Alternate Level (Secondary): 2 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a secondary ESL classroom or a secondary classroom with a significant number of ESL students. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching ESL students, using methods and strategies learned in previous ESL courses. During this 4-week placement (20 calendar days), the student will lead teach the majority of the time. Prerequisite: ED 506 and ED 507; Must have the approval of the Education Program Director or course instructor.

**ED 668 Student Teaching: Early Childhood Inclusive Classroom-Preschool: 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in a Preschool early childhood inclusive classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching and adapting strategies and interventions to meet the needs of all students, including those with disabilities. During this placement, the student will lead teach for the majority of the time. Prerequisite: ED 263 and ED 517.

**ED 669 Student Teaching: Early Childhood Inclusive Classroom-Elementary (K-3): 3 semester hours**

The student enrolled in this course will complete a supervised teaching assignment in an elementary early childhood inclusive classroom setting. Here he/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching and adapting strategies and interventions to meet the needs of all students, including those with disabilities. During this placement, the student will lead teach for the majority of the time. Prerequisite: ED 263 and ED 517.

**ED 690 Internship - Preschool: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 691 Internship - Elementary: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 692 Internship - Secondary: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 693 Internship - Special Education: 1.5 semester hour**

This course provides successful candidates an internship under the supervision of knowledgeable, expert practitioners that engages candidates in multiple and diverse school settings. This internship will provide candidates with coherent, authentic, and sustained opportunities to synthesize and apply the knowledge and skills identified in NELP standards 1-7 in ways that approximate the full range of responsibilities required of building-level leaders and enable them to promote the current and future success and well-being of each student and adult in their school. Course may be taken as a co-requisite with other Endorsement #189 courses, but it cannot be taken before taking other courses with the endorsement. Internship Hours: minimum of 50 clock hours in placement. Candidates must accumulate at least 400 hours throughout their four practicum courses in the graduate endorsement program.

**ED 698 Professional Development Credit: 1 semester hour**

1 - 2 day workshop or conference which is used for Graduate Credit.

**ED 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline. No more than 2 courses may be taken as independent study by any student.

## Master of Arts in Marriage and Family Therapy

The Master of Arts in Marriage and Family Therapy at Mount Mercy has a mission to develop highly qualified professionals at the master's level, who possess the knowledge, skills and dispositions to use a systemic perspective to improve the lives of individuals, couples and families. Marriage and Family Therapists believe that individuals, couples and families are complex systems influenced by a wide variety of biopsychosocial dynamics. All human systems are subject to occasionally becoming sufficiently disorganized that they need outside help to become stable again. Students in our program will be trained to help these human systems through a deep understanding of systems, human development and intimate human relationships. The program provides the academic and experiential training needed for students to apply for licensure as Marriage and Family Therapists. To become fully licensed in Iowa students are required to complete a two year post-graduate supervised clinical experience, the completion of 3,000 clinical hours (1500 direct client contact) and the passage of the national MFT examination. Graduates will be prepared for work as therapists and consultants in clinical and counseling settings, in private practice as therapists, and in businesses, schools, hospitals and churches.

The MFT program aims to develop the student's ability, for example, to: assess, evaluate, and create treatment plans and goals for individuals, families and couples experiencing distress; cultivate empathetic, respectful and congruent interpersonal skills; and research and evaluate the latest advances in the field.

### Course requirements (60 Total Credits):

#### MFT Specialization Courses

MF 503	Family Systems	3
MF 518	Models of Marriage and Family Therapy	3
MF 545	Micro-Counseling	3
MF 546	Pre-Practicum	3
MF 569	Ethical and Professional Issues in Marriage and Family Counseling	3
MF 582	Models of Couples Therapy	3
MF 602	The Cross-Cultural Family	3

**Total Hours** **21**

#### General Courses

MF 524	Human Development and the Family	3
MF 550	Systemic Sex Therapy	3
MF 626	Psychopathology and the Family	3
MF 640	Research Methods for Marriage and Family Therapy	3
MF 671	Therapeutic Techniques with Parents and Children	3

**Total Hours** **15**

## Elective Course (12 hrs)

MF 571	Introduction to Play Therapy & Family Therapy	3
MF 605	Neuroscience for Marriage and Family Therapy	3
MF 630	Trauma, Violence & Addiction	3
MF 655	Spirituality and the Family	3
MF 647	Medical Family Therapy	3
MF 665	Applications of Play Therapy	3
Thesis Option		1
		-3
MF 695	Thesis	

## Clinical Courses

MF 590	Practicum in Marriage and Family Therapy I	4
MF 690	Practicum in Marriage and Family Therapy II	4
MF 692	Practicum in Marriage and Family Therapy III	4

**Total Hours** 12

## Academic Requirements

1. All students are required to achieve a minimum GPA of 3.0. Only two C grades are permitted in the graduate program. A third grade of C or below will result in suspension or dismissal from the program. No MFT Specialization course can be accepted with a grade below 80%. A student receiving a C+, C-, or C may repeat a graduate course once. A maximum of two courses may be repeated. Any grade below a C- or "Fail" is grounds for dismissal from the program. Additionally, students have a maximum of six years from the entrance date to complete the program and graduate.
2. Pending Clinical Director approval, Masters students may take up to 9 credit hours of electives from the Doctoral program's elective courses. These are the "non-advanced" doctoral courses. There are several options within the advanced couples; leadership; and neuroscience tracks that are available. In all cases, it requires Program Director approval. These are doctoral level courses; there will not be masters-level remediation for the course work; students will be expected to do the doctoral level work.

See the Doctor of Philosophy in Marriage and Family Therapy (p. 323) page for more information on doctoral study.

## Courses

### **MF 503 Family Systems: 3 semester hours**

Marriage and family therapists emphasize the systemic viewpoint of human functioning, which hold that the individual is influenced in important ways by the family, then extended family and the society surrounding him or her. This course studies the family as a system, including family life cycle stages, tasks and difficulties. Communication patterns and interpersonal perceptions and expectations make up a large part of the therapeutic focus of marriage and family therapy. Students will be able to articulate how the systemic viewpoint differs from individual models of human functioning, and how the systemic model would conceptualize the goals of therapy, the process of change and the role of the therapist.

### **MF 518 Models of Marriage and Family Therapy: 3 semester hours**

This graduate seminar is designed to introduce models of marriage and family therapy. These include strategic, structural, Bowen, intergenerational, contextual, communications, behavioral, cognitive, object relations, solution-focused, narrative, and collaborative language systems. Current trends in assessment and intervention in marriage and family therapy will also be covered. If a student has not taken an undergraduate course in individual theories of counseling and psychotherapy, supplemental reading will be expected. Students will be able to conceptualize cases from each perspective, stating the goals of therapy, the process of change and the role of the therapist.

### **MF 524 Human Development and the Family: 3 semester hours**

This course is designed to supplement material taught in lifespan development, PS 124 Developmental Psychology (or equivalent). The course is designed to emphasize how developmental issues impact systems, especially families. The course will emphasize the family life cycle and family subsystems. Students will be able to describe their own developmental path, as well as the predicted outcome of several developmental issues.

### **MF 545 Micro-Counseling: 3 semester hours**

This experientially-based course will review the values, knowledge and skills necessary to work theoretically with individuals, counselors and families. Counseling practice with peers and community volunteers is required. If a student has not taken an undergraduate course in basic counseling skills, supplemental reading and practice will be required. Students will be able to demonstrate listening and basic helping skills.

### **MF 546 Pre-Practicum: 3 semester hours**

This course is designed as an orientation to the clinic, including observation of counseling through a one-way mirror, or by way of a video camera. Students also discuss cases, learn a model for an intake interview, demonstrate skill in conducting an intake interview and learn to write case notes. Prerequisites: MF 518, MF 524 and MF 545.

### **MF 550 Systemic Sex Therapy: 3 semester hours**

This course is designed to supplement material taught in SW 250 Human Sexuality (or equivalent). The course is designed to emphasize how normal and abnormal sexuality affect family systems, including sexual addiction. If a student has not taken an undergraduate course in human sexuality, supplemental reading will be expected. Students will be able to describe the categories of sexual disorders and interventions to treat them, as well as stating strategies for sexual enrichment.

### **MF 569 Ethical and Professional Issues in Marriage and Family Counseling: 3 semester hours**

This course deals with ethical, legal and professional responsibilities of MFT counselors. The ethical code of the AAMFT will be examined and ethical dilemmas will be discussed. Students will examine legal responsibilities and liabilities of MFTs, issues in independent practice and the role of the professional organization. Students will be able to state categories of ethical concerns and apply ethical principles to hypothetical cases. They will be able to state legal responsibilities of MFTs and apply the law to hypothetical cases.



**MF 571 Introduction to Play Therapy & Family Therapy: 3 semester hours**

This course offers an overview of the essential elements and principles of play therapy. The course will address both theoretical and practical interventions for using play therapy in the treatment of a variety of presenting problems. This course will include a review of the history of play therapy and the profession, the role of the play therapist in a variety of settings. Participants will discover basic and advanced play therapy techniques. In addition, the process for becoming credentialed as a play therapist will be examined along with the increasing international demand for therapists with specialization in play therapy. Students will be introduced to the Association for Play Therapy and the State of Iowa branch for play therapy.

**MF 582 Models of Couples Therapy: 3 semester hours**

This course focuses on dynamics in dyadic relationships. A variety of therapeutic interventions and therapeutic models intended to enhance and improve couples' relationships will be examined. Special attention will be given to Evidence Based Methods (Gottman and Emotionally Focused Couples Therapy, Johnson). Marital Enrichment and pre-marital programs will also be considered.

**MF 590 Practicum in Marriage and Family Therapy I: 4 semester hours**

The practicum courses are intended to place the student in a professional counseling setting where they will provide direct client services under the supervision of a licensed mental health care provider. Students will be encouraged to develop sites that are of particular interest to them or to choose from a list of approved sites. Students will be required to accumulate 300 direct client contact hours providing therapeutic services and a minimum of 60 hours of supervision over the course of three courses. In addition to on-site supervision students will receive supervision in a weekly group supervision section at the University.

**MF 602 The Cross-Cultural Family: 3 semester hours**

This course will examine the impact of culture on individual and family functioning. The course will emphasize the family in social context, both historically and contemporarily. It will study the impact of changing social conditions on individual and family functioning. Students will be able to describe how culture has impacted him/herself, as well as hypothetical clients.

**MF 605 Neuroscience for Marriage and Family Therapy: 3 semester hours**

This course will introduce students to the basic facts of developmental neurobiology, brain structure, relation of structure to function and the physiological and psychological effects of environment on the brain. Special emphasis will be placed on the reciprocal influence of relationships on brain development and the influence of brain development on relationships and their effects on couples and families.

**MF 610 Treatment of Substance Abuse with Marriage and Family Therapy: 3 semester hours**

This course will introduce students to the basic theoretical and practical dimensions of Marriage and Family Therapy in the treatment of Substance Abuse Disorders (SA). The course will examine the etiology, progression and short and long term effects of SA on individuals, families and society. Traditional and investigational models of SA treatment will be discussed and opportunities for assessment, treatment planning and treatment options will be provided.

**MF 626 Psychopathology and the Family: 3 semester hours**

This course will provide systemic and relational perspectives for the Diagnostic and Statistics Manual of the American Psychological Association (DSM) as well as an introduction to the how the DSM is organized and the diagnostic categories and content of the Manual. A biopsychosocial and systemic framework will be utilized to conceptualize and understand the cause and effect of mental illness as well as alternative conceptualizations of mental illness from a systemic epistemology. Students will be able to describe the symptoms of major categories of mental illness, distinguish between different diagnostic categories and demonstrate competence in assigning DSM diagnoses and relating those diagnoses to relational and family issues.

**MF 630 Trauma, Violence & Addiction: 3 semester hours**

This course will explore a foundational understanding for working with clients that have presenting concerns of current or historical trauma, violence and addiction. This course will highlight some of the neurobiology/physiological underpinnings of trauma, violence and addiction and their interrelatedness. This course will also explore traditional and systemic frameworks for assessment and treatment and building resource connections with the community at large. Prerequisites: MF 503, MF 518, MF 569, MF 626.

**MF 640 Research Methods for Marriage and Family Therapy: 3 semester hours**

This course will introduce students to basic research methods in the social sciences, research methods used predominantly in MFT, and exposure to both quantitative and qualitative methodologies. Students will be able to access, read and interpret research articles in primary MFT and related mental health journals in order to critically evaluate and apply research findings to clinical practice.

**MF 647 Medical Family Therapy: 3 semester hours**

Extant research and practice suggests that integrating medical and psychotherapy services significantly improves treatment outcomes, patient health, and provider satisfaction. Consequently, there is burgeoning interest—locally and nationally—in developing and maintaining better integrated healthcare services within outpatient and inpatient medical settings. In this course, you will examine the theoretical frameworks that inform medical family therapists, study and apply a psychosocial typology for understanding chronic and acute illness, and you will practice the skills and techniques required to succeed as a systemic therapist practicing within integrated medical teams. Further, you will examine how your own experiences with illness have shaped your self of the therapist.

**MF 655 Spirituality and the Family: 3 semester hours**

This course will explore the place of spirituality in the family functioning, including mindfulness, meditative practice, spiritual disciplines and forgiveness. The role of spirituality in mental health, addictive behavior and substance abuse will be explored. Interventions with a spiritual focus will be addressed. Students will state how spirituality affects their own functioning, as well as describing how a hypothetical family is affected by spiritual issues.

**MF 665 Applications of Play Therapy: 3 semester hours**

Applications of Play Therapy will provide students with the opportunity to further their education and training in play therapy following completion of the course MF 571. Students will learn and practice a variety of evidence based play therapy theories such as Adlerian Play Therapy, Filial, Theraplay, and Sand Tray Therapy. Students will learn how to discern which theories to use based on child and family assessment, how to apply theories and interventions, treatment planning and how to work through the stages of therapy with each specific approach. Prerequisite: MF 571.

**MF 671 Therapeutic Techniques with Parents and Children: 3 semester hours**

This course covers interventions in families with children and teens. Students will be trained in assessment of children and adolescents, and in therapeutic techniques in families, such as parent education, behavior modification and play therapy. Students will be able to conceptualize cases from each perspective, including describing interventions from that perspective.

**MF 690 Practicum in Marriage and Family Therapy II: 4 semester hours**

The practicum courses are intended to place the student in a professional counseling setting where they will provide direct client services under the supervision of a licensed mental health care provider. Students will be encouraged to develop sites that are of particular interest to them or to choose from a list of approved sites. Students will be required to accumulate 300 direct client contact hours providing therapeutic services and a minimum of 60 hours of supervision over the course of three courses. In addition to on-site supervision students will receive supervision in a weekly group supervision section at the University.

**MF 692 Practicum in Marriage and Family Therapy III: 4 semester hours**

The practicum courses are intended to place the student in a professional counseling setting where they will provide direct client services under the supervision of a licensed mental health care provider. Students will be encouraged to develop sites that are of particular interest to them or to choose from a list of approved sites. Students will be required to accumulate 300 direct client contact hours providing therapeutic services and a minimum of 60 hours of supervision over the course of three courses. In addition to on-site supervision students will receive supervision in a weekly group supervision section at the University.

**MF 695 Thesis: 3 semester hours**

The thesis is a culminating experience that provides a record of a student's achievement in the program. The thesis requires research leading to the discovery of new knowledge or enhancement of existing knowledge in the field of interest. A project that helps solve a practical problem may also be acceptable. The thesis is a complete documentation of the research study, including the theoretical background, description of the problem, the method used to investigate or solve the problem, presentation of results, interpretation of results, and explanation of the significance of the results. The thesis is optional but is recommended for students considering an advance degree.

**MF 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline. No more than 2 courses may be taken as independent study by any student.

**MF 700 MFT Practicum IV: 1 semester hour**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 701 MFT Practicum IV: 1 semester hour**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 702 MFT Practicum IV: 2 semester hours**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 703 MFT Practicum IV: 3 semester hours**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 704 Advanced Family Systems: 3 semester hours**

Advanced Family Systems will provide an in depth analysis and integration of primary sources and advanced theoretical discussion and application of systemic epistemology as applied to MFT theories.

**MF 718 Advanced Models of MFT: 3 semester hours**

This course will offer students the experience of applying and integrating advanced thinking and analytic skills to the practice of family therapy. The course will integrate advanced knowledge with practice through clinical experiences and teaching of theories.

**MF 740 Advanced Research Methods I: 3 semester hours**

This course will introduce students to basic research methods in the social sciences. If a student has not had a graduate research methods course, supplemental reading will be expected. Students will be able to access, read, and interpret research articles in primary counseling journals in order to evaluate evidence based best practices in counseling and therapy. In addition, students will learn the basics of statistical procedures and multiple research methodologies including quantitative and qualitative. Students will be able to design and interpret a basic research study.

**MF 750 Professional and Community Leadership in MFT: 3 semester hours**

Professional and Community Leadership in MFT will provide students with the skills, knowledge and tools to integrate systemic principles and analysis into leadership roles in Mental Health and in particular leadership advocacy for MFTs and systemic theory and therapy in organizations. As a specialization course within the Leadership specialization in the DMFT program this course will provide essential knowledge for those seeking to increase their position in the field.

**MF 755 Advanced Spirituality and the Family: 3 semester hours**

Advanced Spirituality in MFT will offer students the opportunity to direct and develop spiritual and holistic interventions and experiences for themselves and clients. A deep integration of alternative and complimentary healing strategies will be presented.

**MF 760 Gender Affirming Couple and Family Therapy: 3 semester hours**

This course is designed to deepen students' understanding of best practices for offering gender affirming care for transgender and gender non-binary individuals and their couple and/or family system. Students will be challenged to deconstruct gender norms, learn best practices for supporting youth and adults in exploring their gender identity and expression, and learn how to assist parents and partners in exploring what it means to be transgender or gender non-binary. Students will learn the GRACE model, a family therapy model for transgender youth and their families. Student will explore the intersectionality of gender diversity and neuro divergence. Students will also explore how to assist couples and families in navigating social and medical transitions and ways to best support their child or partner.

**MF 769 Advanced Ethics and Professional Issues in MFT: 3 semester hours**

Advanced Family Therapy will offer students the experience of applying and integrating advanced thinking and analytic skills to the practice of family therapy. The course will integrate advanced knowledge with practice through clinical experiences and teaching of theories.

**MF 782 Advanced Models of Couples Therapy: 3 semester hours**

Advanced Models of Couples Therapy will provide an opportunity to become proficient in the application and function of models of couple's therapy beyond the introductory level of the master's class. Students will have the opportunity to integrate theory with practice in class role plays and in actual client contact in the clinic. Students who have not had the Master's level introductory courses will have to do additional readings and in class work to demonstrate competency.

**MF 802 Advanced Cross Cultural Families: 3 semester hours**

This course will take a deeper dive beyond the introductory level of the master class, examining the impact of cross-cultural factors and social justice issues on the individual and family functioning of the clients we serve. The course will emphasize the family in social context, both historically and contemporarily. It will study the impact of changing social conditions on individual and family functioning. Students will connect these cultural factors and issues of social justice to the professional mandate as a Marriage and Family Therapist in our code of ethics of the "commitment to service, advocacy, and public participation. The areas of service, advocacy, and public participation are recognized as responsibilities to the profession equal in importance to all other aspects (AAMFT, 2015)". This will be demonstrated by identifying cultural factors or social justice needs in our community and completing a service or advocacy project to address it as the capstone of this course. Students who have not had the Master's level introductory courses will have to do additional readings and in class work to demonstrate competency.

**MF 805 Neurophysiological Essentials for Treatment: 3 semester hours**

This course will focus on the knowledge needed to assess and design treatment protocols for application of EEG Biofeedback. Emphasis will be placed on the functional aspects of the brain, especially as measured by EEG. Detailed knowledge of how the brain produces, uses, and integrates electrical aspects into human abilities and normal function will be gained. The ability to discern how and where and in what ways dysfunction in electrical function interferes with normal function will also be discovered. Basic knowledge of brain structure, integration with other physical systems, effects of injury and disease and effects of medication and relational aspects will all be discussed and integrated into a model for effective intervention.

**MF 811 Mental Health Public Policy: 3 semester hours**

This course will consist of an advanced examination of mental health public policy and the impact of policy on mental health care. This will include examining the implications for mental health access, funding, and services delivery based on local and national policy initiatives. The course will consider these topics through a social justice lens to identify the systemic and cultural implications of public policy on maintaining systems of oppression within the context of mental health policy and practice. Students will also gain advanced knowledge of policy-making within the field of marriage and family therapy. The advocacy and policy efforts of the American Association of Marriage and Family Therapy (AAMFT). This course will prepare students to fulfill the ethical mandate of marriage and family therapists to maintain a "commitment to service, advocacy, and public participation. The areas of service, advocacy, and public participation are recognized as responsibilities to the profession equal in importance to all other aspects (AAMFT, 2015)".

**MF 820 Communication Processes in Couples: 3 semester hours**

This course will enable students to observe, analyze and intervene in the communication processes of couples. Principles of communication theory and systemic processes of communication will be studied and applied to intimate human communication with the intent of being able to interrupt or modify dysfunctional patterns and establish healthy ones.

**MF 822 Attachment and Differentiation in Couple Therapy: 3 semester hours**

A growing body of research over the past 60 years has compelled counselors, therapists and psychologists to take into account the experience of attachment and differentiation in individuals and families. Additional study has revealed that the influence of attachment and differentiation on individual development has a profound effect on how a couple is able to form and provide healthy interactions and human bonding. This course will seek to better understand how attachment theory is integral to couple's happiness and function. It will also examine how to use this understanding to best effect change and growth is distressed or unhappy couples.

**MF 823 Couples in Crisis: 3 semester hours**

MFTs tend to experience two sorts of couples as initiators or seekers of therapy. One type realizes that things are not going as well as they might and they are unhappy and the seek therapy as a possible resource to improve their relationship. Another type of couple is one that is in severe crisis and who present as needing a sort of "emergency" treatment. This may be as a result of domestic violence, a trauma experienced by one or another of the members, a sudden and unexpected shift in attachment and relationship. This course will train students to know how to assess and intervene in "emergency" situations presented by the second type of client. Students will learn what theories are most suited, what things to be cautious of, when to refer for more extensive or perhaps medical treatment and the all-important, when to say no.

**MF 840 Advanced Research Methods II: 3 semester hours**

In this course students will move from a basic understanding of research to full implementation and analysis. Students will design, interpret and complete an independent research project that was conceptualized in the first research course. Students will be required to understand and apply statistical or qualitative methodology appropriate to a wide range of projects, as well as demonstrate knowledge of alternative methods and research principles. The course focuses heavily on appropriate data analysis and interpretation of results. Prerequisite: MF 740.

**MF 841 Neuroscience and Emotional Regulation: 3 semester hours**

This course will focus on attachment influences on behavior throughout the life cycle, with an emphasis on concomitantly changing neuroscience. The course will give students the opportunity to inquire into relationships from both an emotional and neuroscientific stance. The course will examine attachment with respect to etiology, intervention, assessment and diagnosis, and treatment from a systemic perspective. In addition the course will include discussion about evaluation of study designs and outcomes.

**MF 843 Complementary and Alternative Healthcare: 3 semester hours**

Students in this course will have the opportunity to learn about and experience some of the many complementary and alternative healthcare practices. Mental health care has been involved in integrating a wider range of healing practices into standard mental health care efforts. These include meditation, breath work, acupuncture, neuroscience, supplements, nutrition and diet, and exercise. Students will learn more about these and other practices, how they work, the mechanisms of effect and how to integrate them into MFT. The class will include both theoretical and experiential aspects.

**MF 844 Principles and Application of Neurofeedback: 3 semester hours**

This course will enable students to record, analyze, interpret and apply EEG recordings in order to design and apply protocols to address and change dysfunctional EEG patterns related to distressing symptoms of mental or physical dysfunction. Students will have a hands-on opportunity to set-up and record 19 channel EEG. They will learn to analyze the EEG using computer based normed databases and determine specific training protocols for the individual. They will learn to apply the protocols through individual electrodes or with full cap 19 channel LORETA z score training. They will learn how to provide ongoing assessment and follow-up to insure effective outcomes.

**MF 847 Advanced Medical Family Therapy: 3 semester hours**

Extant research and practice suggests that integrating medical and psychotherapy services significantly improves treatment outcomes, patient health, and provider satisfaction. Consequently, there is burgeoning interest—locally and nationally—in developing and maintaining better integrated healthcare services within outpatient and inpatient medical settings. In this course, you will have opportunities to teach masters level graduate students on topics related to medical family therapy. Further, you will demonstrate how you are integrating hallmarks of medical family therapy—collaboration, systemic conceptualization of disease, innovation—into your clinical practice. Finally, you will identify gaps in the research of medical family therapy and will design a related study.

**MF 890 Internship I: 4 semester hours**

Internship is an application course in which students provide clinical services independently while under the supervision of assigned faculty or other designated supervisors with appropriate experience and credentials. Students will have the opportunity to provide and practice a variety of clinical skills and theories to community members who come to the Olson Clinic for issues and problems in their lives. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion.

**MF 891 Internship II: 4 semester hours**

Internship is a non-academic course in which students provide clinical services independently while under the supervision of assigned faculty or other designated supervisors with appropriate experience and credentials. Students will have the opportunity to provide and practice a variety of clinical skills and theories to community members who come to the Olson Clinic for issues and problems in their lives. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion.

**MF 892 Internship III: 4 semester hours**

Internship is an application course in which students provide clinical services independently while under the supervision of assigned faculty or other designated supervisors with appropriate experience and credentials. Students will have the opportunity to provide and practice a variety of clinical skills and theories to community members who come to the Olson Clinic for issues and problems in their lives. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion.

**MF 895 Dissertation: 11 semester hours**

Dissertation/capstone project is the culmination of doctoral studies. Students will be required to enroll in a minimum of 12 credit hours. Students will choose a mentor who will serve as their dissertation/project advisor. Generally, this would be the faculty member in their area of specialization. The student will work closely with their mentor in the design, implementation and completion of their dissertation, research or project. The student will also solicit a committee to aid in the direction and evaluation of the dissertation/research/project. The final results will be presented in a public oral presentation/defense. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion. Course can be taken for a range of 1 - 11 hours. Prerequisite: Completion of all required program coursework.

**MF 896 Dissertation Continuation: 1 semester hour**

Students will take one credit hour of dissertation continuation until the dissertation has been successfully completed and approved by the student's dissertation chair and committee. Students must maintain continuous enrollment in dissertation to satisfy program requirements for graduation. Prerequisite: Completion of all required program coursework.

**MF 897 Dissertation Defense: 1 semester hour**

This course is required for students who have completed at least 11 hours of dissertation direction in order to complete their defense. Prerequisite: Completion of all required program coursework.

## Master of Business Administration

Characterized by its emphasis on ethical and socially responsible leadership, the Master of Business Administration program at Mount Mercy University challenges students to think globally and strategically while using a multidisciplinary approach to solve business problems. Students can take coursework in any of the following formats: face-to-face, live/online or exclusively online.

The block format allows students to complete the program in less than two years, while maintaining full-time employment. Face-to-face classes are offered on weeknights. In several classes students work together to create solutions to real business problems with non-profit organizations in the community as clients, also gaining an interdisciplinary approach to leadership development in the tradition of Mercy values.



Courses are offered in both 5 and 10 week blocks and meet one night a week. In the 5-week format, students are expected to complete more assignments/coursework outside of the classroom.

Upon graduating, MBA students should be able to interpret data and employ quantitative methods to evaluate organizations in economic terms, differentiate between effective and dysfunctional team behaviors, and make strategic decisions based on a systematic approach.

## Prerequisite Courses

Students must complete the following prerequisite courses with a grade of C or above (C- does not count) prior to enrolling in MBA courses (the MBA Program Director may make exceptions to this on a case by case basis). The following prerequisites are offered both in the traditional and accelerated format at Mount Mercy:

BC 265	Principles Of Accounting I	3
BC 266	Principles Of Accounting II	3
<b>Total Hours</b>		<b>6</b>

## Core Requirements

BA 505	Statistics for Managerial Decision Making	3
BA 515	Organizational Ethics	3
BC 500	Corporate Financial Reporting	3
BN 500	Organizational Effectiveness	4
BN 620	Principles of Project Management	3
BN 650	Business Capstone	3
EC 580	Managerial Economics	3
LS 640	Systems Thinking and Growth Mindset	3
<b>Total Hours</b>		<b>25</b>

## Business Administration Emphasis

BN 560	Budgeting and Forecasting	3
LS 628	Conflict Resolution	3
BN 600	Strategic Human Resource Management	3
BN 510	Operations Management	3
BK 500	Managerial Marketing	3
<b>Total Hours</b>		<b>15</b>

## Finance Emphasis Electives

BA 520	Applied Financial Reporting	3
BA 544	Investments	3
BA 560	Securities Analysis	3
BA 620	Cases in Finance	3
<b>Total Hours</b>		<b>12</b>

## Health Care Administration Emphasis

BN 600	Strategic Human Resource Management	3
HS 509	Analysis and Application of Health Insurance	3
HS 520	Health Care Law, Regulations, and Compliance	3
HS 615	Health Care Informatics	3
HS 630	Financial Issues in Health in Healthcare Organizations	3
<b>Total Hours</b>		<b>15</b>

## Human Resources Emphasis

BN 510	Operations Management	3
BN 601	Talent Development	3

BN 602	Employment Law	3
BN 603	Total Rewards Systems	3
LS 628	Conflict Resolution	3

**Total Hours 15**

## Leadership Emphasis

BN 600	Strategic Human Resource Management	3
LS 608	Coaching Skills for Leaders	3
LS 618	Decision Making for Leaders	3
LS 628	Conflict Resolution	3
LS 635	Leadership Foundations	3

**Total Hours 15**

## Supply chain management emphasis

BN 510	Operations Management	3
BN 576	Global Supply Chain Management	3
BN 577	Supply Chain Strategy & Customer Value	3
BN 579	Supply Chain Analytics	3
BN 618	Supply Chain Distribution	3

**Total Hours 15**

## BA Courses

### ***BA 500 Legal Environment Of Management: 3 semester hours***

This course examines the legal and regulatory environment of business, and managerial decision making within the context of laws, regulations, and court decisions. Focus is on analysis of the legal system, including contracts, agencies, and governmental regulations, torts, corporate and other types of business entities.

### ***BA 503 Commercial Law: 3 semester hours***

This course is designed to meet the needs of someone working in the fields of finance, real estate, banking and business leadership. It is essential for someone preparing for the CPA exam. The legal topics covered are property, sales, debtor- creditor, commercial paper, security regulation and business organizations. Prerequisite: BA203 or permission of program director.

### ***BA 505 Statistics for Managerial Decision Making: 3 semester hours***

This course provides students with analytical tools and methodologies useful in management. The emphasis is on the use of data for modeling and solving problems in the areas of marketing, finance, human resources, and operations. Topics covered include data analysis and modeling, simple and multiple regression, nonparametric statistics, and statistical quality control.

### ***BA 510 The Global Business Environment: 3 semester hours***

This course introduces the students to the economic, political, legal and social dimensions in conducting international business operations. Students will be introduced to basic economic principles of international trade and comparative advantage. The course will address political and legal conditions in different regions and how they impact business operations and will discuss how social and cultural contexts affect business operations and decisions. This course will enable the students to see how a global business operation differs from a domestic one in terms of strategy, management, finance and marketing. The knowledge and the skills that students develop in this class will help them become better strategic planners, managers, communicators and decision makers in an international business context.

**BA 515 Organizational Ethics: 3 semester hours**

This course will explore how values shape individual ethical behaviors, and how these behaviors influence leadership and decision making. The course will provide practical knowledge and tools needed to effectively manage the everyday ethical issues that can arise in business. Students will discuss how legal, philosophical, and corporate practices influence ethical behavior for individuals and companies. Students will examine how social, environmental, and stakeholder responsibilities, as well as different values, impact ethical behavior in companies.

**BA 520 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Students will examine the financial statements of actual businesses in order to assess the presentation of the financials to judge whether the financial statements are presented fairly or are misleading in any way. Prerequisite: BC 600.

**BA 544 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally, the course teaches students about various securities valuation techniques. Students will apply those valuation techniques to the stocks of publicly held corporations. Students will also analyze several companies and assess the risk of the company, its projected growth in EPS, and the value of its shares to judge whether the market is fairly valuing, overvaluing, or undervaluing the stock. Prerequisites: BC 265, BC 266 and BC 600.

**BA 560 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Students will be required to examine and judge the inputs that go into the valuation of a specific company's stock and compare and contrast this with another company in the same industry. Prerequisite: BA 344 or BA 544 and BC 600.

**BA 610 Entrepreneurial Endeavors: 3 semester hours**

This elective will expose students to the "entrepreneurial mindset" of what it takes to start, grow, and maintain a business. Critical to this effort is to understand the vital aspect of "strategic fit..." does the market want or need what I (my business) have to offer? Starting and operating a new venture involves considerable risk in today's fast-paced business environment. In the creation and growth of a new enterprise, the entrepreneur assumes all the risk for development and survival yet stands to receive the ultimate reward, if/when successful. Key to continued success is the entrepreneur's ability to seek partners that insure future growth, vision, and profitability.

**BA 620 Cases in Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process will enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. It will also require students to build financial models useful to the analysis of financial decisions. Prerequisites: BA 344 or BA 544 and BC 600.

**BA 640 International Business Strategy & Culture: 3 semester hours**

What does it take to do business with another country? This travel course will examine international business strategies, foreign exchange, tariffs and trade, economic conditions and culture of destination countries. We will have a firsthand look at international businesses in operation as well as lectures from in-country experts. Students will utilize all of their skills and knowledge as they examine business strategies and operations for successful sustainable growth in foreign countries. BA 640 should be taken in the final year of the MBA or MSL program. Students must complete 6 of the 9 core courses in the MSL before taking this course. This course can be taken as an elective OR as a substitute for the MSL/MBA Capstone.

**BC Courses****BC 500 Corporate Financial Reporting: 3 semester hours**

This course will be taught from a financial statement user's perspective, as opposed to a preparer's perspective. Students will learn to read, interpret and analyze the information contained in the financial statements of public companies, prepared in accordance with generally accepted accounting principles, to aid in effective management decision making.

**BC 600 Managerial Finance: 3 semester hours**

This course builds on the basic concepts introduced in the Corporate Finance Reporting course. The course will equip students with a solid grounding in the core financial concepts and the necessary tools they need to make good decisions. Along with the core concepts of finance, the course will focus on the various methods of financial analysis. Prerequisite: BC 500 Corporate Financial Reporting.

**BC 620 International Financial Reporting Standards: 3 semester hours**

The course is proposed to be offered as an elective in the MBA Program. The course's focus is to develop advanced skills for the students when applying the International Financial Reporting Standards. The course will enable students to gain a fundamental understanding of how the key elements of financial statements are derived, to implement the most frequently used accounting standards and translate these to specific international standards, to apply and demonstrate a high level of technical knowledge of international accounting standards, to apply a number of key standards in practical situations, and to formulate insights as to the likely future developments in the process of setting standards. Prerequisite: BC 500 - Corporate Financial Reporting.

## BK Courses

### ***BK 500 Managerial Marketing: 3 semester hours***

Students will use a managerial approach to solving advanced topics in marketing with a heavy emphasis on case analysis. Students will use research data to make strategic marketing recommendations. Topics will include: market analysis, strategic planning, and implementation of marketing strategy.

## BN Courses

### ***BN 500 Organizational Effectiveness: 4 semester hours***

This course introduces students to the basic principles of human behavior and how these principles apply to the management of individuals and groups in organizations. Topics include: individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design.

### ***BN 510 Operations Management: 3 semester hours***

This course focuses on managerial issues in manufacturing including project management, PERT, critical path analysis, and time-cost models. The major operations management issues are quality management and control, capacity management, plant location, layout and design, production planning and scheduling, supply chain management, and inventory management. Prerequisite: BA 505 Statistics for Managerial Decision Making.

### ***BN 520 Communicating Virtually: 3 semester hours***

By understanding the right channel to deliver communication, one can influence the richness and scope of the message. Students will explore tools and technology to enhance the virtual communication process.

### ***BN 525 Leading A Remote Workforce: 3 semester hours***

Work dynamics change when coworkers no longer connect in person. Leaders need to know how to lead in a virtual environment. Students will analyze leadership knowledge, skills, and abilities necessary to achieve organizational outcomes at a distance.

### ***BN 530 Remote Workforce Management: 3 semester hours***

Organizational policies, procedures, and standards need to adjust to a remote workforce that mirror the desired culture. The locations of the organization and employees drive cultural norms and the standards in which the remote workforce follows. This course takes an in-depth look at how working remotely affects the desired culture of an organization.

### ***BN 560 Budgeting and Forecasting: 3 semester hours***

This course examines the entire budgeting process from start to finish, including how to create a disciplined culture of budgeting in an organization, the various methods for building budgets, techniques to analyze results, and how to increase the chances of organizational performance improvements.

### ***BN 570 Exploratory Learning: 3 semester hours***

This course is designed as "learning by doing," ... a process in which students explore their strengths while learning new things while identifying skills, attitudes, and behaviors required to improve overall performance. Applying knowledge will be gained through hands-on experiences (internships, externships, apprenticeships) involving employers, business leaders, non-profit involvement, and project assignments.

### ***BN 575 Principles of Supply Chain Management: 3 semester hours***

This course as an elective will focus on developing sustainable supply chain solutions that provide the best TCO (Total Cost of Ownership) in the industrial, consumer and service business sectors. The course provides an overview of the topic for students in degree programs other than Supply Chain Management, equipping them to analyze and evaluate the quality of supply chain management in any organization, as well as, develop critical thinking skills to assure that the management of the supply chain is deeply integrated into every aspect of business.

### ***BN 576 Global Supply Chain Management: 3 semester hours***

This course discusses the subject of global supply chain management and prepares students for careers in the field of supply chain management. This Global Supply Chain Management course discusses emerging issues in orchestrating a supply chain across borders for competitive success. It studies the roles of global economies, politics, infrastructure and competence in the context of supply chain management.

### ***BN 577 Supply Chain Strategy & Customer Value: 3 semester hours***

This focuses on developing sustainable supply chain solutions that provide the best TCO (Total Cost of Ownership) in the industrial, consumer and service business sectors. This course will introduce students to a strategic view of Supply Chain Management, how it is used to enhance customer value, and will equip them to analyze and evaluate the quality of supply chain management in any organization, as well as develop the critical thinking skills to assure that the strategic management of the supply chain is deeply integrated into every aspect of business.

### ***BN 578 Supply Chain Technology & Product Innovation: 3 semester hours***

Applying a preventative thought process to the supply chain demonstrates the importance of guiding new product innovation through the use of the most up to date supply chain technology in order to provide the end customer with a product that they value highly. The application of collaborative design methods, data analysis techniques with regard to design form/fit/function and the ability of a supplier to provide the best possible solution meeting a customer's needs is a necessary part of the product innovation process in today's product development world.

### ***BN 579 Supply Chain Analytics: 3 semester hours***

Making good decisions requires the ability to analyze data in straightforward, direct ways that produce high integrity results. This course requires students to apply the decision support models that are most frequently used in supply chain applications. Quantitative and statistical methods for decision making, hypothesis testing, regression and correlation analysis, forecasting, linear programming, and decision analysis will be explored. Specific case studies requiring data modeling and analysis will be used to demonstrate the use of the tools presented, requiring students to apply the tool correctly, not simply learn about it.

**BN 582 Corporate Social Responsibility: 3 semester hours**

Triple bottom line (people, planet, profit) concepts will be examined in this course. Students will explore the psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. While using systems thinking students will study how and why leaders implement innovation, collaborate to solve local and global sustainability challenges and face outsourcing, poverty and human rights, globally. Students will have the opportunity to research Blue Zone programs sustainability.

**BN 585 Organizational Change: 3 semester hours**

In today's competitive global economy, managing change effectively is more important than ever. People are the common denominator of organization endeavor, regardless of the organizations' size or purpose. The course will explore how leaders can effect change. Special emphasis will be placed on the nature of change, resistance to change and strategies to overcome resistance.

**BN 599 Special Topics in Business: 3 semester hours**

This course will be offered as an elective to address special topics in business that Mount Mercy University does not currently offer. Topics may include: change management, organizational psychology, upper echelon of leadership, diversity and discrimination, crisis management, or other advanced studies in business. Students may complete more than one special topics course for elective credit.

**BN 600 Strategic Human Resource Management: 3 semester hours**

Global competition combined with the transition to a knowledge-based economy requires organizations to take an integrated, strategic approach to preparing a workforce that can meet the business demands of the future. This course focuses on the history and changes in human resources, understanding business strategies and devising HR practices to support them, identifying how organizations gain sustainable competitive advantage through effective human resource strategies, and how workforce diversity and globalization is capable of enhancing an organization's human talent to drive successful business results. Particular focus will be given to measuring human resource outcomes and the integration with overall business strategy.

**BN 601 Talent Development: 3 semester hours**

The course's focus is to develop advanced skills in identifying and measuring employee performance and determining what training opportunities are best for the workplace. The course will instruct individuals how to apply a systematic process of discovering and analyzing human performance gaps, plans for future improvements in performance, design and develop cost-effective and ethical solutions to close the gaps.

**BN 602 Employment Law: 3 semester hours**

The focus of this course is to develop advanced skills and understanding aspects of the law that impact human capital in the workplace. This is an ever changing topic and will be imperative for businesses to stay abreast on the legal aspects of managing people.

**BN 603 Total Rewards Systems: 3 semester hours**

Understanding compensation and benefits as part of an organization's rewards system is critical for today's human resource professionals and managers. Often these costs are the most significant budget line item to an organization. The practices surrounding compensation and benefits are constantly changing and without a solid understanding of this facet of management, managers could make decisions that would possibly incur unnecessary costs to the organization. This course includes tools that are needed to make quality, educated decisions and requires students to apply their learning to evaluate and implement compensation and benefit programs inside their organizations. Prerequisite: BN 600.

**BN 608 Coaching Skills for Leaders: 3 semester hours**

In this course, students will develop skills and knowledge to assist them to be effective coaches in the organizational environment. An extra fee is charged for this course. Prerequisite: BN500 or approval of the MSL program director.

**BN 610 Quantitative Modeling For Decision Making: 3 semester hours**

This course is a survey of statistical and mathematical programming models and their applications in business and management. These techniques include statistical distributions, multiple regression, linear and Integer Programming, Network Models, and transportation and assignment method, Game Theory, Decision Theory, Queuing and Goal Programming.

**BN 617 Supply Chain Planning & Control: 3 semester hours**

Supply Chain Planning and Control allows an organization to most efficiently and effectively plan their operations, while optimizing inventory levels and maximizing output to satisfy actual customer demand. This class focuses on all of the steps, techniques, processes, calculations, etc. involved in transitioning from the highest-level aggregate plan to providing the most timely and lowest cost detailed customer delivery results. A majority (no more than three remaining) of the SCM classes should be taken prior to taking this course.

**BN 618 Supply Chain Distribution: 3 semester hours**

Supply chain Distribution is the methods used to get products to your customers. Advantages of a well-tuned distribution network include: reduced delivery cycle times, lower inventories and resulting increased cash flow, lower costs and higher quality to delivery performance, etc. The choice of the distribution channel, and the performance of the partners operating the distribution mechanics, go a long way towards improving the perception of your organization's performance in the eyes of your customer.

**BN 620 Principles of Project Management: 3 semester hours**

Effective management of a project is a skill many (if not all) MBA students will need to have at some time during their professional career. The goal of this course is to give students the effective tools and knowledge to accomplish this successfully. Students will learn how projects get started, how to successfully manage a project and its resources, and how organizations select the "right" project to work on.



**BN 625 Sustainability & Growth: 3 semester hours**

This course is a survey of environmental economics and management. The course covers economic theories and management practices that balance short and medium term commercial gain against the long term goals of preserving natural resources and productive capacity. Economic topics include externality theory, regulation economics and the evaluation of public policy. Management topics include sustainable growth policies and practices, product and process design and the impact of corporate practices on consumers and communities. The course will address local, national and global impacts of government public policy and corporate environmental practices.

**BN 630 Methods of Quality Management: 3 semester hours**

This course as an elective will provide the historical context of quality management and introduce the student to a number of quality management systems including Total Quality Management (TQM), ISO, the National Baldrige Award, Lean and Six Sigma that are currently being implemented in today's organizations. The course will host several guest lecturers from the community who are specialists in quality management.

**BN 635 Leadership Foundations: 3 semester hours**

The focus of the course is to provide a review of Leadership theories both from an historical perspective and the current day leadership styles that have evolved over the decades since the Industrial Revolution. The course will include the opportunity for students to self-assess, develop and create their own leadership style.

**BN 645 Quality Practices in the Global Marketplace: 3 semester hours**

With the ever-increasing activity in selling goods and services internationally, the increasing demand and sophistication of customers has practically forced companies to embrace total quality programs as a means of competitive advantage in pricing, service and performance. This course thoroughly examines how total quality applications are most effectively utilized to drive organizational sustainability while competing in and international marketplace. Prerequisite: BN 630.

**BN 650 Business Capstone: 3 semester hours**

The Business Capstone course will give students the opportunity as individuals to conduct an organizational assessment of an organization. The students will also work in small teams to specifically frame and analyze an area of concern suggested by an organization utilizing their learning from the MBA curriculum. Prerequisites: 9 of core classes must be complete before enrolling in this course.

**BN 652 Supply Chain Business Analysis: 3 semester hours**

This class is intended to be the drawing together of knowledge from all other SCM classes into a final, overall study of the impact of the value of the supply chain from raw materials through final customer support. The primary output from the class will be a report and presentation developed throughout the course providing a detailed analysis of a companies of choice selected by teams of students in the class. A majority (no more than three remaining) of the SCM classes should be taken prior to taking this course.

**BN 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline. No more than 2 courses may be taken as independent study by any student.

**EC Courses****EC 580 Managerial Economics: 3 semester hours**

Students will apply the principles of economics to managerial decision making. Topics will include: interest rates, inflation, international trade, business cycles and supply and demand. Case studies will be used to demonstrate the impact of pricing policies, and the relationship between market structure and strategy.

**EC 590 Labor Economics: 3 semester hours**

This course addresses the theory and practice of labor markets. From the firm's perspective, it will cover the Economic efficiency of human resource policies and decisions - that is Micro level decisions. The Macro perspective deals with government policies and labor regulations: costs and benefits, the impact on productivity, employment and unemployment. As necessary components of labor economics, we will discuss the economics of human capital, gender and racial equality, discrimination, compensation and immigration as part of the international labor markets. Included is the study labor market institutions: like government, unions, the impact of culture and work ethics. Applications will be provided from manufacturing, financial, healthcare and other service industries. Prerequisite: EC 580 - Managerial Economics.

**Master of Science in Nursing**

Mount Mercy University's Master of Science in Nursing (MSN) program recognizes the heritage of the Sisters of Mercy in meeting the needs of others. The MSN program is dedicated to preparing graduates to lead the nursing profession while meeting the challenges of an ever-changing, complex healthcare system.

MSN students embrace the culture of the nursing profession while engaging in experiences that promote personal and professional development. MSN students engage in analysis and synthesis of research, policy, systems and practice using critical inquiry allowing them to implement appropriate evidence based nursing interventions. Whether employed in the community or an acute care setting, nurses will acquire the knowledge and skills related to health promotion, disease prevention, population based nursing practice, education, management and leadership to lead, teach, advocate and practice at an advanced level with individuals, families and communities.

The MSN program has three areas of emphasis:

1. Health Advocacy
2. Nursing Education
3. Nursing Administration

Students in the MSN program take one class at a time and have the option to develop additional knowledge and skills in specific areas of interest. A full-time student may complete the MSN program in 16 months. This non-thesis program includes a professional practicum project that integrates emphasis competencies.

**Requirements****Nursing Education Emphasis**

NU 500	Research I: Theory & Critique	3
NU 501	Health Care: Systems Thinking and Organizations	3
NU 503	Health Promotion/Disease Prevention	3
NU 504	Professional Role and Skill Development	3
NU 511	Advanced Integrated Physical Assessment, Pathophysiology, & Pharmacology	3
NU 621	Nurse Educator: Roles and Responsibilities	3

NU 622	Nurse Educator: Curriculum & Instructional Design	3
NU 623	Nurse Educator: Teaching/Learning Strategies	3
NU 624	Nurse Educator: Assessment and Evaluation	3
NU 625	Nurse Educator: Clinical Specialty I	3
NU 626	Nurse Educator: Clinical Specialty II	3
NU 660	Professional Practicum	3
<b>Total Hours</b>		<b>36</b>

### Health Advocacy Emphasis

NU 500	Research I: Theory & Critique	3
NU 501	Health Care: Systems Thinking and Organizations	3
NU 503	Health Promotion/Disease Prevention	3
NU 504	Professional Role and Skill Development	3
NU 511	Advanced Integrated Physical Assessment, Pathophysiology, & Pharmacology	3
NU 631	Health Advocate: Vulnerable Populations	3
NU 632	Health Advocate: Assessment, Policy Development & Assurance	3
NU 633	Health Advocate: Community Program Planning and Design	3
NU 634	Health Advocate: Leadership and Management	3
NU 660	Professional Practicum	3
Choose 2 from this list. Total of 6 elective credits required. All courses are not offered every block. Contact MSN-DNPGradAdmAssistant@mtmercy.edu for questions regarding offerings or to discuss options with the Program Director.		6
NU 513	Environmental Health	
NU 514	Global/International Health	
NU 643/ BN 630	Nurse Administrator: Methods of Quality Management	
NU 644/ BN 500	Nurse Administrator: Organizational Effectiveness	
BN 620	Principles of Project Management	
LS 640	Systems Thinking and Growth Mindset	
<b>Total Hours</b>		<b>36</b>

### Nursing Administration Emphasis

NU 500	Research I: Theory & Critique	3
NU 501	Health Care: Systems Thinking and Organizations	3
NU 503	Health Promotion/Disease Prevention	3
NU 504	Professional Role and Skill Development	3
NU 511	Advanced Integrated Physical Assessment, Pathophysiology, & Pharmacology	3
NU 641	Nurse Administrator: Leadership & Management in Nursing and Health Care	3
NU 642	Nurse Administrator: Financial & Human Resource Management in Nursing and Health Care	3
NU 643/BN 630	Nurse Administrator: Methods of Quality Management	3
NU 644/BN 500	Nurse Administrator: Organizational Effectiveness	3
NU 660	Professional Practicum	3

Choose 2 from this list. Total of 6 elective credits required. 6  
All courses are not offered every block. Contact MSN-DNPGradAdmAssistant@mtmercy.edu for questions regarding offerings or to discuss options with the Program Director.

NU 513	Environmental Health
NU 514	Global/International Health

**Total Hours 36**

### Courses

#### **NU 500 Research I: Theory & Critique: 3 semester hours**

This course will examine the theoretical and scientific foundations of nursing. A thorough understanding of these foundations will be the basis for further development of knowledge in evidence-based practice and research. The processes for evaluation, translating and utilizing research will be emphasized.

#### **NU 501 Health Care: Systems Thinking and Organizations: 3 semester hours**

This course prepares leaders to develop skills in systems thinking and systems organization in rapidly changing, complex healthcare delivery systems. Students will examine concepts that define systems, influence policy, measure the effectiveness of care, and evaluate technology. A comparison of healthcare systems throughout the world will consider financial, technological and global issues.

#### **NU 503 Health Promotion/Disease Prevention: 3 semester hours**

This course establishes the foundation for the unique focus on Health Promotion and Disease Prevention in the master's degree curriculum. Students will focus on the concepts of health promotion and disease prevention that minimize the need for restoration of health. Through an understanding of clinical prevention and population health, students will examine the issues and interventions that promote health in individuals, families and communities.

#### **NU 504 Professional Role and Skill Development: 3 semester hours**

This course will examine the development of the professional role of the master's degree prepared nurse in a variety of practice settings focusing on ethical, evidence-based decision making; population health improvement; quality improvement and safety management; expert clinical practice; and intra-and inter-professional teamwork. Knowledge and skill development will include health assessment, ethical decision-making, evidence-based decision-making, population health management, quality and safety improvement, and teamwork.

#### **NU 511 Advanced Integrated Physical Assessment, Pathophysiology, & Pharmacology: 3 semester hours**

This course uses a systematic in-depth process to review physical assessment, pathophysiology, and pharmacology of human body systems. Students will explore and integrate knowledge of evidence based, collaborative prevention and condition management therapies to ensure safe, effective, quality patient-centered care. Students will develop and utilize best-evidence assessment and condition management information for teaching/learning practices used to care for and educate others.

**NU 513 Environmental Health: 3 semester hours**

This course will offer students the opportunity to study the influence of environmental forces on the health of individuals, populations and communities. Students will explore the impact of governmental controlling agencies, community services and individual responses to the environment on a local, national and international level. Specific environmental factors will be examined for their impact on specific diseases and conditions. The research evidence-base for studying the environment will be emphasized.

**NU 514 Global/International Health: 3 semester hours**

This course will examine the concepts and context of global/international health. An exploration of the historical development of international health will be included as will opportunities for students to study the problems that exist and the forces that influence healthcare in the international community. The collaboration of governmental and non-governmental organizations and populations will be studied as students examine specific health problems, systems and solutions.

**NU 621 Nurse Educator: Roles and Responsibilities: 3 semester hours**

This course assists the student to develop and use the skills and knowledge of the nurse educator. Focus will be on role development with attention to self-development and role responsibilities to oneself, the students, the institution, and the profession. The role of regulatory bodies and accreditation will be examined.

**NU 622 Nurse Educator: Curriculum & Instructional Design: 3 semester hours**

A variety of learning theories and conceptual frameworks relating to curriculum and instructional design will be explored. Students will investigate the process of curriculum development, program evaluation, regulatory and accreditation standards, and trends at the professional and community level.

**NU 623 Nurse Educator: Teaching/Learning Strategies: 3 semester hours**

This course assists student to develop strategies for teaching nursing in the classroom and clinical settings. In addition to learning to assess students' learning styles, content will include classroom assessment, planning, organizing, presenting and evaluating teaching/learning experiences. The focus is on best practices and evidence-based strategies to promote various learning styles and create an active learning environment for diverse student populations. Strategies will address basic and continuing nursing education.

**NU 624 Nurse Educator: Assessment and Evaluation: 3 semester hours**

Recognizing that assessment and evaluation are essential to understanding the value and worth of teaching/learning in nursing education, faculty must be familiar with the foundations of evaluation. Evaluation of nursing education programs, courses and individual learner requires knowledge of the focus, design, tools and dissemination of outcome data. This course will examine the effectiveness of evaluation methods. Attention will be given to the systematic evaluation processes that lead to on-going program improvement.

**NU 625 Nurse Educator: Clinical Specialty I: 3 semester hours**

This course provides additional clinical specialty experiences for nurse educator students. Students in consultation with faculty will determine an area of clinical specialty practice (e.g.; pediatrics, mental health, public health) to complete a minimum of 100 hours of clinical experience. In the clinical setting, students will work collaboratively with the practicing nurse expert to gain knowledge and skills for nursing practice at the expert level. Prerequisite: NU 500, NU 501, NU 503, NU 504.

**NU 626 Nurse Educator: Clinical Specialty II: 3 semester hours**

This course provides additional clinical specialty experiences for nurse educator students after completion of Nurse Educator: Clinical Specialty I course. Students in consultation with faculty will determine an area of clinical specialty practice (e.g.; pediatrics, mental health, public health) to complete a minimum of 100 hours of clinical experience. In the clinical setting, students will work collaboratively with the practicing nurse expert to gain knowledge and skills for nursing practice at the expert level. Prerequisite: NU 500, NU 501, NU 503, NU 504.

**NU 631 Health Advocate: Vulnerable Populations: 3 semester hours**

This course will focus on developing competence in working with multicultural population in society. The overview of culturally diverse communities will give the student the foundation needed to develop health promotion program for specific populations. The influence of social, economic and political inequalities related to healthcare will be examined. An emphasis on community-based, participatory research methods will be included in this course.

**NU 632 Health Advocate: Assessment, Policy Development & Assurance: 3 semester hours**

The core functions of public health will be the focus of this course as students develop competencies in assessment, policy development and assurance. Student will further examine inter-professional collaborations, regulations and program assessment and effectiveness.

**NU 633 Health Advocate: Community Program Planning and Design: 3 semester hours**

The focus of this course is to explore the foundation of different frameworks for public health programs and designs. The four major functions of public health programming will address assessment, development, implementation and evaluation. Students will learn strategies for promoting social change through various methods including marketing techniques and health literacy. Students will develop plans for navigating the healthcare system for themselves as professionals and for clients, families and groups.

**NU 634 Health Advocate: Leadership and Management: 3 semester hours**

In this course students will examine current and emerging leadership and management issues in the role of an advocate for health care, and study strategies to communicate and collaborate with stakeholders in the health care arena. Recognizing that health care is a multifaceted, constantly-changing system, students will explore the role of the health advocacy leader in managing the development, implementation and evaluation of programs that assist populations and clients to promote health and prevent disease.

**NU 641 Nurse Administrator: Leadership & Management in Nursing and Health Care: 3 semester hours**

This course assists the student to develop and use the skills and knowledge of the nurse to lead and manage the care of patient populations. Focus is on role development necessary to meet responsibilities to patients, nursing staff and other healthcare personnel, the organization, and the profession. The transformation of data into information and evidence-based decision-making to develop and change processes to achieve quality patient care outcomes, organizational goals, and regulatory and accreditation standards will be stressed.

**NU 642 Nurse Administrator: Financial & Human Resource Management in Nursing and Health Care: 3 semester hours**

Managing people efficiently, effectively, and ethically is essential to the achievement of population-focused and patient centered, quality, safe, effective and efficient care regardless of the health care organization's size or purpose. Management of non-personnel resources (supplies, equipment, and infrastructure) is also essential to achieving quality and other organizational goals. The emphasis of this course includes: management of human and financial resources, intra- and interdisciplinary collaboration, teamwork, change management, development of employee capabilities, and financial concepts and tools necessary to make effective decisions and achieve organizational goals.

**NU 643 Nurse Administrator: Methods of Quality Management: 3 semester hours**

This course will provide the historical context of quality management and introduce the student to a number of quality management systems including Total Quality Management (TQM), ISO, the National Baldrige Award, Lean and Six Sigma that are currently being implemented in today's organizations. The course will host several guest lecturers from the community who are specialists in quality management. Cross-listed with BN 630.

**NU 644 Nurse Administrator: Organizational Effectiveness: 3 semester hours**

This course introduces students to the basic principles of human behavior and how these principles apply to the management of individuals and groups in organizations. Topics include: individual differences in abilities and attitudes, attribution motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design. Cross listed with BN 500.

**NU 660 Professional Practicum: 3 semester hours**

In collaboration with faculty, students will develop a practicum experience related to their chosen emphasis. An individual project, relevant to the practice setting and role will be completed. Prerequisites: NU 500, NU 501, NU 503, NU 504.

**NU 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline, at the discretion of the Program Director. No more than 2 courses may be taken as independent study by any student. Prerequisite: Permission of the Program Director for Graduate Nursing Programs.

**NU 700 Advanced Practice: Integrative Review & Synthesis: 3 semester hours**

This course reviews the ethical conduct of research in practice. Appropriate literature and evidence will be critiqued and synthesized to support evidence based advanced practice nursing in the clinical setting. Students will identify and describe knowledge, practice gaps, or quality improvement processes that could be implemented in an advanced practice nursing clinical setting. Prerequisite: MSN Degree.

**NU 701 Role Transition in Advanced Practice Nursing: 3 semester hours**

Students will examine the history, progression, and transition into the role of an advanced practice nurse, including association between emotions and behaviors that maximize leadership in the health care delivery system. Students will compare and contrast different quality improvement metrics, patient safety initiatives, and change management concepts applied to role transition in advanced practice nursing. Prerequisite: MSN Degree.

**NU 702 Advanced Practice: DNP Transforming Healthcare: 3 semester hours**

This course applies DNP knowledge, skills and roles to transform healthcare as highlighted by the Institute of Medicine and other health care initiatives. Strategies and tools used in this course will build upon and extend previous learning on interprofessional relationships and transformational science, including quality improvement, change management, project management and project evaluation. In this course, the student will envision and present a transformational approach to improve healthcare. Prerequisite: NU 706 and NU 700.

**NU 703 LEEP: Legal, Ethical, Entrepreneurial, and Policy: 3 semester hours**

This course explores the legal and ethical aspects of advanced practice nursing using local, state and federal rules and regulations. Students will gain entrepreneurial skills and identify strategies to implement emerging and innovative ideas. The course will engage students to participate, lead, and advocate for policy analysis and development. Prerequisite: MSN degree and NU 702.

**NU 704 Advanced Pathophysiology: 3 semester hours**

This course integrates basic and advanced pathophysiology of all body systems, including at the genetic, cellular and organ system levels. Students will focus on acute, chronic and complex illness and disease diagnoses and management across the lifespan. Students will gain an appreciation for the relationship between basic human pathophysiological responses over time and our current national health crisis with chronic illnesses, decreasing lifespan, escalating health care costs, and challenge for quality initiatives. Prerequisite: MSN degree.

**NU 705 Advanced Pharmacology: 3 semester hours**

This course builds on previous pharmacology coursework, pathophysiology, biochemistry, and clinical experience, and explores the information that every prescriber must know. This course will focus on evaluating drug information, guidelines and policies, critically comparing treatment options including cost for given conditions, developing mastery of information on drug categories and key drugs. The student will learn quality initiatives from a pharmacological standpoint and how using leadership skills will help to improve overall care delivery. Prerequisite: NU 704.



**NU 706 Biostatistics for Health Care: 3 semester hours**

This graduate level course will explore and apply the use of statistical methodology in designing, analyzing, interpreting, and presenting biological experiments, observations, and data. The course will cover descriptive statistics, elements of experimental design, probability, hypothesis testing and statistical inference, analysis of variance, correlation, regression techniques, factor analysis, and non-parametric statistical methods. Students will use data from laboratory and field studies. Prerequisite: Undergraduate course in statistics with final grade of C or higher.

**NU 707 Epidemiology: 3 semester hours**

Critical analysis of epidemiological, environmental, and social determinants of health data guide the design and development of population-based care delivery models that improve health and prevent disease. The course includes the concepts and processes of epidemiology with attention to the biostatistics essential to the study and analysis of disease occurrences, risk prediction and impact of disease on populations.

**NU 708 Technology in Health Care: 3 semester hours**

In preparation for health care leadership in rapidly changing, complex health care delivery systems, students will examine and evaluate patient-care technologies, clinical informatics models, electronic based health records, health information technology (HIT), health information exchange (HIE), clinical decision support systems, and of other technology that influences healthcare delivery models, practices, and patient outcomes. Students will identify how data and information systems are utilized to manage and individual and aggregate information, to predict health care risks, support quality improvement methods, and develop evidence for improved health care and outcomes.

**NU 800 Adult & Pediatric I - Primary Care - Populations: 3 semester hours**

This is the first family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care course providing students with content including communication and interaction techniques, growth & development, anticipatory guidance, episodic acute health concerns, evidence-based health promotion & screening, diagnostic testing, pharmacological & non-pharmacological methods, health management, and care coordination. This course also includes content related to women's health, mental & behavioral health, and occupational health. Prerequisites: NU 701, NU 512, NU 703, NU 651, NU 705.

**NU 801 Adult & Pediatric I - Primary Care - Assessment: 3 semester hours**

This family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care health assessment course preparing students to use patient centered interviewing for complete health history assessment, including chief complaint, health history, review of systems, physical assessment of body systems, functional assessment, family history and pedigree, SOAP note documentation, differential diagnoses (including ICD & evaluation and management billing), and plan of care. Course includes didactic and laboratory experiences to learn and demonstrate knowledge, skills and techniques. Prerequisite: NU 800.

**NU 802 Adult & Pediatric I - Primary Care - Clinical: 3 semester hours**

This course provides students with family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care clinical experiences 1:1 with a licensed health care provider preceptor (ARNP, MD, or PA). Students will work collaboratively with preceptor to provide primary wellness and illness health care services. Content from NU800 & NU801 will be applied during the clinical experiences. This course requires a minimum of 150 direct patient care clinical hours. Prerequisite: NU 801.

**NU 803 Adult & Pediatric II - Specialty Care - Populations: 3 semester hours**

This course builds upon knowledge, skills, and experiences gained in Adult & Pediatric I – Primary Care courses (NU 800, NU 801, NU 802) providing students with knowledge regarding complex and/or comorbid acute and chronic health conditions, diagnostic testing, pharmacological & non-pharmacological methods, health management, case management, and care coordination. Prerequisite: NU 802.

**NU 804 Adult & Pediatric II - Specialty Care - Assessment: 3 semester hours**

This course builds upon knowledge, skills, and experiences gained in Adult & Pediatric I – Primary Care courses (NU 800, NU 801, NU 802) and the first Adult & Pediatric II – Specialty Care – Populations. This course prepares students to conduct specific primary care advanced health assessment skills based on body systems and learn to perform primary care FNP skills. Prerequisite: NU 803.

**NU 805 Adult & Pediatric II - Specialty Care - Clinical: 3 semester hours**

This course provides students with family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care clinical experiences 1:1 with a licensed health care provider preceptor (ARNP, MD, or PA). Students will work collaboratively with preceptor to continue providing primary wellness and illness health care services including complex and/or comorbid acute and chronic health conditions. Content from NU 800, NU 801, NU 802, NU 803, & NU 804) will be applied during the clinical experiences. This course requires a minimum of 150 direct patient care clinical hours. Prerequisite: NU 804.

**NU 806 Advanced Clinical III: 3 semester hours**

This clinical course builds the student's proficiency in comprehensive health evaluation and management across the lifespan within the context of family, community, and culture in a primary care setting. Using an evidence-based practice framework, the student focused on transitioning from novice-level FNP towards proficiency. The student will gain fluency in recommending appropriate health promotion/disease prevention and screenings and performance improvement in the assessment and management of most common acute and chronic health conditions. Growth of the student's family nurse practitioner's role and responsibilities in the provision of patient centered, ethical, culturally competent care is a course expectation. Using an evidence-based practice framework and student's self-evaluation of FNP competencies attainment gap analysis, the student focuses is on addressing competency gaps, with support of faculty and the preceptor, in the clinical experience while transitioning to program completion. Prerequisite: NU 805.

**NU 807 Advanced Clinical IV: 3 semester hours**

This final clinical course builds on the student's FNP practice achievements in focused, expanded, detailed, and comprehensive health evaluation across the lifespan within the context of family, community, and culture in a primary care setting. The student will utilize a NU806 self-assessment of FNP competency attainment and self-direct needed areas of practice to close any learning gaps. The students will demonstrate a deeper comprehension of advanced pathophysiology and pharmacologic knowledge according to professional standards of care across the lifespan in primary health care clinical settings. Continued growth of the student's family nurse practitioner's role and responsibilities in the provision of patient centered, ethical, culturally competent care is a course expectation. Prerequisite: NU 806.

**NU 890 Innovation & Change for Future: DNP Clinical Practice Project: 3 semester hours**

This course will guide a student through the process of defining, implementing, evaluating and disseminating a scholarly clinical DNP Project. This 1-credit course is required three times throughout the DNP and DNP-FNP Programs. The student and DNP Project Chair to collaborate to enact the DNP Project with the student to serve as leader, under the direction of the DNP Project Chair. The ongoing progression and final outcome of this course is related to innovation, quality improvement, evidence-based practice, health care system changes, or aggregate health improvements. Students will disseminate project findings through presentations and written assignments prior to graduation. Prerequisite: NU 702.

**NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation: 1 semester hour**

This DNP Project continuation course is required if a DNP student is not able to successfully complete their DNP Project by the end of NU892. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in NU893. Students are required to be continuously enrolled (fall, spring, summer) in NU893 until the DNP Project has been successfully completed. Students have three years to complete their DNP Project once enrolling in NU893. Students will disseminate project findings through presentations and written assignments prior to graduation. This section is for students who do not complete the project through NU 890, NU 891, and NU 892. Prerequisite: NU 892.

## Master of Science in Supply Chain Management

Our world is a constant flow of supply and demand. Supply chain management is the act of integrating procurement, manufacturing and logistics processes to ensure goods and services are available to customers. This program will also cover managing the flow of materials, finances, information and labor from product or service design to customer delivery, and emphasizing quality and efficiency throughout the process.

\*This program is not accepting new students for Fall 2025.\*

### master of science in supply chain management

BN 500	Organizational Effectiveness	4
BN 510	Operations Management	3
BN 576	Global Supply Chain Management	3
BN 577	Supply Chain Strategy & Customer Value	3
BN 578	Supply Chain Technology & Product Innovation	3

BN 579	Supply Chain Analytics	3
BN 617	Supply Chain Planning & Control	3
BN 618	Supply Chain Distribution	3
BN 652	Supply Chain Business Analysis	3
LS 640	Systems Thinking and Growth Mindset	3

**Total Hours** 31

### Courses

**BN 500 Organizational Effectiveness: 4 semester hours**

This course introduces students to the basic principles of human behavior and how these principles apply to the management of individuals and groups in organizations. Topics include: individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design.

**BN 510 Operations Management: 3 semester hours**

This course focuses on managerial issues in manufacturing including project management, PERT, critical path analysis, and time-cost models. The major operations management issues are quality management and control, capacity management, plant location, layout and design, production planning and scheduling, supply chain management, and inventory management. Prerequisite: BA 505 Statistics for Managerial Decision Making.

**BN 520 Communicating Virtually: 3 semester hours**

By understanding the right channel to deliver communication, one can influence the richness and scope of the message. Students will explore tools and technology to enhance the virtual communication process.

**BN 525 Leading A Remote Workforce: 3 semester hours**

Work dynamics change when coworkers no longer connect in person. Leaders need to know how to lead in a virtual environment. Students will analyze leadership knowledge, skills, and abilities necessary to achieve organizational outcomes at a distance.

**BN 530 Remote Workforce Management: 3 semester hours**

Organizational policies, procedures, and standards need to adjust to a remote workforce that mirror the desired culture. The locations of the organization and employees drive cultural norms and the standards in which the remote workforce follows. This course takes an in-depth look at how working remotely affects the desired culture of an organization.

**BN 560 Budgeting and Forecasting: 3 semester hours**

This course examines the entire budgeting process from start to finish, including how to create a disciplined culture of budgeting in an organization, the various methods for building budgets, techniques to analyze results, and how to increase the chances of organizational performance improvements.

**BN 570 Exploratory Learning: 3 semester hours**

This course is designed as "learning by doing," ... a process in which students explore their strengths while learning new things while identifying skills, attitudes, and behaviors required to improve overall performance. Applying knowledge will be gained through hands-on experiences (internships, externships, apprenticeships) involving employers, business leaders, non-profit involvement, and project assignments.

**BN 575 Principles of Supply Chain Management: 3 semester hours**

This course as an elective will focus on developing sustainable supply chain solutions that provide the best TCO (Total Cost of Ownership) in the industrial, consumer and service business sectors. The course provides an overview of the topic for students in degree programs other than Supply Chain Management, equipping them to analyze and evaluate the quality of supply chain management in any organization, as well as, develop critical thinking skills to assure that the management of the supply chain is deeply integrated into every aspect of business.

**BN 576 Global Supply Chain Management: 3 semester hours**

This course discusses the subject of global supply chain management and prepares students for careers in the field of supply chain management. This Global Supply Chain Management course discusses emerging issues in orchestrating a supply chain across borders for competitive success. It studies the roles of global economies, politics, infrastructure and competence in the context of supply chain management.

**BN 577 Supply Chain Strategy & Customer Value: 3 semester hours**

This focuses on developing sustainable supply chain solutions that provide the best TCO (Total Cost of Ownership) in the industrial, consumer and service business sectors. This course will introduce students to a strategic view of Supply Chain Management, how it is used to enhance customer value, and will equip them to analyze and evaluate the quality of supply chain management in any organization, as well as develop the critical thinking skills to assure that the strategic management of the supply chain is deeply integrated into every aspect of business.

**BN 578 Supply Chain Technology & Product Innovation: 3 semester hours**

Applying a preventative thought process to the supply chain demonstrates the importance of guiding new product innovation through the use of the most up to date supply chain technology in order to provide the end customer with a product that they value highly. The application of collaborative design methods, data analysis techniques with regard to design form/fit/function and the ability of a supplier to provide the best possible solution meeting a customer's needs is a necessary part of the product innovation process in today's product development world.

**BN 579 Supply Chain Analytics: 3 semester hours**

Making good decisions requires the ability to analyze data in straightforward, direct ways that produce high integrity results. This course requires students to apply the decision support models that are most frequently used in supply chain applications. Quantitative and statistical methods for decision making, hypothesis testing, regression and correlation analysis, forecasting, linear programming, and decision analysis will be explored. Specific case studies requiring data modeling and analysis will be used to demonstrate the use of the tools presented, requiring students to apply the tool correctly, not simply learn about it.

**BN 582 Corporate Social Responsibility: 3 semester hours**

Triple bottom line (people, planet, profit) concepts will be examined in this course. Students will explore the psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. While using systems thinking students will study how and why leaders implement innovation, collaborate to solve local and global sustainability challenges and face outsourcing, poverty and human rights, globally. Students will have the opportunity to research Blue Zone programs sustainability.

**BN 585 Organizational Change: 3 semester hours**

In today's competitive global economy, managing change effectively is more important than ever. People are the common denominator of organization endeavor, regardless of the organizations' size or purpose. The course will explore how leaders can effect change. Special emphasis will be placed on the nature of change, resistance to change and strategies to overcome resistance.

**BN 599 Special Topics in Business: 3 semester hours**

This course will be offered as an elective to address special topics in business that Mount Mercy University does not currently offer. Topics may include: change management, organizational psychology, upper echelon of leadership, diversity and discrimination, crisis management, or other advanced studies in business. Students may complete more than one special topics course for elective credit.

**BN 600 Strategic Human Resource Management: 3 semester hours**

Global competition combined with the transition to a knowledge-based economy requires organizations to take an integrated, strategic approach to preparing a workforce that can meet the business demands of the future. This course focuses on the history and changes in human resources, understanding business strategies and devising HR practices to support them, identifying how organizations gain sustainable competitive advantage through effective human resource strategies, and how workforce diversity and globalization is capable of enhancing an organization's human talent to drive successful business results. Particular focus will be given to measuring human resource outcomes and the integration with overall business strategy.

**BN 601 Talent Development: 3 semester hours**

The course's focus is to develop advanced skills in identifying and measuring employee performance and determining what training opportunities are best for the workplace. The course will instruct individuals how to apply a systematic process of discovering and analyzing human performance gaps, plans for future improvements in performance, design and develop cost-effective and ethical solutions to close the gaps.

**BN 602 Employment Law: 3 semester hours**

The focus of this course is to develop advanced skills and understanding aspects of the law that impact human capital in the workplace. This is an ever changing topic and will be imperative for businesses to stay abreast on the legal aspects of managing people.

**BN 603 Total Rewards Systems: 3 semester hours**

Understanding compensation and benefits as part of an organization's rewards system is critical for today's human resource professionals and managers. Often these costs are the most significant budget line item to an organization. The practices surrounding compensation and benefits are constantly changing and without a solid understanding of this facet of management, managers could make decisions that would possibly incur unnecessary costs to the organization. This course includes tools that are needed to make quality, educated decisions and requires students to apply their learning to evaluate and implement compensation and benefit programs inside their organizations. Prerequisite: BN 600.

**BN 608 Coaching Skills for Leaders: 3 semester hours**

In this course, students will develop skills and knowledge to assist them to be effective coaches in the organizational environment. An extra fee is charged for this course. Prerequisite: BN500 or approval of the MSL program director.

**BN 610 Quantitative Modeling For Decision Making: 3 semester hours**

This course is a survey of statistical and mathematical programming models and their applications in business and management. These techniques include statistical distributions, multiple regression, linear and Integer Programming, Network Models, and transportation and assignment method, Game Theory, Decision Theory, Queuing and Goal Programming.

**BN 617 Supply Chain Planning & Control: 3 semester hours**

Supply Chain Planning and Control allows an organization to most efficiently and effectively plan their operations, while optimizing inventory levels and maximizing output to satisfy actual customer demand. This class focuses on all of the steps, techniques, processes, calculations, etc. involved in transitioning from the highest-level aggregate plan to providing the most timely and lowest cost detailed customer delivery results. A majority (no more than three remaining) of the SCM classes should be taken prior to taking this course.

**BN 618 Supply Chain Distribution: 3 semester hours**

Supply chain Distribution is the methods used to get products to your customers. Advantages of a well-tuned distribution network include: reduced delivery cycle times, lower inventories and resulting increased cash flow, lower costs and higher quality to delivery performance, etc. The choice of the distribution channel, and the performance of the partners operating the distribution mechanics, go a long way towards improving the perception of your organization's performance in the eyes of your customer.

**BN 620 Principles of Project Management: 3 semester hours**

Effective management of a project is a skill many (if not all) MBA students will need to have at some time during their professional career. The goal of this course is to give students the effective tools and knowledge to accomplish this successfully. Students will learn how projects get started, how to successfully manage a project and its resources, and how organizations select the "right" project to work on.

**BN 625 Sustainability & Growth: 3 semester hours**

This course is a survey of environmental economics and management. The course covers economic theories and management practices that balance short and medium term commercial gain against the long term goals of preserving natural resources and productive capacity. Economic topics include externality theory, regulation economics and the evaluation of public policy. Management topics include sustainable growth policies and practices, product and process design and the impact of corporate practices on consumers and communities. The course will address local, national and global impacts of government public policy and corporate environmental practices.

**BN 630 Methods of Quality Management: 3 semester hours**

This course as an elective will provide the historical context of quality management and introduce the student to a number of quality management systems including Total Quality Management (TQM), ISO, the National Baldrige Award, Lean and Six Sigma that are currently being implemented in today's organizations. The course will host several guest lecturers from the community who are specialists in quality management.

**BN 635 Leadership Foundations: 3 semester hours**

The focus of the course is to provide a review of Leadership theories both from an historical perspective and the current day leadership styles that have evolved over the decades since the Industrial Revolution. The course will include the opportunity for students to self-assess, develop and create their own leadership style.

**BN 645 Quality Practices in the Global Marketplace: 3 semester hours**

With the ever-increasing activity in selling goods and services internationally, the increasing demand and sophistication of customers has practically forced companies to embrace total quality programs as a means of competitive advantage in pricing, service and performance. This course thoroughly examines how total quality applications are most effectively utilized to drive organizational sustainability while competing in and international marketplace. Prerequisite: BN 630.

**BN 650 Business Capstone: 3 semester hours**

The Business Capstone course will give students the opportunity as individuals to conduct an organizational assessment of an organization. The students will also work in small teams to specifically frame and analyze an area of concern suggested by an organization utilizing their learning from the MBA curriculum. Prerequisites: 9 of core classes must be complete before enrolling in this course.

**BN 652 Supply Chain Business Analysis: 3 semester hours**

This class is intended to be the drawing together of knowledge from all other SCM classes into a final, overall study of the impact of the value of the supply chain from raw materials through final customer support. The primary output from the class will be a report and presentation developed throughout the course providing a detailed analysis of a companies of choice selected by teams of students in the class. A majority (no more than three remaining) of the SCM classes should be taken prior to taking this course.

**BN 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline. No more than 2 courses may be taken as independent study by any student.

## Master of Strategic Leadership

The Master of Strategic Leadership program is designed for leaders with a growth mindset who would like to add higher level competencies



to the skills most desired in organizations today. Focusing on relationship, leadership and strategic thinking this program will help you drive collaboration and purpose, making you the adaptive leader of the future. Students can take coursework in any of the following formats: face-to-face or live/online.

The block format allows students to complete the program in less than 18 months, while maintaining full-time employment. Courses are offered in both 5 and 10 week blocks and meet one night a week. In the 5 week format, more assignments/coursework is required for the student to complete outside of the classroom.

## Degree Requirements

### CORE REQUIREMENTS

BN 500	Organizational Effectiveness	4
BN 600	Strategic Human Resource Management	3
LS 618	Decision Making for Leaders	3
LS 620	Collaborative & Virtual Teams	3
LS 635	Leadership Foundations	3
LS 640	Systems Thinking and Growth Mindset	3
LS 645	Organizational Communication	3
LS 655	MSL Capstone	3
<b>Total Hours</b>		<b>25</b>

### STRATEGIC LEADERSHIP EMPHASIS ELECTIVES

Select 3 of the following: 9

BA 500	Legal Environment Of Management	
BA 503	Commercial Law	
BA 510	The Global Business Environment	
BA 610	Entrepreneurial Endeavors	
BA 640	International Business Strategy & Culture	
BN 575	Principles of Supply Chain Management	
BN 585	Organizational Change	
BN 601	Talent Development	
BN 602	Employment Law	
BN 603	Total Rewards Systems	
BN 620	Principles of Project Management	
BN 625	Sustainability & Growth	
BN 630	Methods of Quality Management	
EC 590	Labor Economics	
LS 599	Special Topics in Leadership	
LS 608	Coaching Skills for Leaders	
LS 628	Conflict Resolution	

### HEALTH CARE ADMINISTRATION EMPHASIS

BA 505	Statistics for Managerial Decision Making	3
HS 509	Analysis and Application of Health Insurance	3
HS 520	Health Care Law, Regulations, and Compliance	3
HS 630	Financial Issues in Health in Healthcare Organizations	3
HS 615	Health Care Informatics	3
<b>Total Hours</b>		<b>15</b>

## HUMAN RESOURCES EMPHASIS

BN 510	Operations Management	3
BN 601	Talent Development	3
BN 602	Employment Law	3
BN 603	Total Rewards Systems	3
LS 628	Conflict Resolution	3

**Total Hours** 15

## Doctor of Nursing Practice

### FNP-DNP

Nurses will acquire advanced knowledge and skills in nursing practice and processes in order to practice as a nurse practitioner. Students will reflect and act on the impact advanced practice nursing has on the health care delivery system and the lives of clients and communities.

Graduates will be prepared to take the family nurse practitioner certification exam and then provide primary care and expertise in the holistic care of all populations.

### DNP

Nurse Practitioners of any specialty will acquire doctoral skills both in the classroom and as they develop and implement a quality, practice, outcomes, or systems improvement initiative in the hospital, clinic or community.

See the MSN section (p. 310) of this *Catalog* for more information on the Master of Science in Nursing.

### Post Master's to DNP Nurse Practitioner<sup>1</sup>

### DNP-FNP curriculum for students who are not a certified nurse practitioner.

NU 700	Advanced Practice: Integrative Review & Synthesis	3
NU 701	Role Transition in Advanced Practice Nursing	3
NU 702	Advanced Practice: DNP Transforming Healthcare	3
NU 703	LEEP: Legal, Ethical, Entrepreneurial, and Policy	3
NU 704	Advanced Pathophysiology	3
NU 705	Advanced Pharmacology	3
NU 706	Biostatistics for Health Care	3
NU 707	Epidemiology	3
NU 708	Technology in Health Care	3
NU 800	Adult & Pediatric I - Primary Care - Populations	3
NU 801	Adult & Pediatric I - Primary Care - Assessment	3
NU 802	Adult & Pediatric I - Primary Care - Clinical	3
NU 803	Adult & Pediatric II - Specialty Care - Populations	3
NU 804	Adult & Pediatric II - Specialty Care - Assessment	3
NU 805	Adult & Pediatric II - Specialty Care - Clinical	3
NU 806	Advanced Clinical III	3
NU 807	Advanced Clinical IV	3
Clinical Practice Project		6
NU 890	Innovation & Change for Future: DNP Clinical Practice Project	
<b>Total Hours</b>		<b>57</b>

## DNP Advanced Practice <sup>2</sup>

### DNP curriculum for students who are certified as a nurse practitioner (in any area of specialty). \*

NU 700	Advanced Practice: Integrative Review & Synthesis	3
NU 701	Role Transition in Advanced Practice Nursing	3
NU 702	Advanced Practice: DNP Transforming Healthcare	3
NU 703	LEEP: Legal, Ethical, Entrepreneurial, and Policy	3
NU 706	Biostatistics for Health Care	3
NU 707	Epidemiology	3
NU 708	Technology in Health Care	3
Electives - Any course above NU 500		6
Clinical Practice Project		6
NU 890	Innovation & Change for Future: DNP Clinical Practice Project	
<b>Total Hours</b>		<b>33</b>

\* Student must also take NU 706 Biostatistics for Health Care if a graduate level statistics course was not completed prior to admission.

<sup>1</sup> Listed on transcript as Primary Care - Family Nurse Practitioner

<sup>2</sup> Listed on transcript as Doctor of Nursing Practice

## Academic Requirements

- All courses must be passed with a grade of "B-" or higher.
- May only have 1 "Incomplete" (I) grade at any given time.

## Courses

### **NU 500 Research I: Theory & Critique: 3 semester hours**

This course will examine the theoretical and scientific foundations of nursing. A thorough understanding of these foundations will be the basis for further development of knowledge in evidence-based practice and research. The processes for evaluation, translating and utilizing research will be emphasized.

### **NU 501 Health Care: Systems Thinking and Organizations: 3 semester hours**

This course prepares leaders to develop skills in systems thinking and systems organization in rapidly changing, complex healthcare delivery systems. Students will examine concepts that define systems, influence policy, measure the effectiveness of care, and evaluate technology. A comparison of healthcare systems throughout the world will consider financial, technological and global issues.

### **NU 503 Health Promotion/Disease Prevention: 3 semester hours**

This course establishes the foundation for the unique focus on Health Promotion and Disease Prevention in the master's degree curriculum. Students will focus on the concepts of health promotion and disease prevention that minimize the need for restoration of health. Through an understanding of clinical prevention and population health, students will examine the issues and interventions that promote health in individuals, families and communities.

### **NU 504 Professional Role and Skill Development: 3 semester hours**

This course will examine the development of the professional role of the master's degree prepared nurse in a variety of practice settings focusing on ethical, evidence-based decision making; population health improvement; quality improvement and safety management; expert clinical practice; and intra-and inter-professional teamwork. Knowledge and skill development will include health assessment, ethical decision-making, evidence-based decision-making, population health management, quality and safety improvement, and teamwork.

### **NU 511 Advanced Integrated Physical Assessment, Pathophysiology, & Pharmacology: 3 semester hours**

This course uses a systematic in-depth process to review physical assessment, pathophysiology, and pharmacology of human body systems. Students will explore and integrate knowledge of evidence based, collaborative prevention and condition management therapies to ensure safe, effective, quality patient-centered care. Students will develop and utilize best-evidence assessment and condition management information for teaching/learning practices used to care for and educate others.

### **NU 513 Environmental Health: 3 semester hours**

This course will offer students the opportunity to study the influence of environmental forces on the health of individuals, populations and communities. Students will explore the impact of governmental controlling agencies, community services and individual responses to the environment on a local, national and international level. Specific environmental factors will be examined for their impact on specific diseases and conditions. The research evidence-base for studying the environment will be emphasized.

### **NU 514 Global/International Health: 3 semester hours**

This course will examine the concepts and context of global/international health. An exploration of the historical development of international health will be included as will opportunities for students to study the problems that exist and the forces that influence healthcare in the international community. The collaboration of governmental and non-governmental organizations and populations will be studied as students examine specific health problems, systems and solutions.

### **NU 621 Nurse Educator: Roles and Responsibilities: 3 semester hours**

This course assists the student to develop and use the skills and knowledge of the nurse educator. Focus will be on role development with attention to self-development and role responsibilities to oneself, the students, the institution, and the profession. The role of regulatory bodies and accreditation will be examined.

### **NU 622 Nurse Educator: Curriculum & Instructional Design: 3 semester hours**

A variety of learning theories and conceptual frameworks relating to curriculum and instructional design will be explored. Students will investigate the process of curriculum development, program evaluation, regulatory and accreditation standards, and trends at the professional and community level.

**NU 623 Nurse Educator: Teaching/Learning Strategies: 3 semester hours**

This course assists student to develop strategies for teaching nursing in the classroom and clinical settings. In addition to learning to assess students' learning styles, content will include classroom assessment, planning, organizing, presenting and evaluating teaching/learning experiences. The focus is on best practices and evidence-based strategies to promote various learning styles and create an active learning environment for diverse student populations. Strategies will address basic and continuing nursing education.

**NU 624 Nurse Educator: Assessment and Evaluation: 3 semester hours**

Recognizing that assessment and evaluation are essential to understanding the value and worth of teaching/learning in nursing education, faculty must be familiar with the foundations of evaluation. Evaluation of nursing education programs, courses and individual learner requires knowledge of the focus, design, tools and dissemination of outcome data. This course will examine the effectiveness of evaluation methods. Attention will be given to the systematic evaluation processes that lead to on-going program improvement.

**NU 625 Nurse Educator: Clinical Specialty I: 3 semester hours**

This course provides additional clinical specialty experiences for nurse educator students. Students in consultation with faculty will determine an area of clinical specialty practice (e.g.; pediatrics, mental health, public health) to complete a minimum of 100 hours of clinical experience. In the clinical setting, students will work collaboratively with the practicing nurse expert to gain knowledge and skills for nursing practice at the expert level. Prerequisite: NU 500, NU 501, NU 503, NU 504.

**NU 626 Nurse Educator: Clinical Specialty II: 3 semester hours**

This course provides additional clinical specialty experiences for nurse educator students after completion of Nurse Educator: Clinical Specialty I course. Students in consultation with faculty will determine an area of clinical specialty practice (e.g.; pediatrics, mental health, public health) to complete a minimum of 100 hours of clinical experience. In the clinical setting, students will work collaboratively with the practicing nurse expert to gain knowledge and skills for nursing practice at the expert level. Prerequisite: NU 500, NU 501, NU 503, NU 504.

**NU 631 Health Advocate: Vulnerable Populations: 3 semester hours**

This course will focus on developing competence in working with multicultural population in society. The overview of culturally diverse communities will give the student the foundation needed to develop health promotion program for specific populations. The influence of social, economic and political inequalities related to healthcare will be examined. An emphasis on community-based, participatory research methods will be included in this course.

**NU 632 Health Advocate: Assessment, Policy Development & Assurance: 3 semester hours**

The core functions of public health will be the focus of this course as students develop competencies in assessment, policy development and assurance. Student will further examine inter-professional collaborations, regulations and program assessment and effectiveness.

**NU 633 Health Advocate: Community Program Planning and Design: 3 semester hours**

The focus of this course is to explore the foundation of different frameworks for public health programs and designs. The four major functions of public health programming will address assessment, development, implementation and evaluation. Students will learn strategies for promoting social change through various methods including marketing techniques and health literacy. Students will develop plans for navigating the healthcare system for themselves as professionals and for clients, families and groups.

**NU 634 Health Advocate: Leadership and Management: 3 semester hours**

In this course students will examine current and emerging leadership and management issues in the role of an advocate for health care, and study strategies to communicate and collaborate with stakeholders in the health care arena. Recognizing that health care is a multifaceted, constantly-changing system, students will explore the role of the health advocacy leader in managing the development, implementation and evaluation of programs that assist populations and clients to promote health and prevent disease.

**NU 641 Nurse Administrator: Leadership & Management in Nursing and Health Care: 3 semester hours**

This course assists the student to develop and use the skills and knowledge of the nurse to lead and manage the care of patient populations. Focus is on role development necessary to meet responsibilities to patients, nursing staff and other healthcare personnel, the organization, and the profession. The transformation of data into information and evidence-based decision-making to develop and change processes to achieve quality patient care outcomes, organizational goals, and regulatory and accreditation standards will be stressed.

**NU 642 Nurse Administrator: Financial & Human Resource Management in Nursing and Health Care: 3 semester hours**

Managing people efficiently, effectively, and ethically is essential to the achievement of population-focused and patient centered, quality, safe, effective and efficient care regardless of the health care organization's size or purpose. Management of non-personnel resources (supplies, equipment, and infrastructure) is also essential to achieving quality and other organizational goals. The emphasis of this course includes: management of human and financial resources, intra- and interdisciplinary collaboration, teamwork, change management, development of employee capabilities, and financial concepts and tools necessary to make effective decisions and achieve organizational goals.

**NU 643 Nurse Administrator: Methods of Quality Management: 3 semester hours**

This course will provide the historical context of quality management and introduce the student to a number of quality management systems including Total Quality Management (TQM), ISO, the National Baldrige Award, Lean and Six Sigma that are currently being implemented in today's organizations. The course will host several guest lecturers from the community who are specialists in quality management. Cross-listed with BN 630.

**NU 644 Nurse Administrator: Organizational Effectiveness: 3 semester hours**

This course introduces students to the basic principles of human behavior and how these principles apply to the management of individuals and groups in organizations. Topics include: individual differences in abilities and attitudes, attribution motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design. Cross listed with BN 500.

**NU 660 Professional Practicum: 3 semester hours**

In collaboration with faculty, students will develop a practicum experience related to their chosen emphasis. An individual project, relevant to the practice setting and role will be completed. Prerequisites: NU 500, NU 501, NU 503, NU 504.

**NU 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline, at the discretion of the Program Director. No more than 2 courses may be taken as independent study by any student. Prerequisite: Permission of the Program Director for Graduate Nursing Programs.

**NU 700 Advanced Practice: Integrative Review & Synthesis: 3 semester hours**

This course reviews the ethical conduct of research in practice. Appropriate literature and evidence will be critiqued and synthesized to support evidence based advanced practice nursing in the clinical setting. Students will identify and describe knowledge, practice gaps, or quality improvement processes that could be implemented in an advanced practice nursing clinical setting. Prerequisite: MSN Degree.

**NU 701 Role Transition in Advanced Practice Nursing: 3 semester hours**

Students will examine the history, progression, and transition into the role of an advanced practice nurse, including association between emotions and behaviors that maximize leadership in the health care delivery system. Students will compare and contrast different quality improvement metrics, patient safety initiatives, and change management concepts applied to role transition in advanced practice nursing. Prerequisite: MSN Degree.

**NU 702 Advanced Practice: DNP Transforming Healthcare: 3 semester hours**

This course applies DNP knowledge, skills and roles to transform healthcare as highlighted by the Institute of Medicine and other health care initiatives. Strategies and tools used in this course will build upon and extend previous learning on interprofessional relationships and transformational science, including quality improvement, change management, project management and project evaluation. In this course, the student will envision and present a transformational approach to improve healthcare. Prerequisite: NU 706 and NU 700.

**NU 703 LEEP: Legal, Ethical, Entrepreneurial, and Policy: 3 semester hours**

This course explores the legal and ethical aspects of advanced practice nursing using local, state and federal rules and regulations. Students will gain entrepreneurial skills and identify strategies to implement emerging and innovative ideas. The course will engage students to participate, lead, and advocate for policy analysis and development. Prerequisite: MSN degree and NU 702.

**NU 704 Advanced Pathophysiology: 3 semester hours**

This course integrates basic and advanced pathophysiology of all body systems, including at the genetic, cellular and organ system levels. Students will focus on acute, chronic and complex illness and disease diagnoses and management across the lifespan. Students will gain an appreciation for the relationship between basic human pathophysiological responses over time and our current national health crisis with chronic illnesses, decreasing lifespan, escalating health care costs, and challenge for quality initiatives. Prerequisite: MSN degree.

**NU 705 Advanced Pharmacology: 3 semester hours**

This course builds on previous pharmacology coursework, pathophysiology, biochemistry, and clinical experience, and explores the information that every prescriber must know. This course will focus on evaluating drug information, guidelines and policies, critically comparing treatment options including cost for given conditions, developing mastery of information on drug categories and key drugs. The student will learn quality initiatives from a pharmacological standpoint and how using leadership skills will help to improve overall care delivery. Prerequisite: NU 704.

**NU 706 Biostatistics for Health Care: 3 semester hours**

This graduate level course will explore and apply the use of statistical methodology in designing, analyzing, interpreting, and presenting biological experiments, observations, and data. The course will cover descriptive statistics, elements of experimental design, probability, hypothesis testing and statistical inference, analysis of variance, correlation, regression techniques, factor analysis, and non-parametric statistical methods. Students will use data from laboratory and field studies. Prerequisite: Undergraduate course in statistics with final grade of C or higher.

**NU 707 Epidemiology: 3 semester hours**

Critical analysis of epidemiological, environmental, and social determinants of health data guide the design and development of population-based care delivery models that improve health and prevent disease. The course includes the concepts and processes of epidemiology with attention to the biostatistics essential to the study and analysis of disease occurrences, risk prediction and impact of disease on populations.

**NU 708 Technology in Health Care: 3 semester hours**

In preparation for health care leadership in rapidly changing, complex health care delivery systems, students will examine and evaluate patient-care technologies, clinical informatics models, electronic based health records, health information technology (HIT), health information exchange (HIE), clinical decision support systems, and of other technology that influences healthcare delivery models, practices, and patient outcomes. Students will identify how data and information systems are utilized to manage and individual and aggregate information, to predict health care risks, support quality improvement methods, and develop evidence for improved health care and outcomes.



**NU 800 Adult & Pediatric I - Primary Care - Populations: 3 semester hours**

This is the first family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care course providing students with content including communication and interaction techniques, growth & development, anticipatory guidance, episodic acute health concerns, evidence-based health promotion & screening, diagnostic testing, pharmacological & non-pharmacological methods, health management, and care coordination. This course also includes content related to women's health, mental & behavioral health, and occupational health. Prerequisites: NU 701, NU 512, NU 703, NU 651, NU 705.

**NU 801 Adult & Pediatric I - Primary Care - Assessment: 3 semester hours**

This family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care health assessment course preparing students to use patient centered interviewing for complete health history assessment, including chief complaint, health history, review of systems, physical assessment of body systems, functional assessment, family history and pedigree, SOAP note documentation, differential diagnoses (including ICD & evaluation and management billing), and plan of care. Course includes didactic and laboratory experiences to learn and demonstrate knowledge, skills and techniques. Prerequisite: NU 800.

**NU 802 Adult & Pediatric I - Primary Care - Clinical: 3 semester hours**

This course provides students with family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care clinical experiences 1:1 with a licensed health care provider preceptor (ARNP, MD, or PA). Students will work collaboratively with preceptor to provide primary wellness and illness health care services. Content from NU800 & NU801 will be applied during the clinical experiences. This course requires a minimum of 150 direct patient care clinical hours. Prerequisite: NU 801.

**NU 803 Adult & Pediatric II - Specialty Care - Populations: 3 semester hours**

This course builds upon knowledge, skills, and experiences gained in Adult & Pediatric I – Primary Care courses (NU 800, NU 801, NU 802) providing students with knowledge regarding complex and/or comorbid acute and chronic health conditions, diagnostic testing, pharmacological & non-pharmacological methods, health management, case management, and care coordination. Prerequisite: NU 802.

**NU 804 Adult & Pediatric II - Specialty Care - Assessment: 3 semester hours**

This course builds upon knowledge, skills, and experiences gained in Adult & Pediatric I – Primary Care courses (NU 800, NU 801, NU 802) and the first Adult & Pediatric II – Specialty Care – Populations. This course prepares students to conduct specific primary care advanced health assessment skills based on body systems and learn to perform primary care FNP skills. Prerequisite: NU 803.

**NU 805 Adult & Pediatric II - Specialty Care - Clinical: 3 semester hours**

This course provides students with family nurse practitioner (infant, pediatric, adolescents, adults and aging adult) primary care clinical experiences 1:1 with a licensed health care provider preceptor (ARNP, MD, or PA). Students will work collaboratively with preceptor to continue providing primary wellness and illness health care services including complex and/or comorbid acute and chronic health conditions. Content from NU 800, NU 801, NU 802, NU 803, & NU 804) will be applied during the clinical experiences. This course requires a minimum of 150 direct patient care clinical hours. Prerequisite: NU 804.

**NU 806 Advanced Clinical III: 3 semester hours**

This clinical course builds the student's proficiency in comprehensive health evaluation and management across the lifespan within the context of family, community, and culture in a primary care setting. Using an evidence-based practice framework, the student focused on transitioning from novice-level FNP towards proficiency. The student will gain fluency in recommending appropriate health promotion/disease prevention and screenings and performance improvement in the assessment and management of most common acute and chronic health conditions. Growth of the student's family nurse practitioner's role and responsibilities in the provision of patient centered, ethical, culturally competent care is a course expectation. Using an evidence-based practice framework and student's self-evaluation of FNP competencies attainment gap analysis, the student focuses is on addressing competency gaps, with support of faculty and the preceptor, in the clinical experience while transitioning to program completion. Prerequisite: NU 805.

**NU 807 Advanced Clinical IV: 3 semester hours**

This final clinical course builds on the student's FNP practice achievements in focused, expanded, detailed, and comprehensive health evaluation across the lifespan within the context of family, community, and culture in a primary care setting. The student will utilize a NU806 self-assessment of FNP competency attainment and self-directed needed areas of practice to close any learning gaps. The students will demonstrate a deeper comprehension of advanced pathophysiology and pharmacologic knowledge according to professional standards of care across the lifespan in primary health care clinical settings. Continued growth of the student's family nurse practitioner's role and responsibilities in the provision of patient centered, ethical, culturally competent care is a course expectation. Prerequisite: NU 806.

**NU 890 Innovation & Change for Future: DNP Clinical Practice Project: 3 semester hours**

This course will guide a student through the process of defining, implementing, evaluating and disseminating a scholarly clinical DNP Project. This 1-credit course is required three times throughout the DNP and DNP-FNP Programs. The student and DNP Project Chair to collaborate to enact the DNP Project with the student to serve as leader, under the direction of the DNP Project Chair The ongoing progression and final outcome of this course is related to innovation, quality improvement, evidence-based practice, health care system changes, or aggregate health improvements. Students will disseminate project findings through presentations and written assignments prior to graduation. Prerequisite: NU 702.

### **NU 893 Innovation & Change for Future: DNP Clinical Practice Project Continuation: 1 semester hour**

This DNP Project continuation course is required if a DNP student is not able to successfully complete their DNP Project by the end of NU892. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in NU893. Students are required to be continuously enrolled (fall, spring, summer) in NU893 until the DNP Project has been successfully completed. Students have three years to complete their DNP Project once enrolling in NU893. Students will disseminate project findings through presentations and written assignments prior to graduation. This section is for students who do not complete the project through NU 890, NU 891, and NU 892. Prerequisite: NU 892.

## **Doctor of Philosophy in Marriage and Family Therapy**

The MFT doctoral program is a unique program offering one of a kind specializations within a curriculum designed to enhance the theoretical knowledge and advanced practice of MFT. The program is designed to resemble the old fashioned apprentice model, where individuals were able to work alongside of a master craftsman to be nurtured and mentored to improve their talents and skills. Specializations in working with couples, developing and enhancing business and leadership skills and integrating psychophysiological knowledge and interventions provide students with a one of a kind learning experience.

MF 704	Advanced Family Systems	3
MF 718	Advanced Models of MFT	3
MF 740	Advanced Research Methods I	3
MF 755	Advanced Spirituality and the Family	3
MF 769	Advanced Ethics and Professional Issues in MFT	3
MF 782	Advanced Models of Couples Therapy	3
MF 840	Advanced Research Methods II	3
MF 890	Internship I	4
MF 891	Internship II	4
MF 892	Internship III	4
MF 895	Dissertation	11
MF 897	Dissertation Defense	1

**Choose five courses from this list. Four courses must be from one specialization and one course must be from a different specialization.**

#### **Leadership & Social Justice**

MF 750	Professional and Community Leadership in MFT
MF 760	Gender Affirming Couple and Family Therapy
MF 802	Advanced Cross Cultural Families
MF 811	Mental Health Public Policy

#### **Couples**

MF 760	Gender Affirming Couple and Family Therapy
MF 820	Communication Processes in Couples
MF 822	Attachment and Differentiation in Couple Therapy
MF 823	Couples in Crisis

#### **Neuroscience & Medical Family Therapy**

MF 805	Neurophysiological Essentials for Treatment
MF 841	Neuroscience and Emotional Regulation
MF 843	Complementary and Alternative Healthcare

MF 844	Principles and Application of Neurofeedback
MF 847	Advanced Medical Family Therapy

#### **Total Hours**

**60**

## **Academic Requirements**

All courses must be passed with a grade of "B" (B- does not count) or higher.

See the MFT section (p. 300) of this *Catalog* for more information on the Master of Arts in Marriage and Family Therapy.

## **Courses**

### **MF 503 Family Systems: 3 semester hours**

Marriage and family therapists emphasize the systemic viewpoint of human functioning, which hold that the individual is influenced in important ways by the family, then extended family and the society surrounding him or her. This course studies the family as a system, including family life cycle stages, tasks and difficulties. Communication patterns and interpersonal perceptions and expectations make up a large part of the therapeutic focus of marriage and family therapy. Students will be able to articulate how the systemic viewpoint differs from individual models of human functioning, and how the systemic model would conceptualize the goals of therapy, the process of change and the role of the therapist.

### **MF 518 Models of Marriage and Family Therapy: 3 semester hours**

This graduate seminar is designed to introduce models of marriage and family therapy. These include strategic, structural, Bowen, intergenerational, contextual, communications, behavioral, cognitive, object relations, solution-focused, narrative, and collaborative language systems. Current trends in assessment and intervention in marriage and family therapy will also be covered. If a student has not taken an undergraduate course in individual theories of counseling and psychotherapy, supplemental reading will be expected. Students will be able to conceptualize cases from each perspective, stating the goals of therapy, the process of change and the role of the therapist.

### **MF 524 Human Development and the Family: 3 semester hours**

This course is designed to supplement material taught in lifespan development, PS 124 Developmental Psychology (or equivalent). The course is designed to emphasize how developmental issues impact systems, especially families. The course will emphasize the family life cycle and family subsystems. Students will be able to describe their own developmental path, as well as the predicted outcome of several developmental issues.

### **MF 545 Micro-Counseling: 3 semester hours**

This experientially-based course will review the values, knowledge and skills necessary to work theoretically with individuals, counselors and families. Counseling practice with peers and community volunteers is required. If a student has not taken an undergraduate course in basic counseling skills, supplemental reading and practice will be required. Students will be able to demonstrate listening and basic helping skills.

### **MF 546 Pre-Practicum: 3 semester hours**

This course is designed as an orientation to the clinic, including observation of counseling through a one-way mirror, or by way of a video camera. Students also discuss cases, learn a model for an intake interview, demonstrate skill in conducting an intake interview and learn to write case notes. Prerequisites: MF 518, MF 524 and MF 545.

**MF 550 Systemic Sex Therapy: 3 semester hours**

This course is designed to supplement material taught in SW 250 Human Sexuality (or equivalent). The course is designed to emphasize how normal and abnormal sexuality affect family systems, including sexual addiction. If a student has not taken an undergraduate course in human sexuality, supplemental reading will be expected. Students will be able to describe the categories of sexual disorders and interventions to treat them, as well as stating strategies for sexual enrichment.

**MF 569 Ethical and Professional Issues in Marriage and Family Counseling: 3 semester hours**

This course deals with ethical, legal and professional responsibilities of MFT counselors. The ethical code of the AAMFT will be examined and ethical dilemmas will be discussed. Students will examine legal responsibilities and liabilities of MFTs, issues in independent practice and the role of the professional organization. Students will be able to state categories of ethical concerns and apply ethical principles to hypothetical cases. They will be able to state legal responsibilities of MFTs and apply the law to hypothetical cases.

**MF 571 Introduction to Play Therapy & Family Therapy: 3 semester hours**

This course offers an overview of the essential elements and principles of play therapy. The course will address both theoretical and practical interventions for using play therapy in the treatment of a variety of presenting problems. This course will include a review of the history of play therapy and the profession, the role of the play therapist in a variety of settings. Participants will discover basic and advanced play therapy techniques. In addition, the process for becoming credentialed as a play therapist will be examined along with the increasing international demand for therapists with specialization in play therapy. Students will be introduced to the Association for Play Therapy and the State of Iowa branch for play therapy.

**MF 582 Models of Couples Therapy: 3 semester hours**

This course focuses on dynamics in dyadic relationships. A variety of therapeutic interventions and therapeutic models intended to enhance and improve couples' relationships will be examined. Special attention will be given to Evidence Based Methods (Gottman and Emotionally Focused Couples Therapy, Johnson). Marital Enrichment and pre-marital programs will also be considered.

**MF 590 Practicum in Marriage and Family Therapy I: 4 semester hours**

The practicum courses are intended to place the student in a professional counseling setting where they will provide direct client services under the supervision of a licensed mental health care provider. Students will be encouraged to develop sites that are of particular interest to them or to choose from a list of approved sites. Students will be required to accumulate 300 direct client contact hours providing therapeutic services and a minimum of 60 hours of supervision over the course of three courses. In addition to on-site supervision students will receive supervision in a weekly group supervision section at the University.

**MF 602 The Cross-Cultural Family: 3 semester hours**

This course will examine the impact of culture on individual and family functioning. The course will emphasize the family in social context, both historically and contemporarily. It will study the impact of changing social conditions on individual and family functioning. Students will be able to describe how culture has impacted him/herself, as well as hypothetical clients.

**MF 605 Neuroscience for Marriage and Family Therapy: 3 semester hours**

This course will introduce students to the basic facts of developmental neurobiology, brain structure, relation of structure to function and the physiological and psychological effects of environment on the brain. Special emphasis will be placed on the reciprocal influence of relationships on brain development and the influence of brain development on relationships and their effects on couples and families.

**MF 610 Treatment of Substance Abuse with Marriage and Family Therapy: 3 semester hours**

This course will introduce students to the basic theoretical and practical dimensions of Marriage and Family Therapy in the treatment of Substance Abuse Disorders (SA). The course will examine the etiology, progression and short and long term effects of SA on individuals, families and society. Traditional and investigational models of SA treatment will be discussed and opportunities for assessment, treatment planning and treatment options will be provided.

**MF 626 Psychopathology and the Family: 3 semester hours**

This course will provide systemic and relational perspectives for the Diagnostic and Statistics Manual of the American Psychological Association (DSM) as well as an introduction to the how the DSM is organized and the diagnostic categories and content of the Manual. A biopsychosocial and systemic framework will be utilized to conceptualize and understand the cause and effect of mental illness as well as alternative conceptualizations of mental illness from a systemic epistemology. Students will be able to describe the symptoms of major categories of mental illness, distinguish between different diagnostic categories and demonstrate competence in assigning DSM diagnoses and relating those diagnoses to relational and family issues.

**MF 630 Trauma, Violence & Addiction: 3 semester hours**

This course will explore a foundational understanding for working with clients that have presenting concerns of current or historical trauma, violence and addiction. This course will highlight some of the neurobiology/physiological underpinnings of trauma, violence and addiction and their interrelatedness. This course will also explore traditional and systemic frameworks for assessment and treatment and building resource connections with the community at large. Prerequisites: MF 503, MF 518, MF 569, MF 626.

**MF 640 Research Methods for Marriage and Family Therapy: 3 semester hours**

This course will introduce students to basic research methods in the social sciences, research methods used predominantly in MFT, and exposure to both quantitative and qualitative methodologies. Students will be able to access, read and interpret research articles in primary MFT and related mental health journals in order to critically evaluate and apply research findings to clinical practice.

**MF 647 Medical Family Therapy: 3 semester hours**

Extant research and practice suggests that integrating medical and psychotherapy services significantly improves treatment outcomes, patient health, and provider satisfaction. Consequently, there is burgeoning interest—locally and nationally—in developing and maintaining better integrated healthcare services within outpatient and inpatient medical settings. In this course, you will examine the theoretical frameworks that inform medical family therapists, study and apply a psychosocial typology for understanding chronic and acute illness, and you will practice the skills and techniques required to succeed as a systemic therapist practicing within integrated medical teams. Further, you will examine how your own experiences with illness have shaped your self of the therapist.

**MF 655 Spirituality and the Family: 3 semester hours**

This course will explore the place of spirituality in the family functioning, including mindfulness, meditative practice, spiritual disciplines and forgiveness. The role of spirituality in mental health, addictive behavior and substance abuse will be explored. Interventions with a spiritual focus will be addressed. Students will state how spirituality affects their own functioning, as well as describing how a hypothetical family is affected by spiritual issues.

**MF 665 Applications of Play Therapy: 3 semester hours**

Applications of Play Therapy will provide students with the opportunity to further their education and training in play therapy following completion of the course MF 571. Students will learn and practice a variety of evidence based play therapy theories such as Adlerian Play Therapy, Filial, Theraplay, and Sand Tray Therapy. Students will learn how to discern which theories to use based on child and family assessment, how to apply theories and interventions, treatment planning and how to work through the stages of therapy with each specific approach. Prerequisite: MF 571.

**MF 671 Therapeutic Techniques with Parents and Children: 3 semester hours**

This course covers interventions in families with children and teens. Students will be trained in assessment of children and adolescents, and in therapeutic techniques in families, such as parent education, behavior modification and play therapy. Students will be able to conceptualize cases from each perspective, including describing interventions from that perspective.

**MF 690 Practicum in Marriage and Family Therapy II: 4 semester hours**

The practicum courses are intended to place the student in a professional counseling setting where they will provide direct client services under the supervision of a licensed mental health care provider. Students will be encouraged to develop sites that are of particular interest to them or to choose from a list of approved sites. Students will be required to accumulate 300 direct client contact hours providing therapeutic services and a minimum of 60 hours of supervision over the course of three courses. In addition to on-site supervision students will receive supervision in a weekly group supervision section at the University.

**MF 692 Practicum in Marriage and Family Therapy III: 4 semester hours**

The practicum courses are intended to place the student in a professional counseling setting where they will provide direct client services under the supervision of a licensed mental health care provider. Students will be encouraged to develop sites that are of particular interest to them or to choose from a list of approved sites. Students will be required to accumulate 300 direct client contact hours providing therapeutic services and a minimum of 60 hours of supervision over the course of three courses. In addition to on-site supervision students will receive supervision in a weekly group supervision section at the University.

**MF 695 Thesis: 3 semester hours**

The thesis is a culminating experience that provides a record of a student's achievement in the program. The thesis requires research leading to the discovery of new knowledge or enhancement of existing knowledge in the field of interest. A project that helps solve a practical problem may also be acceptable. The thesis is a complete documentation of the research study, including the theoretical background, description of the problem, the method used to investigate or solve the problem, presentation of results, interpretation of results, and explanation of the significance of the results. The thesis is optional but is recommended for students considering an advance degree.

**MF 699 Independent Study: 3 semester hours**

If a student wishes to independently study or research a particular topic, he/she may propose to work with an appropriate faculty member within their discipline. No more than 2 courses may be taken as independent study by any student.

**MF 700 MFT Practicum IV: 1 semester hour**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 701 MFT Practicum IV: 1 semester hour**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 702 MFT Practicum IV: 2 semester hours**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 703 MFT Practicum IV: 3 semester hours**

MF 700 - 703 are designed to provide additional registrations for students who do not complete the required number of hours during the regular sequence of practicum courses. Students select the course number based on the number of hours remaining to be acquired.

**MF 704 Advanced Family Systems: 3 semester hours**

Advanced Family Systems will provide an in depth analysis and integration of primary sources and advanced theoretical discussion and application of systemic epistemology as applied to MFT theories.

**MF 718 Advanced Models of MFT: 3 semester hours**

This course will offer students the experience of applying and integrating advanced thinking and analytic skills to the practice of family therapy. The course will integrate advanced knowledge with practice through clinical experiences and teaching of theories.

**MF 740 Advanced Research Methods I: 3 semester hours**

This course will introduce students to basic research methods in the social sciences. If a student has not had a graduate research methods course, supplemental reading will be expected. Students will be able to access, read, and interpret research articles in primary counseling journals in order to evaluate evidence based best practices in counseling and therapy. In addition, students will learn the basics of statistical procedures and multiple research methodologies including quantitative and qualitative. Students will be able to design and interpret a basic research study.



**MF 750 Professional and Community Leadership in MFT: 3 semester hours**

Professional and Community Leadership in MFT will provide students with the skills, knowledge and tools to integrate systemic principles and analysis into leadership roles in Mental Health and in particular leadership advocacy for MFTs and systemic theory and therapy in organizations. As a specialization course within the Leadership specialization in the DMFT program this course will provide essential knowledge for those seeking to increase their position in the field.

**MF 755 Advanced Spirituality and the Family: 3 semester hours**

Advanced Spirituality in MFT will offer students the opportunity to direct and develop spiritual and holistic interventions and experiences for themselves and clients. A deep integration of alternative and complimentary healing strategies will be presented.

**MF 760 Gender Affirming Couple and Family Therapy: 3 semester hours**

This course is designed to deepen students' understanding of best practices for offering gender affirming care for transgender and gender non-binary individuals and their couple and/or family system. Students will be challenged to deconstruct gender norms, learn best practices for supporting youth and adults in exploring their gender identity and expression, and learn how to assist parents and partners in exploring what it means to be transgender or gender non-binary. Students will learn the GRACE model, a family therapy model for transgender youth and their families. Student will explore the intersectionality of gender diversity and neuro divergence. Students will also explore how to assist couples and families in navigating social and medical transitions and ways to best support their child or partner.

**MF 769 Advanced Ethics and Professional Issues in MFT: 3 semester hours**

Advanced Family Therapy will offer students the experience of applying and integrating advanced thinking and analytic skills to the practice of family therapy. The course will integrate advanced knowledge with practice through clinical experiences and teaching of theories.

**MF 782 Advanced Models of Couples Therapy: 3 semester hours**

Advanced Models of Couples Therapy will provide an opportunity to become proficient in the application and function of models of couple's therapy beyond the introductory level of the master's class. Students will have the opportunity to integrate theory with practice in class role plays and in actual client contact in the clinic. Students who have not had the Master's level introductory courses will have to do additional readings and in class work to demonstrate competency.

**MF 802 Advanced Cross Cultural Families: 3 semester hours**

This course will take a deeper dive beyond the introductory level of the master class, examining the impact of cross-cultural factors and social justice issues on the individual and family functioning of the clients we serve. The course will emphasize the family in social context, both historically and contemporarily. It will study the impact of changing social conditions on individual and family functioning. Students will connect these cultural factors and issues of social justice to the professional mandate as a Marriage and Family Therapist in our code of ethics of the "commitment to service, advocacy, and public participation. The areas of service, advocacy, and public participation are recognized as responsibilities to the profession equal in importance to all other aspects (AAMFT, 2015)". This will be demonstrated by identifying cultural factors or social justice needs in our community and completing a service or advocacy project to address it as the capstone of this course. Students who have not had the Master's level introductory courses will have to do additional readings and in class work to demonstrate competency.

**MF 805 Neurophysiological Essentials for Treatment: 3 semester hours**

This course will focus on the knowledge needed to assess and design treatment protocols for application of EEG Biofeedback. Emphasis will be placed on the functional aspects of the brain, especially as measured by EEG. Detailed knowledge of how the brain produces, uses, and integrates electrical aspects into human abilities and normal function will be gained. The ability to discern how and where and in what ways dysfunction in electrical function interferes with normal function will also be discovered. Basic knowledge of brain structure, integration with other physical systems, effects of injury and disease and effects of medication and relational aspects will all be discussed and integrated into a model for effective intervention.

**MF 811 Mental Health Public Policy: 3 semester hours**

This course will consist of an advanced examination of mental health public policy and the impact of policy on mental health care. This will include examining the implications for mental health access, funding, and services delivery based on local and national policy initiatives. The course will consider these topics through a social justice lens to identify the systemic and cultural implications of public policy on maintaining systems of oppression within the context of mental health policy and practice. Students will also gain advanced knowledge of policy-making within the field of marriage and family therapy. The advocacy and policy efforts of the American Association of Marriage and Family Therapy (AAMFT). This course will prepare students to fulfill the ethical mandate of marriage and family therapists to maintain a "commitment to service, advocacy, and public participation. The areas of service, advocacy, and public participation are recognized as responsibilities to the profession equal in importance to all other aspects (AAMFT, 2015)".

**MF 820 Communication Processes in Couples: 3 semester hours**

This course will enable students to observe, analyze and intervene in the communication processes of couples. Principles of communication theory and systemic processes of communication will be studied and applied to intimate human communication with the intent of being able to interrupt or modify dysfunctional patterns and establish healthy ones.

**MF 822 Attachment and Differentiation in Couple Therapy: 3 semester hours**

A growing body of research over the past 60 years has compelled counselors, therapists and psychologists to take into account the experience of attachment and differentiation in individuals and families. Additional study has revealed that the influence of attachment and differentiation on individual development has a profound effect on how a couple is able to form and provide healthy interactions and human bonding. This course will seek to better understand how attachment theory is integral to couple's happiness and function. It will also examine how to use this understanding to best effect change and growth in distressed or unhappy couples.

**MF 823 Couples in Crisis: 3 semester hours**

MFTs tend to experience two sorts of couples as initiators or seekers of therapy. One type realizes that things are not going as well as they might and they are unhappy and they seek therapy as a possible resource to improve their relationship. Another type of couple is one that is in severe crisis and who present as needing a sort of "emergency" treatment. This may be as a result of domestic violence, a trauma experienced by one or another of the members, a sudden and unexpected shift in attachment and relationship. This course will train students to know how to assess and intervene in "emergency" situations presented by the second type of client. Students will learn what theories are most suited, what things to be cautious of, when to refer for more extensive or perhaps medical treatment and the all-important, when to say no.

**MF 840 Advanced Research Methods II: 3 semester hours**

In this course students will move from a basic understanding of research to full implementation and analysis. Students will design, interpret and complete an independent research project that was conceptualized in the first research course. Students will be required to understand and apply statistical or qualitative methodology appropriate to a wide range of projects, as well as demonstrate knowledge of alternative methods and research principles. The course focuses heavily on appropriate data analysis and interpretation of results. Prerequisite: MF 740.

**MF 841 Neuroscience and Emotional Regulation: 3 semester hours**

This course will focus on attachment influences on behavior throughout the life cycle, with an emphasis on concomitantly changing neuroscience. The course will give students the opportunity to inquire into relationships from both an emotional and neuroscientific stance. The course will examine attachment with respect to etiology, intervention, assessment and diagnosis, and treatment from a systemic perspective. In addition the course will include discussion about evaluation of study designs and outcomes.

**MF 843 Complementary and Alternative Healthcare: 3 semester hours**

Students in this course will have the opportunity to learn about and experience some of the many complementary and alternative healthcare practices. Mental health care has been involved in integrating a wider range of healing practices into standard mental health care efforts. These include meditation, breath work, acupuncture, neuroscience, supplements, nutrition and diet, and exercise. Students will learn more about these and other practices, how they work, the mechanisms of effect and how to integrate them into MFT. The class will include both theoretical and experiential aspects.

**MF 844 Principles and Application of Neurofeedback: 3 semester hours**

This course will enable students to record, analyze, interpret and apply EEG recordings in order to design and apply protocols to address and change dysfunctional EEG patterns related to distressing symptoms of mental or physical dysfunction. Students will have a hands-on opportunity to set-up and record 19 channel EEG. They will learn to analyze the EEG using computer based normed databases and determine specific training protocols for the individual. They will learn to apply the protocols through individual electrodes or with full cap 19 channel LORETA z score training. They will learn how to provide ongoing assessment and follow-up to insure effective outcomes.

**MF 847 Advanced Medical Family Therapy: 3 semester hours**

Extant research and practice suggests that integrating medical and psychotherapy services significantly improves treatment outcomes, patient health, and provider satisfaction. Consequently, there is burgeoning interest—locally and nationally—in developing and maintaining better integrated healthcare services within outpatient and inpatient medical settings. In this course, you will be have opportunities to teach masters level graduate students on topics related to medical family therapy. Further, you will demonstrate how you are integrating hallmarks of medical family therapy—collaboration, systemic conceptualization of disease, innovation—into your clinical practice. Finally, you will identify gaps in the research of medical family therapy and will design a related study.

**MF 890 Internship I: 4 semester hours**

Internship is an application course in which students provide clinical services independently while under the supervision of assigned faculty or other designated supervisors with appropriate experience and credentials. Students will have the opportunity to provide and practice a variety of clinical skills and theories to community members who come to the Olson Clinic for issues and problems in their lives. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion.

**MF 891 Internship II: 4 semester hours**

Internship is a non-academic course in which students provide clinical services independently while under the supervision of assigned faculty or other designated supervisors with appropriate experience and credentials. Students will have the opportunity to provide and practice a variety of clinical skills and theories to community members who come to the Olson Clinic for issues and problems in their lives. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion.

**MF 892 Internship III: 4 semester hours**

Internship is an application course in which students provide clinical services independently while under the supervision of assigned faculty or other designated supervisors with appropriate experience and credentials. Students will have the opportunity to provide and practice a variety of clinical skills and theories to community members who come to the Olson Clinic for issues and problems in their lives. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion.

**MF 895 Dissertation: 11 semester hours**

Dissertation/capstone project is the culmination of doctoral studies. Students will be required to enroll in a minimum of 12 credit hours. Students will choose a mentor who will serve as their dissertation/project advisor. Generally, this would be the faculty member in their area of specialization. The student will work closely with their mentor in the design, implementation and completion of their dissertation, research or project. The student will also solicit a committee to aid in the direction and evaluation of the dissertation/research/project. The final results will be presented in a public oral presentation/defense. Continued enrollment is required each term of attendance (fall, spring, summer) once course is begun until successful completion. Course can be taken for a range of 1 - 11 hours. Prerequisite: Completion of all required program coursework.

**MF 896 Dissertation Continuation: 1 semester hour**

Students will take one credit hour of dissertation continuation until the dissertation has been successfully completed and approved by the student's dissertation chair and committee. Students must maintain continuous enrollment in dissertation to satisfy program requirements for graduation. Prerequisite: Completion of all required program coursework.

**MF 897 Dissertation Defense: 1 semester hour**

This course is required for students who have completed at least 11 hours of dissertation direction in order to complete their defense. Prerequisite: Completion of all required program coursework.

Block 67	3/23/2026	6/6/2026	3/20/2026 <sup>1</sup>	4/3/2026 (Good Friday); 5/25/2026 (Memorial Day)
Block 07	5/4/2026	6/6/2026	5/1/2026 <sup>1</sup>	5/25/2026 (Memorial Day)
Block 08	6/8/2026	7/11/2026	6/5/2026	6/19/2026 (Juneteenth); 7/3/2026 (Independence Day)
Block 89	6/8/2026	8/15/2026	6/5/2026	7/3/2026 (Independence Day)
Block 09	7/13/2026	8/15/2026	7/10/2026	

\* Friday prior to the start of every block.

<sup>1</sup> Graduation date for students completing a course in block 7: June 7, 2026

## Block Academic Calendar

Block	Start	End	Last day to add/drop*	Holidays/no class
Block 01	8/18/2025	9/27/2025	8/15/2025	9/1/2025 (Labor Day)
Block 12	8/18/2025	11/1/2025	8/15/2025	9/1/2025 (Labor Day)
Block 13	8/18/2025	12/13/2025	8/15/2025	9/1/2025 (Labor Day)
Block 02	9/29/2025	11/1/2025	9/26/2025	
Block 23	9/29/2025	12/13/2025	9/26/2025	11/26-11/30/2025 (Thanksgiving)
Block 03	11/3/2025	12/13/2025	10/31/2025	11/26-11/30/2025 (Thanksgiving)
Block 04	1/5/2026	2/7/2026	12/12/2025	1/19/2026 (Martin Luther King, Jr. Day)
Block 05	2/9/2026	3/14/2026	2/6/2026	
Block 56	2/9/2026	5/2/2026	2/6/2026	3/16- 3/20/2026 (Spring Break); 4/3/2026 (Good Friday)
Block 57	2/6/2026	6/6/2026	2/6/2026 <sup>1</sup>	3/16- 3/20/2026 (Spring Break); 4/3/2026 (Good Friday)
Block 06	3/23/2026	5/2/2026	3/20/2026	4/3/2026 (Good Friday)

# Undergraduate Courses of Instruction

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## Academic Development (AD)

### Courses

#### ***AD 006 Learning Strategies: 1 semester hour***

This course is designed to allow students to explore a variety of learning and study strategies, technology tools, and campus resources to support and strengthen their academic performance. Topics include time management, organization, note-taking, test-taking, study strategies, use of academic technology tools, and accessing campus resources. Students will develop a better understanding of and evaluate their own academic behaviors and attitudes, learning strategies and study habits to improve their self-efficacy and confidence as a university student. Repeatable.

#### ***AD 007 Learning Strategies - International: 1 semester hour***

This course focuses on creating greater success in college and in life. Content emphasizes self-exploration and analysis regarding student leadership and the pursuit of academic, professional, and personal opportunities for success. This course also places special emphasis on the practice of interpersonal communication skills through the regular application of both oral and written communication activities. This course is restricted to only International Students. Repeatable.

## Accounting (BC)

### Courses

#### ***BC 202 Accounting: Information for Decisions: 4 semester hours***

This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer's perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none.

#### ***BC 265 Principles Of Accounting I: 3 semester hours***

This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements-the balance sheet, the income statement, the statement of owner's equity, and the statement of cash flows. The various asset accounts-cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills. Prerequisite: None.

#### ***BC 266 Principles Of Accounting II: 3 semester hours***

This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder's equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

#### ***BC 315 Cost Accounting: 3 semester hours***

The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations, this course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 266. Offered fall semesters and winter term.

#### ***BC 316 Advanced Cost Accounting: 3 semester hours***

This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315. Offered spring semesters.

#### ***BC 325 Intermediate Accounting I: 3 semester hours***

This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266. Offered fall semesters.

#### ***BC 326 Intermediate Accounting II: 3 semester hours***

As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder's equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The statement of cash flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325. Offered spring semesters.



**BC 330 Government & Not-for-Profit Accounting: 3 semester hours**

This course involves the study of accounting for logical government units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local government or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266. Offered spring semesters.

**BC 425 Accounting Internship: 3 semester hours**

Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local business and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**

This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and audition requirements and subsequent events responsibility. Prerequisite: BC 326. Offered fall semesters.

**BC 441 Advanced Auditing: 3 semester hours**

This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality standards, variables sampling, special audit reports, non-audit services, professional ethics and auditor's legal liability. This course is designed to supplement a student's preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440. Offered spring semesters.

**BC 442 Tax Accounting: 3 semester hours**

This course involves the study of basic concepts and theory of the federal income taxation applicable to individuals and sole proprietorships. Topics include: The elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266. Offered fall semesters.

**BC 443 Advanced Tax Accounting: 3 semester hours**

This course involves an in-depth study of the tax laws applicable to corporations, partnerships, "S" corporations, estates, and trusts. Topics include: corporate formation and taxation, "S" corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442. Offered spring semesters.

**BC 444 Advanced Accounting: 3 semester hours**

This course includes a study of partnerships, business combination, consolidated financial statements, accounting for foreign currency transactions, and conversion of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326. Offered fall semesters.

**BC 445 Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.

## Art (AR)

### Courses

**AR 101 Introduction To Art: 3 semester hours**

A general survey of art from a historical and aesthetic frame of reference. The course will include lecture/discussion and studio projects designed to increase understanding and appreciation for the value of art regardless of the cultures, time period, or individuals from which it may have come. One required field trip. This course satisfies the Expressive Arts - Fine Art Core Curriculum Domain. (\$15 lab fee - fee is waived for online courses).

**AR 102 Drawing I: 3 semester hours**

The course will provide an introduction to the concepts, materials, and techniques of drawing. Instruction and practice in basic media will increase seeing ability, visualization, communication, and personal expression. Most drawing is done from life and emphasis is placed on visual communication. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture/critique: one hour per week. Studio: four hours per week. No prerequisites. (\$50 lab fee).

**AR 103 Art Fundamentals: 3 semester hours**

A study of the elements and principles of design in two- and three-dimensional works based upon design found both in nature and human-made art, which provides the student with opportunities for creative application. The design problems cover line, value, texture, color, and space. Various traditional and non-traditional techniques are used. Lecture: one hour per week. Studio: four hours per week. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. No prerequisites. (\$20 lab fee).

**AR 105 Introduction to the Studio: 3 semester hours**

This course introduces students to broad studio techniques applicable to many branches of Studio Art and Graphic Design. Practical skills and solutions to the construction, fabrication, and presentation of creative work are explored in depth, and in a hands-on format. Knowledge gained in this course will prepare students to be successful in future Art, Graphic Design, and Art Education courses, and as practicing artists and designers following their degree. Artist interviews, career exploration, and field trips to area studios, museums, and professional arts organizations are an essential element of this course. No prerequisites. (\$50 lab fee).

**AR 106 Photography I: 3 semester hours**

An introduction to photography. The course covers cameras and photographic techniques, composition, processing and darkroom printing, lighting and matting photographs and an introduction to digital photography. A broad overview of the work of accomplished photographers, exploring many different styles and approaches will be presented along with the history of photography. Assignments stress composition, lighting, documentation, and experimentation. The course is recommended for students with little or no photography experience. Students should supply their own digital camera. A limited number of film cameras are available for loan. Students supply their own film. Lecture: one hour per week. Studio: four hours per week. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. No prerequisites. (\$50 lab fee).

**AR 109 Art Environments: 3 semester hours**

This interdisciplinary arts course is for both non-Art & Design and Art & Design majors. Students will use a variety of non-traditional media and techniques to stretch their definition of the visual arts. Emphasis will be placed on studio experimentation with the arts of time, space, and concept. Students will use found materials, video, film, sound, language, and performance art to create objects, environments, and events. Emphasis is placed on questioning the processes by which meaning is constructed. Students interested in experimental music, writing, theatre, and visual arts (but who have no previous experience) are encouraged to enroll. Lecture/critique: one hour per week. Studio: four hours per week. No prerequisites. (\$30 lab fee).

**AR 120 Visual Technology: 3 semester hours**

This course will emphasize fluency in industry-standard software tools relating to graphic design and computer-based illustration. Course will focus on raster image editing, vector-based illustration, and page layout. Peripherally, students will explore technical challenges such as server-based file management, font usage, and proper PDF proofing strategies. No prerequisites. (\$25 lab fee).

**AR 130 Graphic Design I: 3 semester hours**

This course will explore into two-dimensional design beginning with conceptual foundations and continuing through to methods of practical application. A foundation of design language and space relationships is allied with creative problem-solving. Page layout, logo design, typography, computer graphics, and web page design are some of the practical areas covered. Since this is a required course for Graphic Design majors the priority for acceptance in this course is: 1) Graphic Design majors, 2) other Art & Design majors, 3) other Art & Design minors, and 4) non-Art & Design majors. Lecture/critique and studio: four hours per week. Prerequisite: AR 120 (\$25 lab fee).

**AR 141 Painting I: 3 semester hours**

This course is an introductory course in oil and acrylic painting. Students will investigate both traditional and non-traditional solutions to compositional, technical, and aesthetic problems in painting. Lecture: one hour per week. Studio: four hours per week. No prerequisites. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. No prerequisites. (\$90 lab fee).

**AR 151 Printmaking I: 3 semester hours**

Investigation of graphic processes including woodcut, collagraph, monotype and intaglio. Course includes development of the image in black and white and color. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 102. (\$90 lab fee).

**AR 161 Ceramics I: 3 semester hours**

An introductory course in the ceramic arts providing students with an opportunity to use clay as a three-dimensional medium for self-expression. Both hand-building and wheel-throwing techniques will be taught. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture: one hour per week. Studio: four hours per week. No prerequisites. (\$100 lab fee).

**AR 171 Sculpture I: 3 semester hours**

The study of three-dimensional art as a basis for artistic sculptural experiences in a variety of basic media. The three-dimensional works will be developed in both additive and subtractive approaches using various materials. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture/critique: one hour per week. Studio: four hours per week. Prerequisite: sophomore standing and AR 103. (\$100 lab fee).

**AR 191 Jewelry: 3 semester hours**

This course is an opportunity to create original adornment for covering the head to foot. It is designed to help beginners learn how to design and make jewelry from a variety of materials including metals, woods, and handmade papers. All the processes are based on hand construction that involves a minimum of hand tools. Attention will be given to the production of jewelry by various cultures and artists throughout the world. Lecture: one hour per week. Studio: four hours per week. No prerequisites. (\$70 lab fee).

**AR 202 Drawing II: 3 semester hours**

This course is an extension of Drawing I. An exploration of various traditional and non-traditional drawing media, as well as a continuation of the student's search for personal vision through direct observation, memory, fantasy, and media experimentation. Emphasis is placed on development of personal imagery and work from live models. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 102. (\$80 lab fee).

**AR 206 Photography II: 3 semester hours**

This course is an extension of Photography I. It is designed to increase artistic and technical ability in the black and white photographic medium and to further explore digital photography. Photo II also includes studio lighting techniques, copy work, photographic imagery on nontraditional materials, and an investigation of non-silver photographic processes. Recommended for Art & Design, Public Relations and Communication majors, and others interested in photography. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. Lecture and studio: five hours per week. Prerequisite: AR 106. (\$55 lab fee).

**AR 212 Art History I: 3 semester hours**

This course is a survey of the major visual arts of the Western world from the prehistoric to the Gothic eras. Lecture: three hours per week. Prerequisite: sophomore standing and AR 101 or permission of the instructor. AR 212 and AR 213 may be taken in any order.

**AR 213 Art History II: 3 semester hours**

This course is a survey of the major visual arts of the Western world from Renaissance to Modernism. Prerequisite: sophomore standing and AR 101 or permission of the instructor. AR 212 and AR 213 may be taken in any order.

**AR 216 History Of Non-Western Art: 3 semester hours**

This survey course introduces non-Western cultural perspectives and artistic practices. Students will explore the major forms, styles, and purpose in the art and architecture of the Americas, Africa, India, China, Japan, Korea, and Australia and the Pacific Islands from prehistoric to contemporary periods. More than just studying the artworks themselves, students will gain an understanding of how these artworks are situated within the philosophical, religious, and political contexts of the cultures in which they were created. Prerequisites: Sophomore standing and AR 101, AR 212, AR 213, or permission of the instructor. Field trips are a required course component.

**AR 220 Typography & Design: 3 semester hours**

The focus of this course is on the design and use of type and reproduction methods. Type fonts, typesetting, printing methods and video generation are covered. A survey of lettering styles and type history is included. Projects designed to acquaint students with various ways of using type are an integral part of the course. No prerequisite, but priority in class registration is given to Art and Design, and Communication majors. (\$25 lab fee).

**AR 231 Graphic Design II: Web & Motion Graphics: 3 semester hours**

Web and Motion Graphics builds on the software foundation learned in AR 250. Web and Motion Graphics focuses on software proficiency, specifically as it relates to web design and motion graphics production. Students will learn about web site organization, and web interface design/page design. Students will also receive an introduction to industry standard web animation and video editing software. Prerequisite: AR 250 Advance Visual Technology. (\$25 lab fee).

**AR 241 Painting II: 3 semester hours**

This course is an advanced study in painting and composition with an emphasis on experimentation in media, technique, and concept. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 141. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. (\$40 lab fee).

**AR 245 Relief Printmaking In Oaxaca, Mexico: 3 semester hours**

Produce relief prints inspired by the rich cultural tradition and beauty of Oaxaca, Mexico. Students will observe and draw ruins at the archeological site of Monte Alban, artifacts at the regional museum and handsome handicrafts at the city markets. The drawings will be translated into relief prints by choosing from a variety of color processes including: the subtractive wood block, the multi-block linoleum, or cardboard collagraph. Students will also visit graphic arts galleries, museums, and artist's workshops. During their free time, students will have the opportunity to explore Oaxaca and the surrounding villages known for their handicrafts. No prerequisites. Travel costs required.

**AR 250 Advanced Visual Technology: 3 semester hours**

This course focuses on the further advancement of digital media tools including both hardware and software exploration, through the use of design, creation, and the web. Emphasis placed on creative concepts, information architecture, user experience, and site development. The course also encourages students to hybridize digital techniques with traditional analogue techniques in order to discover unique niches within their discipline. Prerequisite: AR 120.

**AR 251 Printmaking II: 3 semester hours**

This course is a continuation of study and investigation of graphic process including woodcut, collagraph, lithography, and all intaglio methods in both black and white and color. Investigation into the history and use of printmaking as an art form is required. Lecture one hour per week. Studio four hours per week. Prerequisite: AR 151. (\$90 lab fee).

**AR 261 Ceramics II: 3 semester hours**

This intermediate-level ceramics course will provide students who have had a beginning ceramics course with further opportunity to use clay as a medium of self-expression. Students may work with hand-building and wheel-throwing techniques in creating both utilitarian and non-utilitarian ceramic objects. A variety of firing processes and glaze chemistry will be available. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 161. Priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. (\$100 lab fee).

**AR 271 Sculpture II: 3 semester hours**

This is a course offering students an opportunity to develop further work in three dimensions. Various materials will be used. Growth in concepts and techniques is the heart of the work. Investigation into historical and contemporary sculptural work is part of the study. There are individual critiques with the instructor. Lecture: one hour per week. Studio Four hours per week. Prerequisite: AR 171. (\$100 lab fee).

**AR 280 Video on the Computer: 3 semester hours**

This course is designed to acquaint students with video production and translation of video material into various presentation formats. A conceptual background and practical applications are interwoven to help understanding of the process. Topics included are organization of presentation and program material, visual communication principles, screen design and typography, video camera usage, video and audio recording techniques, creating and presentation. Recommended prerequisite: sophomore status. (\$25 lab fee).

**AR 290 Visual Arts Topics: 3 semester hours**

This course allows examination of a specific visual art or art history topic. The course content and subtitles will vary at each presentation. Subjects as diverse as the interaction of color, 20th Century Painting, 19th and 20th Century Architecture and Mid-Eastern and Asian Art may be offered. A course with a different content may be repeated. Prerequisites: AR 101 or AR 212 or permission of the instructor.

**AR 295 Survey Of Mexican Culture Today: 3 semester hours**

Despite Mexico's proximity and its strong cultural influence on the southwestern United States, Mexico's Indian and Spanish traditions have made it a "distant neighbor." This course will attempt to bridge this gap between our two cultures with on-campus lectures on the history and art of Mexico followed by a 14 day travel experience to Mexico. During the Winter Term, students will travel to Mexico City, and Oaxaca. These Cities represent various aspects of Spanish colonial influence and will serve as a means to contrast large metropolitan centers with smaller scenic sites. Students will visit archaeological sites including Teotihuacan, Monte Alban and Maitla near Oaxaca. Students will be responsible for the completion of a course workbook and summary of required readings. Students also will have the opportunity to do a research paper or studio art project depending on one's interest. No prerequisites. Travel costs required.

**AR 315 Contemporary Art and Theory: 3 semester hours**

This course introduces students to worldwide contemporary artists, movements and the ideas that shaped them during the last fifty years. How have artists responded to cultural, social, economic and technological changes? What are the roles of art and artists right now? Life in the 21st century is increasingly complex as digitization and globalization force us to consider larger contexts in which art is made and viewed/used. We will explore some of these critical debates through visual lectures, readings, discussions, media presentations, and required field trips to cultural institutions. We'll examine contemporary art from a global perspective. Pre-requisite AR 213 or permission of instructor.

**AR 331 Graphic Design III: 3 semester hours**

This course is an extension of Graphic Design II with emphasis on refined design sense, creative solutions to design problems, and practical application. Artwork from conception to completion as printed work is the goal of each project. Layout techniques, computer page publication, photo-manipulation programs, illustration software, and web design are all used as vehicles to create work for the portfolio. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 231. (\$25 Lab Fee).

**AR 341 Painting III: 3 semester hours**

This course is an advanced study of painting stressing independent work with an emphasis on creativity and critical thinking. Lecture one hour per week. Studio: four hours per week. Prerequisites: AR 141 and AR 241. Since this is a required course for Art & Design majors the priority for acceptance in this course is: 1) Art & Design majors, 2) Art & Design minors, and 3) non-Art & Design majors. (\$40 lab fee).

**AR 415 Art & Design Thesis: 3 semester hours**

This is a course consisting of in-depth work on an aesthetic problem in the student's area of concentration. It is the examination of a total experience that establishes the basis for the aesthetic. Work is done independently with weekly group meetings and faculty checks of progress and portfolio development culminating in a thesis project and exhibition. Opportunities for participation in shows will be offered in the course. Prerequisite: All studio courses required for the major and sophomore/transfer student portfolio review. (\$50 lab fee).

**AR 425 Art & Design Internship: 3 semester hours**

The internship is designed to give practical, on-the-job experience to complement academic studies in art and design. Students meet with their supervising instructor on a periodic basis and complete accompanying coursework in consultation with their instructor. The internship is graded as pass/fail. One credit hour = 40 hours of work at the internship site, up to a maximum of 6 credit hours. Prerequisite: A declared major in either Art or Graphic Design, junior status, and permission of the Art & Design Program Coordinator.

**AR 445 Art & Design Independent Study: 3 semester hours**

An independent study fosters independent creative work under the direction of an Art & Design instructor. Prerequisite: A declared major in either Art, Graphic Design or Art Education; junior status, completion of other courses in media of requested study; and, permission of the Art & Design Program Coordinator.

## Biology (BI)

### Courses

**BI 110 Discovering Biology Laboratory: 1 semester hour**

Students will perform a variety of biology-based laboratory experiments. Students will learn how to apply the scientific methods as they define problems clearly, analyze data properly and draw appropriate conclusions. This laboratory fulfills the requirement of the Natural World domain for students who have taken a non-laboratory natural science course before transferring or while at Mount Mercy. For traditional students, this course is typically offered during the winter term. For accelerated students, this course is offered online during block 5. (For the online block 5 section, students must order an at-home lab kit estimated cost \$150, lab fee waived). (Traditional students must get permission of the instructor to enroll in the online block 5 version).

**BI 120 Forensic Anthropology: 3 semester hours**

In this course students will learn how forensic anthropologists use skeletal analyses and other techniques to identify human remains and to discern information about life histories and the manner of death. Students will also learn about the applications of these techniques to individual legal contexts (criminal and missing person cases) as well as international human rights work. Topics to be covered in this class include human skeletal and dental anatomy, skeletal growth and development, excavation and recovery techniques for human remains, as well as postmortem changes to the body. In addition to skeletal analyses, students will also learn about other means of biological identification and crime scene/ burial place investigation including DNA analyses, blood typing, stable and radiogenic isotope analyses, and microbiome and necrobiome studies.

**BI 123 Biology of Human Concern: 4 semester hours**

For non-science majors. Study of the broad general principles of biology and of current environmental and ethical problems arising as our knowledge and technological competencies increase. Three hours of lecture and one two-hour laboratory per week. (Cannot be taken by Biology majors after successful completion of BI 125). This course fulfills the Natural World Domain requirement for non-major students. (Offered fall and spring semesters).



**BI 125 Foundations of Biology & Scientific Inquiry I: 3 semester hours**

An introduction to the unifying principles of modern biology with an emphasis on the introductions to the chemistry, structure, function, energy processing, molecular genetics, and reproduction of the cell; as well as Mendelian and non-Mendelian inheritance. No prerequisites. Three hours of lecture per week. Biology majors/minors, medical laboratory science, outdoor conservation, chemistry, exercise science, and education majors should take BI 125 lecture concurrently with BI 125L lab. This course fulfills the Natural World Domain requirement when taken with the BI 125L lab. (Offered fall and spring semesters).

**BI 125L Biostatistics and Scientific Investigation I: 1.5 semester hour**

A laboratory course designed to reinforce BI 125 through experimentation, data analysis, inquiry, discussion of readings, and communication. The course will include fundamentals of interpretation of scientific writing, introduction to scientific writing, and the foundations of statistical analysis. One three-hour laboratory per week. Students enrolled in BI 125 are not required to take BI 125L, but students enrolled in the laboratory must take BI 125 concurrently or get permission of the instructor to enroll. (Offered fall semester).

**BI 126 Foundations of Biology & Scientific Inquiry II: 4.5 semester hours**

A laboratory course designed to reinforce BI 125 that focuses on additional topics in inheritance, population genetics, speciation and classification, introduction to ecosystems, and evolution of prokaryotes, protists, and fungi. Additional topics in statistics and scientific communication will also be integral to the course. Three hours lecture and three hours of laboratory per week. Prerequisite: A grade of C or better in BI 125 and BI 125L. (Offered spring semester).

**BI 127 Foundations of Biology & Scientific Inquiry III: 4.5 semester hours**

The evolution of plants and animals will be surveyed focusing on physiological and anatomical adaptations. Additional topics in statistics and scientific communication will also be integral to the course. Three hours of each lecture and laboratory per week. Prerequisite: A grade of C or better in BI 125 and the BI 125 lab (C- does not count). (Offered fall semester).

**BI 150 Basic Microbiology: 4.5 semester hours**

Introduction to the study of microorganisms, with special emphasis on medically important bacteria, viruses, and fungi; includes practical applications for control of pathogens, epidemiology and diagnosis, mechanisms of infection and host resistance. Three hours of lecture and one three-hour laboratory. Prerequisite: A grade of C or above (C- does not count) in BI 125, NU 120, or permission of instructor, not for major/minor credit in biology or medical technology and may not substitute for BI 315. This course fulfills the Natural World Domain requirement for nursing majors. (Offered spring semester).

**BI 210 Biology And Human Culture: 3 semester hours**

This course will explore the interaction between culture and biology from a variety of perspectives. The customs and belief systems of different societies are often determined by and/or affected by biological factors in addition to environmental constraints and historical interactions. We will study aspects of human culture and social structure in both non-Western and Western cultures from evolutionary and historical perspectives in order to better understand and appreciate different cultural practices and beliefs, how they evolved, and what implications they have for the contemporary world and future civilizations. This course will not count for major/minor biology credit. Prerequisites: One course selected from a core curriculum writing courses, sophomore standing. This course fulfills the Global Awareness Domain requirement. (Offered fall semester in odd years).

**BI 220 Tropical Ecosystems: 3 semester hours**

This course examines the adaptations and dynamics in tropical ecosystems. Tropical ecosystems hold a vast percentage of total biodiversity, which often includes species with unique adaptations and dynamics to survive in the tropical climate. Both human and natural disturbances are deteriorating tropical ecosystems. Students will study examined these impacts in a systematic manner. This course includes a three weeks trip to a foreign tropical country, which will serve as an on-hands experience studying tropical ecosystems. Prerequisite: A grade of C or better in BI 126 or BI 127 or permission of the instructor.

**BI 222 Human Anatomy Fundamentals: 3 semester hours**

A lecture-based course designed to give students an understanding of the normal structure, function and development of the human body. A regional approach to anatomy is used with a focus on functional anatomy and the relationship between different tissue types.

**BI 225 Global Environmental Issues: 4.5 semester hours**

This course examines the human impacts on the global environment in a lecture, discussion and applied approach. Current research will be studied on the causes and effects of environmental change and environmental conservation. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 or BI 123 or equivalent or permission of instructor. (Offered spring semester in even years).

**BI 242 Iowa Natural History: 4.5 semester hours**

A survey of the natural history of Iowa focusing on geological forces, plant communities, and animal communities, and the impact of early humans, the first European settlers and present residents. The lab will focus on identification of skills. Weekend field trips will be an important component of the course. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 123, or BI 125 and BI 127, or permission of instructor. (Offered fall semester in even years).

**BI 243 Immunology: 3 semester hours**

This course introduces students to the major basic concepts operating in the functioning of the immune system and the immunopathologies that arise due to the hyperfunction, hypofunction, or malfunction of this system. Major topics to be covered include non-specific immunity, specific immunity (cellular and humoral) hypersensitivities, immunologic deficiencies, tolerance, enhancement, immunogenetics, autoimmunity, cancer immunology, and transplantation. This introductory course gives students a basic understanding of the system as well as some basic concepts and terminology on which to build further knowledge in this area. Prerequisites: A grade of C or better in BI 125 and BI 126; or BI 125 and BI 150. (Offered winter term in odd years).

**BI 273 Human Anatomy: 4.5 semester hours**

This is a lecture and laboratory course designed to provide a detailed understanding of the normal structure and development of the human body. A functional anatomical and regional approach is taken in both lecture and laboratory sections. Dissection and examination of preserved human cadavers is a required part of the laboratory portion of the class. Students will be tested over anatomical function and relationships as well as structure identification in a laboratory setting. Three one-hour lectures and one three-hour lab per week. Prerequisite: A grade of C or above (C- does not count) in BI 125 or NU 120. (Offered spring semester).

**BI 274 Human Physiology: 3 semester hours**

A lecture course designed to introduce students to the physiological systems of the human body. Emphasis is given to the interactive nature of these systems that result in normal physiological function. The medical implication of abnormalities and failure of these systems is also briefly covered. Three hours of lecture per week. Prerequisite: A grade of C or above (C- does not count) in BI 125 or NU 120. (Offered fall semester)."

**BI 276 Human Anatomy Laboratory Review: 1.5 semester hour**

This is a laboratory course in human anatomy intended for students who have completed previous anatomy coursework in a lecture-based setting. This course is designed to provide a detailed understanding of the normal structure and development of the human body. In this course, a functional anatomical and regional approach is taken and students will use a variety of educational materials and platforms to complete weekly laboratory activities. Students will be tested over structure identification and anatomical relationships. One three-hour lab per week. Prerequisite: A grade of C or better in an approved anatomy lecture course and consent of the instructor.

**BI 303 Genetics: 4.5 semester hours**

This class is an exploration of heredity: Mendelian (classical), and molecular genetics. Mendelian genetics examines how genes and genetic traits are passed from generation to generation. Molecular genetics probes the structure, function, and regulation of genes. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of a C or better in BI 125 and BI 126, or BI 125 and or BI 127. (Offered spring semester).

**BI 305 Evolution: 3 semester hours**

This course is an exploration of the evolution of life on earth. In this course students will learn the history of evolutionary thought, the origin and history of life on earth from fossil and molecular evidence, principles of heredity and biological descent, the evidence of organic evolution provided by the various subdisciplines of biology, and the history of animal evolution leading to human evolution. Prerequisites: A grade of C or better in BI 125 and BI 126; or BI 125 and BI 127; or permission of instructor. (Offered winter term in odd years).

**BI 310 Ecology: 4.5 semester hours**

This course explores a study of the relationships of organisms to each other and to their environment from an evolutionary perspective. Aquatic and terrestrial ecosystems will be studied from the perspective of the individual, the population, and the community. Three hours of lecture and one three-hour laboratory per week. Prerequisite: A grade of C or better in BI 126 or BI 127 or permission of the instructor. Statistics is recommended as is senior status. (Offered spring semester).

**BI 315 General Microbiology: 4.5 semester hours**

This course studies the diversity and adaptive capabilities of all forms of microbial life, with an emphasis on bacteriology. Topics include bacterial cell structure, metabolism, genetics, ecology, pathogenesis and various biotechnological/diagnostic techniques. Three hours of lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 and BI 126. (Offered each fall semester).

**BI 357 Animal Behavior: 4.5 semester hours**

This course is a comparative study of the evolution of animal behavior centering on the principles and mechanisms of behavior. Three hours lecture and one three-hour laboratory per week. Prerequisites: A grade of C or better in BI 125 and BI 126, or PS 101 or permission of instructor. (Offered fall semester in odd years).

**BI 370 Cell and Molecular Biology: 5 semester hours**

This course studies the cell structure and functions common to all eukaryotic organisms including: metabolism, organelle activity, gene expression, cell growth and division, and cell communication. The laboratory component will include learning to use various equipment and protocols scientists use to manipulate and visualize DNA, RNA, and protein in and from cells for research experiments. Three hours of lecture and one four hour of laboratory per week. Prerequisites: A grade of a C or better in BI 125 and BI 127 or permission of instructor. (Offered spring semester in even years).

**BI 374 Integrated Physiology: 4.5 semester hours**

This lecture-lab course provides science majors with a scientific foundation in human physiology, the study of biological functions and how they work together to keep the body healthy and alive. Topics covered include the function of cells, tissues, organs and organ systems with an emphasis on mechanisms. Students will have an opportunity to apply what he or she has learned in the laboratory with hands-on experiments. Three hours of lecture and one three-hour laboratory each week. Prerequisite: A grade of C or better in BI 125, BI 125L and BI 126, or BI 125, BI 125L and BI 127 (Offered fall semester).

**BI 405 Directed Readings in Biology: 3 semester hours**

A course initiated by a student, a group of students, or an instructor based upon a topic of interest or a special need. The course will involve readings on the topic, discussion, and projects based upon the topic. Library research and internet research may also be a component along with written summaries of research and/or projects. Under ordinary circumstances this course cannot be used as one of the required electives for the biology major or minor. Prerequisites: Junior or Senior status, grades of C or better in appropriate background courses, and permission of instructor.

**BI 440 Biology Internship: 3 semester hours**

This is a directed educational experience in employment situations under joint sponsorship by a faculty member and an employer. This course cannot be used as one of the three upper division electives.

**BI 445 Independent Study: 3 semester hours**

This can be fulfilled by readings and/or research. The course to be designed by the student in consultation with the instructor on a subject of special interest to the student. This course cannot be used as one of the three upper division electives.

**BI 450 Independent Research: 3 semester hours**

Independent research conducted at Mount Mercy or another recognized institution or research facility. Students will be responsible for collection, analysis, and presentation of original data. Presentation will be in both oral and written format, with the oral portion to be given at a recognized state or national scientific meeting. This course cannot be used as one of the three upper division electives.

## Business Administration (BA)

### Courses

**BA 101 Business 101: 1 semester hour**

In preparation for their entry into the business department, students will explore skills necessary for success in the business world. They will explore all the business majors offered here so students gain an overall understanding of careers and courses of different majors and minors. This course will define professionalism and employer expectations. They will write two business oriented communications: email and two-page research project using APA. They will write a resume for an internship and prepare an elevator speech. They will explore the skills of teamwork, goal setting, assertive communication, and time management necessary to establish success in college and in the business environment. There will be a brief overview of all business department majors and associated careers, presented by the major coordinator, as well as introduction to business clubs, organizations, and Mount Mercy University volunteer missions.

**BA 203 Principles of Law: 3 semester hours**

This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.

**BA 240 Personal Financial Planning: 3 semester hours**

This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the "tax bite", tax-deferred savings plans (IRA's and 401K's) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

**BA 250 Technology & Communication In Business: 3 semester hours**

In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

**BA 270 Business Statistics: 3 semester hours**

This course studies descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

**BA 300 Entrepreneurship: 3 semester hours**

This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208. Offered spring semesters.

**BA 305 Employment Law and Labor Relations: 3 semester hours**

This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203. Offered online, block schedule.

**BA 310 Dispute Resolution: 3 semester hours**

Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.

**BA 320 Applied Financial Reporting: 3 semester hours**

This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users' perspective rather than the preparers' perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 330 Estate Planning: 3 semester hours**

This course covers the best way for assets to be transferred in a manner consistent with the wishes of the client while minimizing taxes and other fees. Prerequisite: BA 203.

**BA 344 Investments: 3 semester hours**

This course teaches students about a broad range of investment opportunities as well as how to analyze those opportunities. These opportunities are discussed in conjunction with investment goals. Additionally the course teaches students about various securities valuation techniques. Prerequisites: BC 265 and BC 266. Offered fall semesters.

**BA 350 Risk Management: 3 semester hours**

This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker's compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing. Offered online, block schedule.

**BA 360 Securities Analysis: 3 semester hours**

This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Students will learn how to assess the prospects and the risk of a company and they will learn to value companies using a variety of approaches such as discounted cash flow analysis and various valuation metrics. Prerequisite: BA 344. Offered spring semesters.

**BA 365 Financial Products: 3 semester hours**

This course is designed to benefit students as consumers and would greatly benefit any student contemplating a career as a financial advisor. There are many different financial products in existence such as various types of life insurance products, annuities, structured vehicles, market linked notes, etc., with each having its own strengths and weaknesses. These products may be suitable for one investor and not for another due to a variety of factors such as age, risk tolerance, financial situation, family situation, etc. This course will explain each type of product, the strengths and weaknesses for each product, and the type of investor profile that may benefit from each type. Prerequisite courses: BA 379 Financial Management or BA 344 Investments.

**BA 370 Quantitative Methods For Business: 3 semester hours**

This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

**BA 371 Sport Event and Facility Management: 3 semester hours**

This course provides students with an understanding of how sport events and facilities are managed. Students will analyze and evaluate management aspects like daily operations and functions, staffing, sponsorships, budgets, short- and long-term planning, and risk, emphasizing their application in practical situations. Prerequisite: BN 204 or instructor permission. Offered fall semesters.

**BA 373 Sports Law: 3 semester hours**

This course focuses on covering topics of professional and non-professional sports law issues. It includes a focus on the regulatory nature of domestic and international sport to include interscholastic, intercollegiate and Olympic sports. Integrated topics will include governing bodies such as the NAIA, NCAA and professional level regulations related to the use of agents, gender-related issues surrounding Title IX, testing for performance enhancing drugs, labor unions and current topics in sporting law. Prerequisite: BA 203. Offered spring semesters, odd calendar years.

**BA 375 Financing Sports Organizations: 3 semester hours**

This course builds upon courses in finance and accounting with application to the financial management of a sporting organization related. This includes refining skills in fiduciary responsibility while covering topics in financial analysis, business analytics, environmental/economic scanning, and taxation to help in managing decisions. Prerequisite: BC 265 and BC 266. Offered spring semesters, even calendar years.

**BA 379 Financial Management: 3 semester hours**

This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and securities valuation. Prerequisites: BC 265 and BC 266.

**BA 410 Financial Planning: 3 semester hours**

This course will require students to complete the financial planning process from start to finish for a complex family situation. This process will include obtaining qualitative and quantitative information regarding the client's personal situation; analyzing the client's current course of action along with alternative courses of action; developing financial planning recommendations; presenting the financial planning recommendations; and monitoring the progress of the financial plan and update as necessary. The topics to be covered include professional conduct and regulation; general principles of financial planning; risk management and insurance planning; investment planning; tax planning; retirement savings and income planning; estate planning; and the psychology of financial planning. Prerequisite: BA 330, BA 344, BA 350, BA 365, BA 379.

**BA 420 Cases In Finance: 3 semester hours**

This course will teach students how to analyze financial cases. The case method of instruction simulates the "real world" by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 344 and BA 379. Offered spring semesters.

**BA 425 Finance Internship: 3 semester hours**

Students may take advantage of internship opportunities which become available in the field of finance. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each 3 hours per week for the semester spent at an outside company up to a maximum of 6 semester hours).

**BA 430 Selected Topics in Business: 3 semester hours**

This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Offered winter term.



**BA 435 Senior Seminar in Business: 3 semester hours**

Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

**BA 436 Business Strategy Seminar: 3 semester hours**

This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student's field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.

**BA 445 Business Administration Independent Study: 3 semester hours**

If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

## Career Development (CD)

### Courses

**CD 004 Career Exploration Through Self Discovery: 1 semester hour**

Students will gain insight into personal values, interests, skills, and personality types that will assist in choosing a major or career. Participants will research careers and conduct off-campus informational interviews with area professionals. This course is recommended for students who are undecided on a major or career.

**CD 007 Strategies for a Successful Job Search: 1 semester hour**

This course will feature topics such as interviewing, job search correspondence, and researching companies. It will prepare students to enter a competitive employment market. This course is recommended for any student interested in increasing employment-seeking skills.

## Chemistry (CH)

### Courses

**CH 100 Discovering Chemistry Laboratory: 1 semester hour**

Students will perform a variety of chemistry and/or physics laboratory experiments. Students will be able to define problems clearly, analyze data properly and draw appropriate conclusions. Based on their laboratory experiments, the students will then be able to construct inquiry-based laboratory exercises using appropriate resources. This course fulfills the requirement of the Natural World domain for transfer students who have not taken a laboratory based natural science course before transferring to Mount Mercy. This course is also for education majors who need additional credit hours for their endorsement areas. This course can be crosslisted with PH 100.

**CH 101 Chemistry in the Kitchen: 4 semester hours**

This course is designed to teach students a basic understanding of chemistry using food science. The course is for non-science majors. Major topics covered in this class include: the scientific method, chemicals and food, atomic structure and food molecules, chemical measurements and calculations, thermodynamics and energy, common chemical reactions, kinetics, acid-base chemistry, and nutrients. This course fulfills the Natural World Domain requirement for non-major students.

**CH 110 Introduction to Chemistry: 3 semester hours**

This course is intended to provide an overview of fundamental concepts in chemistry, including: atomic and molecular structure, the nature of chemical bonding, chemical reactions, and stoichiometry, nomenclature, basic knowledge of thermodynamics and equilibrium, acids/bases, basic organic chemical nomenclature and reactivity. This course meets the needs of students not planning to take chemistry courses beyond CH 113. Students with minimal mathematical skills can use CH 110 as a preparatory course for CH 111 General Chemistry I. Three hours of lecture per week. Typically offered each fall and spring semester.

**CH 111 General Chemistry I: 4.5 semester hours**

This course is an introduction to the field of chemistry, providing an understanding of the structures of atoms, molecules and ions and their interactions, and a foundation for the further study of chemistry. Three lectures and one three-hour lab weekly. Prerequisite: A Mathematics Pre-Algebra and Elementary Algebra Enhanced ACT subscore of 16 or higher; or a Mathematics score of 16 or higher on the former ACT; or completion of MA 008 with a grade of C or higher.

**CH 112 General Chemistry II: 4.5 semester hours**

This course is a continuation of CH 111. Topics covered are: chemical kinetics; equilibrium and thermodynamics; acids and bases; electrochemistry; survey of metals, nonmetals, and transition metals; complexes; nuclear chemistry. Three lectures and one three-hour lab weekly. Prerequisite: CH 111.

**CH 211 Organic Chemistry I: 4.5 semester hours**

This course is an introduction to organic chemistry; an integrated presentation with emphasis on the theoretical aspects and mechanisms of reactions. Detailed discussion of alkanes, alkenes, alkynes, and stereochemistry. Three lectures and an additional three-hour lab meet weekly. Prerequisite: CH 111, CH 112.

**CH 212 Organic Chemistry II: 4.5 semester hours**

This course is a continuation of CH 211. Functional groups discussed in detail. The course will provide an introduction to absorption spectroscopy and qualitative identification of organic compounds; aromatic and heterocyclic compounds; macromolecules. Three lectures and one additional three-hour lab meet weekly. Prerequisite: CH 111, CH 112, CH 211.

**CH 251 Analytical Chemistry: 4.5 semester hours**

Theory and application of basic methods in quantitative analysis: titrimetric, gravimetric, chromatographic, potentiometric, and spectrophotometric determinations. Three lectures and one additional four-hour lab meet weekly. Prerequisites: CH 111, CH 112, MA 142 or MA 164.

**CH 302 Biochemistry: 4.5 semester hours**

This course focuses on the study of life at the molecular level. The course examines the structure and function of key biological macromolecules (proteins, nucleic acids, lipids and carbohydrates), enzymes (kinetics, catalytic and regulatory strategies), central metabolic pathways and their regulation (cellular respiration, gluconeogenesis, glycogen, fatty acid and lipids), cell membranes and signal-transduction pathways. The laboratory portion emphasizes techniques used to study and analyze proteins. Three hours of lecture and one four-hour laboratory per week. Prerequisites: CH 111, CH 112, CH 211, CH 212, BI 125 and BI 125L. (Offered fall semester).

**CH 303 Biochemistry II: 3 semester hours**

A continuation of CH 302. Topics include the metabolism of amino acids, proteins, and nucleotides, membrane lipids and steroids; the integration of metabolism; exploring sensory systems, immune systems, and drug development. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 302. (Offered winter term in even years).

**CH 334 Instrumental Analysis: 4.5 semester hours**

The course teaches the underlying principles and practical aspects of using modern instruments in chemical analysis. Students will understand the chemistry relevant to sampling, sample preparation, and the chemical processes occurring in each instrument - such as electron transfer, electron emission, light scattering and absorption, gas and liquid phase equilibria. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 251.

**CH 370 Physical Chemistry: 4.5 semester hours**

An introduction to physical chemistry. Topics covered include thermodynamics, kinetics, quantum chemistry, molecular structure and spectroscopy. Three hours of lecture and one three-hour laboratory weekly. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 251, MA 164.

**CH 399 Special Topics in Chemistry: 3 semester hours**

Chemistry is a dynamic subject and this course is designed to present topics that may not have sufficient, sustained demand to be a regular course offering. The course is intended to provide an in-depth, advanced study of topics that are chosen with attention to student interest and faculty availability. This course may be repeated if topic is different. Prerequisite: CH 211 and permission of instructor.

**CH 450 Chemistry Internship: 6 semester hours**

This is a directed educational experience in employment situations under joint sponsorship by a faculty member and an employer. Students enrolled in this course will work with a community partner and are expected to perform duties as assigned by the community partner, who functions as the student's on-site supervisor. Internships are anticipated to mimic the employee-employer relationship and conform to standards prevalent at the community partner. Each credit hour of internship should correlate to approximately 40 hours of internship activities (activities are mainly determined by the specific job or projects assigned by the community partner). Students are required to: (1) Keep a journal during their internship reflecting on their experiences, new skills learned, etc. Due dates for the journal entries will be determined by the faculty instructor. (2) Meet (this may be done electronically, e.g. Facetime or Skype video conference) with the MMU instructor at least three times during the semester: at the beginning, near mid-term, and at the end of the semester (before the end of finals week), and (3) Complete an evaluation of the internship experience. Prerequisite: a successful application must be made in writing to a supervising chemistry instructor in the semester prior to the internship.

**CH 451 Chemistry Research: 6 semester hours**

This course provides a research opportunity for undergraduate students, which may include an introduction to relevant background material, technical instruction, identification of a meaningful project, data collection, analysis and dissemination. Projects and topics are determined by the faculty member in charge of the course and may relate to his/her research interests, or the interests of a student. This course will be offered based on faculty availability and student demand. Students may register for 1-6 credits per semester (1 semester credit= 40 project hours); students may repeat this course. Prerequisite: approval by advising instructor.

## Communication (CO)

### Courses

**CO 101 Oral Communication: 3 semester hours**

This course aims to develop competency in basic oral communication skills necessary in the workplace and all of life. The focus is upon interpersonal, group, and public speaking, and based upon a core of theory students will engage in a variety of skill-based activities and assignments designed to enhance their capacities as oral communicators. This course meets the university oral communication competency requirement.

**CO 102 Public Speaking: 3 semester hours**

This course focuses on the development of public speaking competency necessary for success in the workplace and all of life. Based upon a foundational understanding of the nature of communication and the role of public speaking in society, the course will focus on skill development through varied exercises and speech assignments.

**CO 105 Introduction to Acting: 3 semester hours**

Overview of the basics of the craft of acting, involving the use of voice and body to communicate an image. No prerequisites, but applicable to any student interested in improving their ability to communicate with voice and body.

**CO 111 Introduction to Communication Studies: 3 semester hours**

Introducing Communication majors and minors to the conceptual foundations and occupational parameters of the field of communication is the aim of this class. Students will review core concepts involving the common elements and diverse forms of communication, become acquainted with the areas and methods of study in the field, and explore the range of career options for those with a college education in Communications.

**CO 120 Introduction to Journalism: 3 semester hours**

This is a basic course in journalistic writing that covers the role and responsibility of the press in a free society as well as the fundamentals of news gathering and news writing for the print, broadcast, and online media. Writing assignments will progress from basic news gathering and news stories to human-interest stories, trend stories, and in-depth feature stories. In addition to class assignments, students will write stories for the Mount Mercy Times. Students majoring in English, education, speech, those working for the Mount Mercy Times, or other publications, or who have career aspirations in journalism, and publishing or writing should find this course beneficial. Prerequisite: core curriculum writing course.

**CO 130 Basic Media Grammar for Professional Writing: 2 semester hours**

Basic Media Grammar for Professional Writing reviews formal rules of English grammar as applied by media writers. This is a required course for journalism and public relations students. The course surveys formal rules of grammar using a text that puts those rules in a media context.

**CO 140 Introduction to Mass Media in the United States: 3 semester hours**

CO 140 Introduction to Mass Media in the United States: 3 semester hours.

**CO 180 Introduction to Public Relations: 3 semester hours**

Public relations are a much misunderstood profession, and this course seeks to orient students towards an authentic understanding of the actual practice. Students will be introduced to fundamental concepts of public relations, catch a brief glimpse of past and contemporary practice, and be encouraged to choose their own emphasis from among the many types of public relations. The course serves as a foundation for all the other theory and skill classes in the major/minor. Prerequisite: one course selected from core curriculum writing course.

**CO 242 Media Theory: 3 semester hours**

In the 21st century we are all immersed in media, as both consumers and producers. The effective practice of both requires not just comprehension of mechanics (software, machines, etc.), but a broader understanding of how media, in all forms, works as a mode of communication and medium of culture. This class is framed with an overview of the different perspectives on the nature of theory, and proceeds through an investigation of key theories of both mass and social media. Prerequisite: CO 111.

**CO 250 Effective Group Communication: 3 semester hours**

Working in teams to analyze and solve problems is common in most careers today. In most careers it is important to learn certain skills of group communication if one is to contribute to the success of work teams. This course will utilize a core of theory in enabling students to learn such skills by putting them into practice. Prerequisite: CO 111.

**CO 260 Intercultural Communication: 3 semester hours**

Cross cultural contact is a fact of everyday life, and its frequency will only increase. To assist students in successfully navigating such encounters this course will introduce the theoretical background and problems involved with contemporary attempts to communicate between cultures, with a special focus on the attendant problems of interacting with specifically non-western cultures. In addition to theory, students will be exposed to certain skills necessary to make such encounters succeed in everyday life.

**CO 270 Interpersonal Communication: 3 semester hours**

This course integrates theory and practice. Students study the premise of symbolic interaction theory - it is only through our interactions with others that we define ourselves as individuals. The course deals with the basic concepts of person-to-person communication, such as the relationship between verbal and nonverbal language, the intent and result of message sharing, and the variables in communicative efforts. Students will learn and apply relational/interactional theory and perceptual, dramaturgical, and dialogic theory as they engage in practical education experiences. Knowledge of theoretical perspectives of communication enables students to create, assign meaning to and disseminate and evaluate messages as they interact in relationships. Prerequisites: CO 101 and CO 111.

**CO 280 Writing For Public Relations: 3 semester hours**

This course covers basic writing techniques common to public relations, such as writing news releases and writing for newspapers, magazines, institutional publications; writing for broadcast and electronic media; writing features for publications. Prerequisite: core curriculum writing course.

**CO 281 Newspaper Reporting: 3 semester hours**

This is an intensive course covering the role, functions and responsibilities of a newspaper or magazine writer. Students will gain experience with interviewing covering events and writing stories under deadline. Topics covered will include news beats, public affairs reporting, meeting and speech coverage, sports writing, obituaries, news analysis editorials and columns. Students will gain experience through classroom exercises and by writing stories for the Mount Mercy Times or their approved media outlet. Students will also be able to complete a freelance article to submit for an off-campus publication. Prerequisite: CO 120 or approval of instructor.

**CO 282 Research In Public Relations: 3 semester hours**

The PR practitioner needs to be capable of a wide variety of tactics, and in the 21st century research is fast becoming vital to the practice. The course will overview the unique role of quantitative and qualitative research work in the public relations process, focusing on research as a tool enabling the effective planning of relationship enhancement strategies between organizations and their publics. Within this framework, the course will introduce students to the construction, administration, and interpretation of surveys and focus groups. To enable the appropriate interpretation necessary for application of data to PR planning, this course will introduce students to basic features of SPSS. Prerequisites: MA 135 or BA 270 or instructor permission, CO 111, CO 180.

**CO 290 News Processing for Journalism and Public Relations: 4 semester hours**

This course covers the process of taking materials and organizing them into coherent publications. Topics include: editing, writing headlines, magazine and newsletter layout and production, processing of news and features for print and for the web, the printing process, an intensive review of Associated Style, and a review of the copy editor and copy editing roles. This course is a follow-up application course to CO 280 or CO 120. Prerequisites: CO 280 or CO 120 and AR 130.

**CO 311 Communication Analysis: 3 semester hours**

Fully understanding the nature of communication involves being able to analyze the qualities of communication acts. This course will provide an overview of various means of examining a wide range of communication acts, with the aim of achieving competency in working critically with communication texts. Prerequisites: CO 111, CO 360.

**CO 330 Music and Communication: 3 semester hours**

Beyond its status as art or entertainment, music communicates, and in this role does different kinds of work in human affairs: from selling products, to protest, to sustaining culture, and more. This course will survey some of these functions, review the dimensions and elements of music that allow it to work as a communication medium, and develop in students the ability to discern the communicative function of a given piece of music.

**CO 340 Newspaper/Magazine Copy Editing and Design: 3 semester hours**

This is a detailed introduction to the functions of a copy editor and page designer on a newspaper and magazine. The role of the copy desk is to coordinate, finish and design all the elements that comprise the editorial content of the "news hole" in a newspaper or magazine. This course builds on the experience a student gains in CO 290 by focusing on the role of copy editing specifically in a news media context. Students will learn how to recognize and correct common writing errors, how to spot sloppy reporting, how to write snappy headlines and how to design attractive newspaper pages and magazine layouts. Prerequisites: CO 120, CO 290, AR 130.

**CO 345 Strategies and Tactics in Public Relations: 3 semester hours**

Whether maintaining or initiating relationships with key publics, public relations professionals need to be able to creatively combine theory and skills into coherent plans that meet situational needs. Through case study and practical application, students will gain experience in devising strategies of public relations action, as well as developing their ability to utilize the specific tactic of special event planning. Prerequisites: CO 120, CO 180, CO 280, CO 282.

**CO 350 Contemporary Perspectives on Public Relations: 3 semester hours**

An education in Public Relations should go beyond skills and tactics to include an ability to think beneath and beyond practice - to explore why things work the way they do and what they can become. This advanced class focuses on contemporary theory and research regarding the nature and practice of PR, and includes a specific focus on PR ethics. Prerequisite: CO 345.

**CO 360 Law and Ethics of Mass Media: 3 semester hours**

This course is designed to provide students with an internal look at the professional media industry from a historical and legal perspective. The class emphasizes key legal concepts that all professional communicators should understand, such as libel, trademark and copyright. Students will also learn the internal structure of the media industry from a historical perspective, and study media ethics. Junior status recommended.

**CO 372 Communication Practicum: 1 semester hour**

This course is designed to provide Journalism Majors or other Communication Majors practical experience and leadership experience through an editing role on the Mount Mercy Times or other approved media outlet or project. This course is designed to give students a professional-level experience that will prepare them for CO 280: Internship in Communication. Students enrolled in CO 372 will undertake a specific leadership role to include planning story assignments, overseeing beats within the editorial area of responsibility overseeing the editing of pages and providing ongoing strategic planning for the Times or other approved media outlet. Besides working on the Mount Mercy Times, students may arrange a leadership or creative experience through other outlets. Prerequisites: Approval of the instructor. Normally, students should complete CO 290 before enrolling in this course.

**CO 380 Internship in Communication: 3 semester hours**

This course will provide placement in offices and organizations that will give students exposure to the field of communication. Examples are: public relations, corporate communication, design, multimedia positions in companies, non-profit organizations, etc. Students will spend a minimum of 10 hours per week for 12 weeks in a professional setting arranged through the Communication Department. Instructor approval is required before registration. Prerequisites: completion of all 100 and 200 level required courses in the communication major.

**CO 445 Independent Study: 3 semester hours**

Directed readings and research in the communication discipline. Topics to be determined by the student and faculty director.

**CO 480 Seminar in Communication: 3 semester hours**

This is the capstone course in the Communication major, and so is typically the last class students take in the major. At that point students stand at a junction: looking back over all they've learned in their college years, and looking ahead at their imminent career. This course aims to assist students in developing their vision for both directions. Through discussion, a major senior project, and preparation of career materials (resume, portfolio) students will recognize and demonstrate their accumulated mix of knowledge and skills and how that orients them toward their future.

**COE SPA315 : 4 semester hours**

## Computer Science (CS)

### Courses

**CS 101 Using Computers in Research Settings: 1 semester hour**

The course is designed to make students fluent in the use of common office applications in professional settings. We will learn these skills in the context of the analysis and interpretation of real-world data sets that come from the research of the faculty and students of Mount Mercy University. Students who complete this course will be able to be more productive here at Mount Mercy, and more prepared to enter careers or to attend graduate school.

**CS 103 Introduction To Web Site Development: 3 semester hours**

In Introduction to Web Site Development, students will learn a wide arrange of web-based technologies and scripting languages that are used for the development of internet web sites. The tools discussed in the course will vary in order to stay current with the rapidly changing environment of web development. These tools could include (but are not limited to): wysiwyg html editors, html, css, xml, Flash, java script and dynamic web programming languages. The intent of the course is to give students a broad experience with a wide range of web-based technologies. This course is intended for non-majors who are interested in careers focused on the development of web sites. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 105 Fundamentals Of Computer Science: 4 semester hours**

This course focuses on the concepts and constructs of computer programming, including program design and decomposition, data types, interactive and file input/output, control structures, and graphical user interface development. Formerly CS 175.



**CS 106 Data Structures: 4 semester hours**

This course introduces basic concepts of software development, elementary data structures (including sets, lists, stacks, queues, trees, and graphs), recursion, and elementary algorithm analysis. Formerly CS 205. Prerequisites: CS 105, MA 162 (the latter may be taken as a co-requisite).

**CS 112 Introduction to Object Oriented Programming: 3 semester hours**

This course teaches the concepts and skills of object oriented programming. Topics to be covered include inheritance, abstract fields, methods and classes, encapsulation and polymorphism. Demonstration of significant experience and skills in object oriented programming can be used to pass out of the course. Prerequisite: CS 105.

**CS 190 Computer Organization: 4 semester hours**

This course covers various hardware aspects of computers. Topics to be covered include number representation, digital logic, Boolean algebra, memory technologies, and management techniques, interrupts, CPU structure, microprogramming, assembly language, and input/output devices. Prerequisite: CS 105 & MA 162.

**CS 203 Information Ethics: 3 semester hours**

In this course, students will learn to define and analyze ethical, moral, social, and professional issues related to computing and information technology. Topics to be discussed include ethical frameworks for decision making, regulation of the Internet, intellectual property, privacy, security, and codes of conduct. Prerequisite: sophomore standing or consent of instructor.

**CS 215 Data Programming Languages: 3 semester hours**

This course is an introductory course for using current programming language techniques for Data Science. Students will learn to use a contemporary programming language, like python or R, to solve various data science challenges. The course reinforces the student's knowledge of objects and control structures. The student will expand this knowledge for data storage, manipulation, visualization, and randomness. These tools and techniques are vital to the data science professional. Prerequisite: CS 105.

**CS 226 Programming in Visual Basic: 4 semester hours**

This course is an introduction to programming using Visual Basic and the .NET development environment. Topics to be covered include control structures, input/output, graphical user interfaces, and interface with other Microsoft Office applications. This course is for MIS majors. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 235 Systems Programming Concepts: 4 semester hours**

This course explores topics related to operating systems and network programming, including shell programming, programming with operating systems calls, and programming using network sockets. Other topics include basic structure of operating systems and network software. Prerequisite: CS 190.

**CS 302 Programming Languages: 3 semester hours**

This course considers the evolution of programming languages. Topics to be discussed include language specification and analysis, syntax, semantics, parameter passing techniques, scope, binding, paradigms (including imperative, functional, and object-oriented), and translation techniques. Prerequisite: CS 235.

**CS 326 Information Systems Analysis: 3 semester hours**

This course will focus on management issues in the creation and management of information systems. Broad topics will include system investigation, system and feasibility analysis, system design, system implementation, and system maintenance. Various approaches to systems analysis and design will be considered, as well as tools. Prerequisites: CS 106 for CS students or CS 226 and BN 204 for MIS students.

**CS 340 Game Design and Development: 4 semester hours**

This course is an introductory overview of the video game design and development process. Through detailed study of historical as well as current games, students will learn the language and structure needed to develop their own game ideas. Students will learn the many aspects of a game development team and learn how each of these roles contributes to a game's overall design. Projects, in and out of class, will focus on creating and designing game concepts both digital and non-digital. A strong focus on the elements of game design and process will support class projects. Students will get a basic overview of game studies and integrate those concepts into their work. Prerequisite: CS 106, CS 235, & CS 326.

**CS 341 Mobile Development: 4 semester hours**

This course is an introductory overview of the mobile application design and development process. Through detailed study of historical as well as current mobile, students will learn the language and structure needed to develop their own mobile applications. Students will learn the many aspects of a mobile development team and learn how each of these roles contributes to an applications overall design. Projects, in and out of class, will focus on creating and designing mobile concepts. A strong focus on the elements of mobile design and process will support class projects. Prerequisite: CS 106, CS 235, & CS 326.

**CS 388 Database Systems: 4 semester hours**

This course emphasizes the concepts and structures necessary to design and implement a database management system. Topics to be covered include the evolution of database systems, the relational database model, query languages, triggers, constraints, views, and other advanced topics as time permits. Prerequisite: CS 235 or CS 326.

**CS 389 Algorithm Analysis: 3 semester hours**

This course is an introduction to advanced data structures and algorithm analysis techniques. Topics to be covered include asymptotic notation, empirical and theoretical analysis techniques, complexity classes, algorithmic approaches (divide and conquer, greedy), and advanced tree structures. Three hours lecture. Prerequisites: MA 162, CS 106.

**CS 391 Embedded Systems: 3 semester hours**

This course is an introductory overview of embedded systems and embedded language. Students will learn the skills needed to develop their embedded solutions through a detailed study of embedded control history and current applications of embedded systems. In and out of class, projects will focus on using, creating, and designing embedded system solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 392 Robotic Systems: 3 semester hours**

This course is an introductory overview of robotic systems and sensor networks. Students will learn the skills needed to develop their robotics and sensor network solutions through a detailed study of robotic history and current applications of robotic systems. Students will work with both mobile and stationary robotics. In and out of class, projects will focus on using, creating, and designing robotic solutions. Prerequisites: CS 106, CS 235, MA 164.

**CS 393 Cryptology: 3 semester hours**

This course is an introductory overview of Cryptology and Secure Programming. Students will learn the skills needed to develop their security solutions through a detailed study of cryptographic history and current cryptographic algorithms. Students will learn the many aspects of a security team and how each role contributes to security's overall design. In and out of class, projects will focus on using, creating, and designing security solutions for both digital and non-digital domains. Prerequisites: CS 106, CS 235, MA 164.

**CS 395 Web Programming: 4 semester hours**

This course explores the development of web-based applications and dynamic web pages using modern development tools and languages. Topics to be covered include basic web site design, scripting languages, web servers, use of databases and SQL in the development of dynamic web sites and web security. Prerequisite: CS 326 & CS 388.

**CS 399 Special Topics in Computer Science: 3 semester hours**

This course provides students the opportunity to take electives in an area of special interest in computer science. When possible, the course will be taught by experts from the field. Topics may include educational software development, artificial intelligence, robotics, embedded systems, bioinformatics, and cryptography. Prerequisite: permission of instructor.

**CS 415 Field Experience: 3 semester hours**

This course provides students the opportunity to take advantage of internship opportunities that become available. The internships include off-campus supervision at local employers and periodic conferences with the on-campus instructor. One semester hour of credit is assigned for each 45 hours of work per semester at the outside agency.

**CS 420 Management Information Systems Senior Thesis: 3 semester hours**

The MIS Senior Thesis is intended to be one option for the MIS capstone course specifically suited to students with significant professional experience as a team member on at least one large enterprise software development project. Students in this course will work with a faculty member to select a topic relevant to their education and professional experience, design a plan for researching the topic and produce a thesis that reviews and analyzes the research and integrates the research, the learning they have gained from their educational program and from their professional experience into a solution of the problem defined by the chosen topic.

**CS 422 IT Security and Risk Management: 3 semester hours**

This course introduces the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management. Prerequisite: BN 340 & CS 326.

**CS 425 IT Audit and Controls: 3 semester hours**

This course introduces the fundamental concepts of the information technology audit and control functions. This course focuses on understanding information controls, the types of controls, and their impact on the organization and managing and auditing them. The concepts and techniques used in information technology audits will be presented. Students will learn the process of creating a control structure with goals and objectives, audit an information technology infrastructure against it, and establish a systematic remediation procedure for any inadequacies. The course also covers the challenges of dealing with best practices, standards, and regulatory requirements governing information and controls. Prerequisite: BN 340 and CS 326.

**CS 430 Senior Project: Management Information Systems: 4 semester hours**

This is the capstone course for management information system majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team as project managers. Prerequisites: CS 226, CS 326 and BN 377.

**CS 435 Senior Project: Computer Science: 4 semester hours**

This is the capstone course for computer science majors. The student will complete a broad and deep software development project as part of a multi-disciplinary team. Prerequisites: CS 388 and (CS 302 or CS 395).

**CS 445 Computer Science Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## Criminal Justice (CJ)

### Courses

**CJ 101 Introduction To Criminal Justice: 3 semester hours**

This course is a review of the delivery of criminal justice services in the United States. Particular attention will be devoted to a modeling of the criminal process, the control of discretion within the various sub-processes, and the role of criminal justice in a democratic social order that emphasizes public accountability and the rule of law.

**CJ 154 Criminology: 3 semester hours**

This course is the study of the causes of crime in society, along with the implications for the United States criminal justice system. Students will evaluate research in the field, like biological developments related to DNA, and studies correlating social factors and crime. The underlying theoretical assumptions of criminal justice policies and organizations will also be analyzed.

**CJ 203 Policing: 3 semester hours**

This course includes an examination of the role of police in a free society. The course also reviews current research on policing, the concept of the rule of law, police behavior and subcultures, the historical evolution of the police, police selection and training, and the management and administration of police.

**CJ 228 Juvenile Justice: 3 semester hours**

This course includes an examination of juvenile delinquency and the juvenile justice process. The study includes an analysis of the evolution of *parens patriae*, and case law of the juvenile process from taking into custody through disposition.

**CJ 242 Crime and Culture in America: 3 semester hours**

This course explores the history of crime and the relationships between crime and culture in America. Major topics include the historical perspectives of crime and culture, cultural influences on crime and justice throughout history, and historical changes in the interpretation of crime.

**CJ 244 Corrections: 3 semester hours**

This course is the study of the history, philosophy, and practice of corrections. This course will include an analysis of corrections history and philosophy along with an examination of jails, prisons, probation, intermediate sanctions, and parole. The course will also cover legal developments in corrections, correctional trends, management and treatment of correctional populations, and problems facing correctional systems.

**CJ 246 Criminal Investigation: 3 semester hours**

This course includes a survey of the theory of scientific crime detection, investigation, interrogation, case presentation, and problems in criminal investigation. The content will include coverage of recent developments in forensic investigation such as DNA fingerprinting.

**CJ 297 Criminal Law: 3 semester hours**

This course introduces criminal law in the United States. The course examines the purposes and historical development of criminal law, and includes a discussion of the Constitutional limits on what behaviors can be criminalized. Students study the legal elements that must be proven to convict an individual. The course also considers parties to a crime, like accomplices and accessories, attempted crimes, and defenses to a crime (e.g., self-defense, insanity). Students will use the "case method," requiring them to critically analyze real-life legal cases.

**CJ 299 Criminal Justice Information, Communication and Ethics: 3 semester hours**

This course provides an opportunity for students to improve and apply reasoning skills in a criminal justice context, establishing a foundation for upper-level coursework. The course requires students to refine their communication and information research skills. Students will become adept at finding, evaluating, and properly citing research materials for the field of criminal justice. Special attention will also be given to ethical issues in criminal justice. For criminal justice majors, CJ 299 is a prerequisite for all 300- and 400-level criminal justice courses. Prerequisite: Grade of at least C- in core curriculum writing course.

**CJ 302 Criminal Justice Research Methods: 3 semester hours**

This course is an exploration of research in the field of criminal justice. Specifically, the course includes learning about research design, validity and reliability, data collection, secondary data analysis, levels of measurement, and hypothesis testing. Students will also learn how to analyze data and interpret statistical output. Prerequisites: CJ 299. A course in basic statistics is also suggested, but not required.

**CJ 305 White Collar Crime: 3 semester hours**

This course is a general survey reviewing both the nature and scope of white-collar crime. This course will explore crimes upon which society has placed little focus, yet at the same time have significant physical, fiscal, and social costs. Special emphasis is placed on the complexities of corporate crime and its effects on society. Prerequisite CJ 299.

**CJ 350 Trial Evidence: 3 semester hours**

This course is a study of the law governing the presentation of evidence at trial. Focus will be upon the various types of evidence, questions of competency, relevancy, and materiality, with special emphasis on the hearsay rule and its exceptions. The content will include the role of evidence in striking a theoretical balance between the defendant and the state in the pre-trial and trial adversary process. Prerequisites: CJ 297, CJ 299 and suggest CJ 355.

**CJ 355 Criminal Procedure: 3 semester hours**

This course is an examination of constitutional criminal procedure related to police stops, arrest, search and seizure, and interrogations. Emphasis is placed upon the role of criminal procedure in controlling police discretion in a democratic society. The fourth, fifth, and sixth amendments to the Bill of Rights are explored in-depth. Miranda warnings and the exclusionary rule are also studied. Prerequisite: CJ 299, suggest CJ 297.

**CJ 365 Diversity and the Criminal Justice System: 3 semester hours**

This course explores relationships between society and the criminal justice system. Particular attention is given to both past and contemporary relationships between the criminal justice system and historically marginalized groups. Issues of dissent and divergent perspectives on the role of the criminal justice system will also be examined. Prerequisite: CJ 299.

**CJ 380 Sex Offenders: 3 semester hours**

This course is a seminar on the contemporary topic of sex offenders. We will explore what constitutes a sex offense, examine different types of sex offenders, and study how society responds to these acts, victims, and offenders. Prerequisite: CJ 299.

**CJ 390 Special Topics in Criminal Justice: 3 semester hours**

This course provides the opportunity for a study of a significant topic, problem, or issue in criminal justice. This course may be repeated once for credit when content varies. Prerequisite: CJ 299.

**CJ 410 Senior Seminar: 3 semester hours**

This course is a study of select and highly contemporary criminal justice issues. The course format allows students to draw upon and integrate knowledge gained from previous courses and apply it in an area of individual, intensive research. The content will vary. Prerequisites: CJ 154, CJ 299, CJ 302.

**CJ 426 Media and Crime: 3 semester hours**

This course will focus on the interrelationships among media, crime, and the criminal justice system. Particular attention will be given to the construction of crime in the news and entertainment media, and how those constructions affect citizens' perception of the crime and the criminal justice system. Policy and legal implications of these perceptions will also be considered. Prerequisite: CJ 299.

**CJ 428 Internship: 3 semester hours**

This is an academically oriented practical experience gained through supervised work assignments with various governmental and private criminal justice-related agencies. The student will have the opportunity to contrast theory and practice. The internship is open to criminal justice majors of junior or senior status and with the consent of the internship coordinator. A student may enroll in and complete a maximum of six (6) semester hours for CJ 428 although only three (3) semester hours may be counted toward the major. The application deadlines are February 15 for summer internships, April 15 for fall internships, and September 15 for spring internships. Prerequisites: CJ 299, junior or senior in good standing, approved application, and consent of the internship coordinator. (1-6 semester hours).

**CJ 445 Independent Study: 3 semester hours**

Independent study courses are specially designed by the student and the instructor. This allows criminal justice majors to pursue research and/or study of a specific area of interest in criminal justice. Prerequisite: CJ 299 and instructor permission.

## Data Science (DS)

### Courses

**DS 101 Introduction to Data Science I: 3 semester hours**

Our world is driven by data. In order to navigate this world and understand the influence data and its science has on modern life, students will learn the core concepts of inference, data analysis, and computing. Students will work with real data sets from a variety of fields such as economics, geography, and sociology. Topics will include basic computing techniques using spreadsheets or other computing software, basic statistical concepts such as Bayes' Theorem, and the pitfalls of bias inherent in data sets.

**DS 301 Introduction to Data Science II: 3 semester hours**

Linear regression and associated techniques are some of the most tested and trusted methods in data science and statistics. In this course, we will develop the skills to apply linear methods to investigate relationships between various types of data, visualize data, and consider the responsible use of such models. Topics may include linear and multiple regression, resampling, model and feature selection, representing analyzed data visually, logistic regression, and the data science life cycle. Python/R will be used throughout. Prerequisites: : MA 162, MA 202, MA 214, CS 106, DS 101.

**DS 400 Data Science Techniques I: 3 semester hours**

In this course, we will learn a variety of techniques often used in data analysis. Methods for classification and regression may be considered. Students will continue to develop deeper mathematical skills, programming skills using Python/R, the ability to produce high-quality documents conveying the results of data-based analysis, and more. Topics may include classification with tree-based methods and support vector machines, clustering (such as k-means, hierarchical, and spectral), and dimension-reduction (such as principal component analysis). Issues regarding the ethical use of data will be explored. Prerequisite: DS 301.

**DS 420 Data Science Techniques II: 3 semester hours**

This course will be an introduction to deep learning with artificial neural networks. The course will focus on applications and computations with software such as Python/R but will have significant mathematical content. Issues of appropriate uses, un/interpretability, and ethics in data will be considered in the context of employing neural network models. Topics may include single and multi-layer perceptrons, feedforward networks, recurrent neural networks, convolutional neural networks, and corresponding mathematical foundations. Prerequisite: DS 400.

## Economics (EC)

### Courses

**EC 230 Humanistic Economics: 3 semester hours**

Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

**EC 251 Macroeconomics Principles: 3 semester hours**

An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

**EC 252 Microeconomic Principles: 3 semester hours**

An analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.

**EC 366 Money and Banking: 3 semester hours**

A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252. Offered fall semesters.

**EC 376 International Economics: 3 semester hours**

The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU). Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251. Offered spring semesters.

**EC 445 Independent Study: 3 semester hours**

The student will select a topic of interest for in-depth, individual study or research under the instructor's supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

## Education (ED)

### Courses

**ED 010 Licensure Renewal Credit: 1 semester hour**

This is a course that can be taken by licensed educators (e.g., teachers, administrators, etc.) for the sole purpose of licensure renewal credit.



**ED 102 Foundations of Education: 2 semester hours**

A basic historical, philosophical, and sociological orientation to the whole field of American education, including a study of contemporary issues and problems; a field experience of thirty hours in an elementary or secondary school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Cumulative grade point average of 2.50 (Spring semester, freshman year or fall or spring semester, sophomore year).

**ED 106 An Invitation to Teaching: 1 semester hour**

This course provides an orientation to the Teacher Education Program (TEP) at Mount Mercy. Required training in mandatory reporting and blood borne pathogens is included. This course is required for all education majors. Enrollment along with the first education course at Mount Mercy is recommended. This course must be completed with a minimum grade of C (2.00). Prerequisite: Cumulative grade point average of 2.50.

**ED 117 Instructional Programs and Methods in Early Childhood Education: 3 semester hours**

A basic course for early childhood teachers designed to present the history, philosophy and purposes of early childhood education; introduction to procedures in observing, recording, and interpreting behavior of young children; study of various contemporary programs including comparison of theoretical foundations, methods of implementation, and evaluative data; a broad overview of all aspects of setting up and managing a program for young children. This course must be completed with a minimum grade of C (2.00). This course can be taken at Kirkwood Community College as ECE 107: Foundations in Early Childhood. (Fall semester, sophomore year). Prerequisite: Cumulative grade point average of 2.50.

**ED 132 Children's Literature: 3 semester hours**

This course provides a broad survey of children's literature (birth-12 years). Students will be exposed to a wide variety of genres, authors, illustrators, teaching techniques, and literature response appropriate to the elementary school. This course must be completed with a minimum grade of C (2.00). Prerequisite: minimum cumulative grade point average of 2.50. (Fall or spring semester, sophomore year).

**ED 135 Storytelling: 3 semester hours**

This course will investigate the history and universal nature of storytelling. Throughout a wide variety reading, the students will explore contemporary and traditional literature and a variety of ways to share stories. Students will refine their skills in storytelling and oral interpretation by sharing stories and poetry in area schools/libraries. Prerequisite: Cumulative grade point average of 2.50.

**ED 143 Child and Family Nutrition: 3 semester hours**

Examination of the function of nutrition in the child's development and in maintaining good health; study of factors influencing family eating patterns and the formation of eating habits of the young child; review of government funded nutrition programs affecting young children and their families; exploring techniques for planning group eating experiences and nutrition education for young children. This course must be completed with a minimum grade of C (2.00). This course can be taken at Kirkwood Community College as ECE 133: Child Health, Safety and Nutrition the fall semester of freshman, sophomore or junior year. Prerequisite: Cumulative grade point average of 2.50.

**ED 164 Health Awareness and PE Methods: 3 semester hours**

This course will focus on the importance of health, wellness, and physical education for children and those who work with children and families. This course focuses on the research and theories of physical education, wellness, and movement with an analysis of the teaching and learning processes involved. It will provide students with the necessary knowledge to teach fundamental and developmentally appropriate lessons for elementary children in the areas of physical education and wellness. A specific focus will be given to promoting healthy lifestyles in self and others.

**ED 165 Art Methods K-8 for Classroom Teachers: 1.5 semester hour**

A course for the elementary teacher providing a study of the basic theories of child art as well as opportunities to experience the various media and concepts appropriate for use at the elementary level. Students meet one day a week for two hours. Recommended for elementary education majors of sophomore standing or above. This course must be completed with a minimum grade of C (2.00). (\$20 lab fee).

**ED 166 Art Methods Majors K-8 with reading: 2 semester hours**

This is a course for art majors who wish to teach art in the elementary school. Special emphasis will be on planning the program, setting up the classroom, and examining current methods of teaching. A field experience in an elementary art classroom is required. This course is open to art minors with the permission of the instructor. The course includes one hour of lecture, two hours of laboratory experience and three hours of school observations each week. This course is required for art majors seeking K-8 teaching certification for art. This course must be completed with a minimum grade of C (2.00). Prerequisites: Art major, junior standing and ED 232.

**ED 232 Principles of Elementary Education: 2 semester hours**

This introductory methods course provides teacher education students with principles related to curriculum, assessment, instructional design, differentiation and classroom management. This course must be taken at Mount Mercy. This course must be completed with a minimum grade of C (2.00). Corequisite: ED 402. Prerequisites: ED 102, ED 253, ED 263, and a cumulative grade point average of 2.70.

**ED 237 Language Development and Learning Experiences for Young Children: 3 semester hours**

An examination of current research and theories related to speech and language development and relationship of language and thought processes, consideration of children's conceptual development in relation to their direct experiences; exploration of current programs and curricula designed to foster language acquisition and cognitive development; emphasis on creating an environment where language is encouraged, including design and implementation of language stimulation activities. This course must be completed with a minimum grade of C (2.00) prior to early childhood student teaching. Prerequisites: PS 224 or equivalent. Cumulative GPA of 2.50.(Spring semester, sophomore or junior year).

**ED 253 Educational Psychology: 3 semester hours**

This course examines the psychological conditions and research underlying educational practice, especially in the school setting. Current research, contextual examples and class discussion will be used to focus on the characteristics of the learner, the teacher and the teaching/learning process. Study will include theories of learning, motivation, student variability, assessment, and classroom management. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 101, PS 224, and a cumulative grade point average of 2.50.

**ED 263 Educating the Exceptional Person: 3 semester hours**

This course will introduce pedagogical, curricular, and social considerations involved in educating diverse learners in the general education classroom. Historical foundations, models, theories, and legislation, as well as contemporary approaches to inclusive classroom practices, will be explored. This course must be completed with a minimum grade of C (2.00). Corequisite: ED 401 or ED 421. Prerequisites: PS 101, PS 224, and a cumulative GPA of 2.50.

**ED 268 Music Methods Majors K-8 with reading: 2 semester hours**

This course will study procedures, materials, and methods in teaching music in the elementary school. Lesson planning and practical teaching demonstrations by students. A widely-used textbook series will be surveyed, and music appreciation material suitable for children will be presented. This course includes a field experience in an elementary music classroom. Content area reading component included. This course must be completed with a minimum grade of C (2.00). (Spring semester). Prerequisites: Music major, junior standing and ED 232.

**ED 269 Music Methods K-8 Classroom Teachers: 1.5 semester hour**

This is a course for elementary school teachers who are not majoring in music. Students will be assisted in increasing their ability to sing and play classroom instruments. Methods and content appropriate for the various grades will be studied. Content area reading component included. This course must be completed with a minimum grade of C (2.00). (Fall and spring semesters).

**ED 270 Care & Education of Infants & Toddlers: 3 semester hours**

This course will provide students with a basic understanding of infant and toddler development and of principles for establishing appropriate programs for this age group. Emphasis will be placed on cooperation with parents, the caregiver's role, use of routines, and developmental issues as key elements in effective home and group-based programs. The class will include a field experience component. This course can be taken at Kirkwood Community College as ECE 221: Infant /Toddler Care and Education. This course must be completed with a minimum grade of C (2.00). (Winter term, sophomore or junior year).

**ED 272 Creative Experiences for Young Children: 4 semester hours**

A review of young children's physical, intellectual, social, emotional, and spiritual growth with implications for instructional procedures, assessments, and guidance practices; Study of the value of play and creative activities in facilitating children's development; using evidence based practice in planning, implementing, managing and evaluation learning experiences to meet individual and group needs of children ages three through six with emphasis on Iowa Early Learning Standards 7,8,9, and 12. Weekly field experience in a prekindergarten setting. This course must be completed with a minimum grade of C (2.00). Cumulative GPA of 2.50.(spring semester, Sophomore or Junior year).

**ED 290 Education Travel Abroad: 1 semester hour**

This course will allow students in Education to explore, compare, and contrast the education system and teacher preparation programs in the United Kingdom with that of the United States. Students will attend classes at Christ Church in Canterbury in Education. Additionally, they will visit local schools to examine curricula and routines/policies. Students will finally visit London and experience cultural exhibits to determine the value these exhibits might bring to their classrooms here in the Midwest.

**ED 305 Adolescent Literature: 3 semester hours**

This course emphasizes the role of the classroom teacher in the selection of appropriate literature for middle and high school learners. Students will be exposed to a variety of teaching techniques for reading and responding to literature. Class assignments will provide the opportunity to read and evaluate contemporary as well as classical literature for adolescents. (Alternating spring semesters). Prerequisite: Cumulative grade point average of 2.50.

**ED 306 Learning Environments for Young Children: 3 semester hours**

A review of history, theory, research, policies, organizational practices, and contemporary curriculum models impacting preschool and kindergarten programs; employing developmentally appropriate assessments and early learning standards to plan and implement challenging learning experiences with application to literacy, mathematics, and science for children ages three to six (Iowa Early Learning Standards 8,10, and 11); supporting key cognitive skills and positive approaches to learning that acknowledge individual differences, support competence, and promote school success of young children. Emphasis on evidence-based practice as a foundation for professional decision making and on identified dispositional qualities on effective educator this course must be completed with a minimum grade of C (2.00) prior to student teaching. Prerequisites: PS 224, ED 117 required, ED 237 recommended. Cumulative GPA of 2.50.

**ED 307 Language, Culture, & Schooling: 3 semester hours**

Language is the primary means by which we represent the world to ourselves and to others. This course will examine some of the ways in which growth in language reflects and enables cognitive development. Topics covered in this course include a sociolinguistic perspective of language, language diversity, language ideology and power, national language policies, World Englishes, the growing number of non-native English speakers, and attitudes of native and non-native English speakers toward the domination of English, and the impact language has on children's success in our communities and schools. Prerequisite: EN 122, SP 205.

**ED 308 Assessment in Teaching English as a Second Language: 3 semester hours**

This course takes an in-depth look at assessment of bilingual/ESL learners and programs. It includes individual as well as large-scale standardized assessments, alternative assessments, and social justice issues involved in the assessment of English language learners. Prerequisites: EN 122 and SP 205.

**ED 309 Reading and Language Arts in the Primary Classroom: 3 semester hours**

This course is designed to offer the prospective elementary teacher a developmental overview of methods, assessments and instructional techniques to support and develop early literacy and the teaching of reading and language arts in and integrated manner. Emphasis is given to both theoretical and practical development as students work in a primary classroom applying various methods and instructional techniques. This course must be completed with a minimum grade of a C (2.00) prior to student teaching. Corequisites: ED 232 and ED 402. Prerequisites: ED 132 and a cumulative GPA of 2.70.

**ED 311 Reading and Language Arts in the Intermediate Classroom: 3 semester hours**

This course provides an overview of assessments, methods, strategies, and theoretical models for teaching content area reading and the language arts. Lesson planning and practical experiences provide students with opportunities to deliver appropriate reading and writing instruction. This course must be completed with a minimum grade of C (2.0). Corequisite: ED 403. Prerequisites: ED 232, ED 309, acceptance into the Teacher Education Program, and a cumulative grade point average of 2.70.

**ED 313 Prescriptive Reading Instruction: 4 semester hours**

This course deals with the nature and cause of reading disability and remedial treatment of reading difficulties. Current techniques as well as research in the field will be discussed. Students will use remedial reading techniques in tutoring children in the schools. A field experience in an elementary reading classroom is required. This course must be completed with a minimum grade of a C (2.00). Prerequisites: ED 237, ED 309, ED 311 prerequisites or corequisite; ED 314 recommended. Cumulative GPA of 2.70 (Spring semester Junior or Senior year).

**ED 314 Diagnostic Reading: 3 semester hours**

The major emphasis in this course is on diagnosis of reading difficulties. Tests, testing procedures, and informal diagnostic techniques are examined and discussed. Students will have practice administering and interpreting test results. Current research in the area of diagnostic reading will be studied. This course must be completed with a minimum grade of a C (2.00). Prerequisites: ED 237, ED 309, and a cumulative grade point average of 2.70.

**ED 315 Middle School Methods: 3 semester hours**

The middle school educational philosophy focuses on meeting the unique developmental needs of the early adolescent. This course will prepare the student to implement the middle school philosophy through the study of innovative curricula design and appropriate teaching methods and strategies. This course includes a middle school field experience. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 232 or permission of the instructor. Recommend PS 214, characteristics unique to the middle school student, prior to ED 315. (Every other winter term). Prerequisite: Cumulative grade point average of 2.70.

**ED 316 ESL Methods for Teaching Academic Content: 3 semester hours**

This course covers methods and strategies for making math, science, and social studies accessible to ELs in grades K-12. Students will learn how to promote L2 language development so ELs can successfully engage in academic content learning. A 10-hour field experience is required in an ESL classroom or in a classroom with a significant number of ELL students. Prerequisite: ED 106.

**ED 317 ESL Reading & Language Arts Methods & Practicum: 3 semester hours**

The content of this course includes research-based ESL listening, speaking, reading, and writing strategies on which to build a solid foundation for success with second language learners. A field experience of 12 hours of tutoring ESL students is required. Prerequisite: ED 106.

**ED 319 Social Studies Methods for Elementary Teachers: 2 semester hours**

This course explores objectives, concepts, and procedures of teaching social studies in the elementary and middle school. Emphasis is given to inquiry-based instruction, critical thinking, and civil discourse. Content strands include geography, history, civics/government, and economics. Best practices for implementing a social studies program and recent trends in social studies education will be discussed.

This course must be completed with a minimum of a C (2.00). Co or prerequisite: ED 232 and a cumulative grade point average of 2.70.

**ED 321 Secondary Spanish Methods: 3 semester hours**

This course provides prospective secondary school Spanish teachers with instruction in recommended methods and content standards pertinent to Secondary Spanish Education. This course must be completed with a minimum grade of C (2.0). Prerequisite: Acceptance to Level 2 of the Teacher Education Program. Co-requisites: ED322, ED422.

**ED 322 Content-Area Reading: 2 semester hours**

This course is designed to prepare preservice candidates in the instructional methods and issues related to teaching their content fields for middle and high school populations. Important goals focus on the teaching of content area reading. Prerequisite: ED 422, secondary methods course (ED 323, ED 325, ED 326, ED 327, ED 328, or ED 329), and cumulative grade point average of 2.70.

**ED 323 Art Methods Majors 5-12 (with Reading): 2 semester hours**

This course provides a study and practicum in current theories and methods for teaching art in the secondary classroom. This course includes one hour of lecture, two hours of laboratory experience and field experience. Content area reading component included. This course is required for art majors seeking teacher certification 5-12 in art. This course must be completed with a minimum grade of C (2.00). Prerequisites: Art major, junior standing and ED 234. \$30 lab fee. (Spring semester). Prerequisite: Cumulative grade point average of 2.70.

**ED 324 Music Methods Music Majors 5-12 (with Reading): 2 semester hours**

This course provides a study and practicum in current theories and methods for teaching music in the secondary classroom. This course includes a field experience. Content area reading component included. This course is required for music majors seeking teacher certification 5-12. This course must be completed with a minimum grade of C (2.00). Prerequisites: music major, junior standing and ED 234. (Spring semester). Prerequisite: Cumulative grade point average of 2.70.

**ED 325 Methods 5-12 Business (with Reading): 3 semester hours**

This course provides prospective secondary school business teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 326 Methods 5-12 English/LA (with Reading): 3 semester hours**

This course provides prospective secondary school English/Language Arts teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 327 Methods 5-12 Mathematics (with Reading): 3 semester hours**

This course provides prospective secondary school mathematics teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 328 Methods 5-12 Science (with Reading): 3 semester hours**

This course provides prospective secondary school science teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 329 Methods 5-12 Social Science (with Reading): 3 semester hours**

This course provides prospective secondary school social science teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program and cumulative grade point average of 2.70.

**ED 332 Parent-School Relationships: 3 semester hours**

Study of factors within the home setting which may influence a child's development and behavior with an emphasis on the importance of parent involvement in early childhood and elementary programs; a study of factors affecting parent-school interaction and the need for cooperative effort in encouraging and guiding the learning experiences of children with and without disabilities; examination of techniques for parent involvement and methods of working with home and community resources to enhance development of the child's potential. Required for the Teacher-Prekindergarten through Grade 3 including Special Education endorsement and for the Teacher - Prekindergarten endorsement. Includes a field experience. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 224, senior status or consent of instructor and cumulative GPA of 2.70. (Spring semester, senior year).

**ED 334 Principles of Secondary Education: 3 semester hours**

This course must be taken at Mount Mercy. This course includes a study of instructional planning, patterns, and strategies. Major course topics will focus on student achievement through unit planning, instructional strategies and techniques, management, and assessment. This course must be completed with a minimum grade of C (2.00).

**ED 340 Educational Internship: Non-Licensure: 6 semester hours**

This course is a supervised internship in school or community agency working in an education capacity with children. This option does not lead to Iowa teaching license.

**ED 341 Educational Internship: Non-Licensure: 12 semester hours**

This course is a supervised internship in school or community agency working in an education capacity with youth. This option does not lead to Iowa teaching license.

**ED 342 Educational Internship: Non-Licensure: 3 semester hours**

This course is a supervised internship in school or community agency working in an education capacity with youth. This option does not lead to Iowa teaching license.

**ED 343 Student Teaching - Instructional Strategist II K-8 for ID: 5 semester hours**

Strategist II Student Teaching K-8 for ID.

**ED 344 Student Teaching - Instructional Strategist II 5-12 for ID: 5 semester hours**

Strategist II Student Teaching 5-12 for ID; 6 hours.

**ED 345 Math Methods for Elementary Teachers I: 3 semester hours**

This course is designed to offer elementary teachers an introduction to what it means to teach math for understanding including the essential skills and characteristics this entails. Emphasis will be placed on the pedagogical content knowledge necessary for the elementary teacher within the following mathematical strands: number and operation (including early number concept development, building meaning for the operations, place value concepts and rational numbers and measurement.) This course must be completed with a minimum grade of C (2.0) prior to student teaching. Corequisites: ED 232 and ED 402. Prerequisite: MA 125 or math competency and a cumulative grade point average of 2.70.

**ED 346 Math Methods for Elementary Teachers II: 3 semester hours**

This course is designed to offer elementary teachers a continuation of the work completed in Math Methods for Elementary Teachers I, to further develop the principles of mathematics education within the strands of algebra, geometry, and data analysis & probability. Focus will be upon integration of the content, teaching strategies and unique content knowledge for teaching necessary for the elementary teacher. This course must be completed with a minimum grade of C (2.0) prior to student teaching. Corequisite: ED 403. Prerequisite: C (2.0) minimum in ED 345, ED 232, and a cumulative grade point average of 2.70.



**ED 347 Science Methods for Elementary Teachers: 2 semester hours**

This course examines the instructional methods and associated science content, skills, and attitudes needed in the elementary classroom across the content strands of STEM, life, physics and earth/space science. Students will use inquiry-based instruction to guide student thinking and exploration. This course must be completed with a minimum grade of C (2.00) prior to student teaching. Co or prerequisite: ED 232 and a cumulative grade point average of 2.70.

**ED 350 Classroom Management: Behavior Strategies: 2 semester hours**

This course will introduce the process of conducting a Functional Behavior Assessment, developing and implementing a Behavior Intervention Plan, and strategies for behavioral interventions. Classroom management theories, models, and techniques for use in general and special education classrooms will be explored. Classroom observations will be required. This course must be completed with a minimum of a C (2.00). Co or prerequisites: ED 263 and a cumulative GPA of 2.50.

**ED 351 Student Teaching - Art K-8: 5 semester hours**

Student teaching.

**ED 352 Student Teaching in the Elementary School: 5 semester hours**

Student teaching.

**ED 353 Student Teaching in the Elementary School: 10 semester hours**

Student teaching.

**ED 354 Student Teaching in the Secondary School: 5 semester hours**

Student teaching.

**ED 355 Student Teaching in the Secondary School: 10 semester hours**

Student teaching.

**ED 356 Student Teaching - Art 5-12: 5 semester hours**

Student teaching. Prerequisite: Cumulative grade point average of 2.70.

**ED 357 Student Teaching - Music K-8: 5 semester hours**

Student teaching.

**ED 358 Student Teaching - Music 5-12: 5 semester hours**

Student teaching.

**ED 359 Student Teaching in Kindergarten: 5 semester hours**

Student teaching.

**ED 360 Student Teaching in Pre-Kindergarten: 3 semester hours**

Student teaching.

**ED 361 Student Teaching - Instructional Strategist I K-8: 5 semester hours**

Student teaching.

**ED 362 Student Teaching - Instructional Strategist I 5-12: 5 semester hours**

Student teaching.

**ED 363 Student Teaching in Pre-Kindergarten: 5 semester hours**

Student teaching.

**ED 364 Student Teaching - Art K-8: 10 semester hours**

Student teaching.

**ED 365 Student Teaching - Art 5-12: 10 semester hours**

Student teaching.

**ED 366 Student Teaching in Music K-8: 10 semester hours**

Student teaching.

**ED 367 Student Teaching in Music 5-12: 10 semester hours**

Student teaching.

**ED 368 Student Teaching - Instructional Strategist II K-8 BD/LD: 5 semester hours**

Student teaching BD/LD.

**ED 369 Student Teaching - Instructional Strategist II 5-12 for BD/LD: 5 semester hours**

Student teaching BD/LD.

**ED 370 Education Leadership Seminar: 2 semester hours**

This course focuses on topics of special importance to students culminating their undergraduate preparation and assuming leadership roles in classroom and school settings. Key topics include: classroom management techniques; professional communication across contexts; assuming leadership in the classroom for both students and adults; conducting parent conferences; interviewing and resume development; addressing factors impacting the current educational climate; and understanding professional contracts and licensure. This is the senior seminar in the Teacher Education program and is required in conjunction with the appropriate student teaching course(s). Prerequisites: ED 232/ED 234 and ED methods courses with at least a grade of C (2.00) in each, acceptance into student teaching, and a cumulative grade point average of 2.70.

**ED 371 Special Education Foundations: 3 semester hours**

This course introduces foundational issues and practices in special and inclusive education. Emphases will include: historical and legal implication, communication and collaborative practices with professionals and parents, and professional advocacy. Prerequisite: ED 263.

**ED 375 Classroom Management for Education Majors: 1 semester hour**

This course is designed to provide students with a basic understanding of the principles and techniques for establishing a positive learning environment that encourages positive social interaction, active engagement, and self-regulation for all students. In addition, this course will provide pre-service teachers a variety of techniques for implementing classroom procedures and routines that supports safety, high learning expectations and effective use of instructional time. Course must be completed with a minimum grade of C (2.00). Co-requisite: Student Teaching.

**ED 376 Methods for Instructional Strategist I K-8: 3 semester hours**

Intensive instructional methods, materials, and assessment for students with mild/moderate disabilities in grades K-8 will be introduced. Environmental and instructional considerations will be considered. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 371, ED 380, ED 232, and cumulative grade point average of 2.70.

**ED 377 Methods for Instructional Strategist I 5-12: 3 semester hours**

Intensive instructional methods, materials, and assessment for students with mild/moderate disabilities in grades 5-12 will be introduced. Environmental and instructional considerations will be considered. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 371, ED 380, and a cumulative grade point average of 2.70.

**ED 378 Transition: 2 semester hours**

This course will explore various models used for training students with special needs as they move from school to adulthood. Career assessment, transition planning, supported employment, and interagency services will be examined. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 371. Prerequisite: Cumulative grade point average of 2.50.

**ED 379 Human Relations: 3 semester hours**

This course develops an awareness of diverse perspectives and provides opportunities for self-examination of personal beliefs for the purpose of understanding oneself and others. A review of educational policies arising from specific historical as well as current events and their impact on how American public schools deliver education are discussed. Engaging in critical thinking, practicing effective ways to communicate, and gaining a respect for diversity provide opportunities for developing effective human relations. This course must be completed with a minimum grade of C (2.0). Prerequisites: ED 102 and a cumulative grade point average of 2.50.

**ED 380 Characteristics of Learners with Mild/Moderate Disabilities: 3 semester hours**

This course will introduce common traits and characteristics of individuals with mild and moderate disabilities. A significant focus will be placed on learning disabilities and dyslexia. Etiologies of high incident disabilities, current trends in educational programming, and instructional techniques for use in general and special education with be emphasized. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 263 and a cumulative grade point average of 2.50.

**ED 382 Methods for Instructional Strategist II K-12: 3 semester hours**

Curriculum and instructional techniques for working with students in Instructional Strategist II programs will be studied. Environmental considerations, teaching methods, management, and instructional variables will be considered during this course. In addition, ways in which to adapt curriculum, implement instruction at the Level II setting, and materials available to use at this level will be examined. Students will be exposed to a functional curriculum. A field experience component is required. This course must be completed with a minimum grade of C (2.0). Prerequisites: ED 263, ED 232/ED 234, and ED 371, cumulative GPA of 2.70.

**ED 383 Methods for Teaching BD & LD Students: 3 semester hours**

This course is designed for the study of those characteristics of students with learning disabilities and/or behavior disorders. Study will include strategies for teaching those with these disabilities. Students will participate in projects, discussions, and activities that will require they apply this knowledge. Students will complete a field experience in a Level II or III Special Education classroom. Co-requisites: ED 232/ED 234, ED 263, ED 371 and cumulative GPA of 2.70.

**ED 384 Methods For Teaching ID Students: 3 semester hours**

This course will provide students with an overview of the various characteristics, current trends in educational programming, educational alternatives and related services needed for individuals with intellectual disabilities from K-12, as well as the importance of the multidisciplinary team in providing appropriate educational programming. Additionally, this course will provide students with the methods, strategies, and models for providing curriculum and instruction to include sources of curriculum materials for the development of cognitive, academic, social, language. Functional life skills for individuals with intellectual disabilities, as well as the related instructional and remedial methods and techniques will be discussed and explored. Note: A 20-hour practicum with students with moderate to severe intellectual disabilities is included in this course.

**ED 385 Assessment and Measurement in Special Education: 3 semester hours**

This course will introduce formal and informal methods of assessment for identification, eligibility and progress monitoring used in special education. Evaluation of academic and behavioral skills, including curriculum-based measurement and functional behavioral assessment, will be emphasized. Prerequisites: ED 263, ED 371, and a cumulative grade point average of 2.50.

**ED 391 Student Teaching - Instructional Strategist II K-8 BD/LD: 3 semester hours**

Student teaching BD/LD.

**ED 392 Student Teaching - Instructional Strategist II 5-12 for BD/LD: 3 semester hours**

Student teaching for BD/LD.

**ED 393 Student Teaching - Art (K-8): 3 semester hours**

Student teaching.

**ED 394 Student Teaching - Art 5-12: 3 semester hours**

Student teaching.

**ED 395 Student Teaching - Music K-8: 3 semester hours**

Student teaching.

**ED 396 Student Teaching - Music 5-12: 3 semester hours**

Student teaching.

**ED 397 Student Teaching - Instructional Strategist II K-8 for ID: 3 semester hours**

Strategist II Student Teaching K-8 for ID.

**ED 398 Student Teaching - Instructional Strategist II 5-12 for ID: 3 semester hours**

Strategist II Student Teaching 5-12 ID; 3 hours.

**ED 400 Level I General Education Field (Elem): 1 semester hour**

This course is designed to provide elementary education students with an early experience in the general education classroom. Students enrolling in this class will receive a placement to work in a local community elementary school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre or Co-Requisite: ED 106.

**ED 401 Level I Special Education Field (Elem): 1 semester hour**

This course is designed to provide elementary education students with an early experience in the special education classroom. Students enrolling in this class will receive a placement to work in a elementary school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre-Requisite: ED 106; Co-Requisite: ED 263.

**ED 402 Level II Field (Elem): 2 semester hours**

This course is designed to provide elementary education students with a more advanced field experience combining Literacy, Math and General methods. Students enrolling in this class will be placed in a Professional Development School (PDS). During this course students will have the opportunity to demonstrate INTASC standards appropriate to Level II of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level III. Corequisites ED 232, ED 309, ED 345, and a cumulative grade point average of 2.70.

**ED 403 Level III Field (Elem): 2 semester hours**

The course is designed to provide elementary education students with a field experience and accompanying seminar that focus on content-area and general methods just prior to student teaching in an elementary setting. Within the field placement, students will have the opportunity to demonstrate InTASC standards appropriate to Level III of the Teacher Education Program across multiple lessons. The demonstration of these Level III competencies is a prerequisite to promotion to Level IV. Corequisites: ED 311 and ED 346. Prerequisites: Admittance to the Teacher Education Program and a cumulative grade point average of 2.70.

**ED 417 Field Experience for Education: 1 semester hour**

This course is designed primarily for students who may wish to complete a field experience in a term when they are not placed in the field in association with another education course. Students may also be advised/required to complete this course when taking ED 232 - Principles of Early Childhood and Elementary Education) not in conjunction with another course requiring a field placement. Students enrolling in this course will be placed in an early childhood, elementary, middle or high school classroom. Prerequisite: Cumulative grade point average of 2.50.

**ED 420 Level I General Education Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with an early experience in the general education classroom. Students enrolling in this class will receive a placement to work in a local high school or middle school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre or Co-Requisite: ED 106.

**ED 421 Level I Special Education Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with an early experience in the special education classroom. Students enrolling in this class will receive a placement to work in a high school or middle school and will be observed in the field by education faculty. During this course students will have the opportunity to demonstrate in the INTASC standards appropriate to Level I of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level II. Pre or Co-Requisite: ED 106.

**ED 422 Level II Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with a more advanced field experience specifically focused on the content-area methods of their endorsement with an overall focus on writing objectives and lesson plans. Students enrolling in this class will complete a 40-hour field experience. During this course students will have the opportunity to demonstrate INTASC standards appropriate to Level II of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level III. Corequisite: Secondary methods (ED 323, ED 325, ED 326, ED 327, ED 328, or ED 329). Prerequisite: ED 106 and cumulative grade point average of 2.70.

**ED 423 Level III Field (Sec): 1 semester hour**

This course is designed to provide secondary education students with a capstone field experience focused on general methods just prior to student teaching. Students enrolling in this class will complete a 40-hour field experience. During this course students will have the opportunity to demonstrate INTASC standards appropriate to Level III of the Teacher Education Program. Students must demonstrate these competencies prior to promotion to Level IV. Corequisite: ED 334. Prerequisite: ED 422, secondary methods course (ED 323, ED 325, ED 326, ED 327, ED 328, or ED 329), and cumulative grade point average of 2.70.

**ED 430 Special Topics: 3 semester hours**

This course will focus on important topics and issues in education.

**ED 441 Independent Study: 1 semester hour**

Study topics will be designed by the student in consultation with the instructor.

**ED 442 Independent Study: 2 semester hours**

Study topics will be designed by the student in consultation with the instructor.

**ED 443 Independent Study: 3 semester hours**

Study topics will be designed by the student in consultation with the instructor.

**ED 497 Professional Development in Catholic Education: 1 semester hour**

This course is offered as an elective to address special topics in PreK-12 Catholic education. It can be used to coincide with conferences, seminars, workshops, courses, etc., in which Mount Mercy University will offer recertification or graduate credit as a result of attendance, participation, and/or work completed in accordance with expectations and guidelines on the syllabus.

## English (EN)

### Courses

**EN 011 Language & Literacy Support: 1 semester hour**

This course offers instruction and practice in college-level reading, writing, and English proficiency. All on-campus undergraduate students can enroll in this course: first-year students, upper-class students, returning students, and transfer students. Work will be individualized (arranged meeting) and will support the student's work in other courses. Repeatable.

**EN 012 Elements of English: 3 semester hours**

This is a “bridge” course between high school language arts and college writing courses. Objectives include learning to use college-level reading and writing strategies and developing academic confidence in literacy tasks. This course is geared toward both native- and non-native English-speaking students. Indications for placement include an ACT score below 15, a high school GPA below 2.5, committee admittance, and/or a Duolingo score below 115 and/or any Duolingo subscore below 100 (or similar score in an equivalent assessment for English proficiency.).

**EN 101 Writing And History: 4 semester hours**

By examining a period of historical topic, students will have the opportunity to discover how history is relevant to contemporary life. The course will focus on a different topic each semester such as the Vietnam War, the Holocaust, or the American Frontier, using it as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 106 Writing And The Environment: 4 semester hours**

Our national culture is firmly rooted in the ways we treat the land and wildlife. Many writers have responded to our changing environment in a multitude of ways. This course will examine that literature in order to stimulate student writing and research. Fulfills the competency requirement in writing.

**EN 107 Writing And Popular Culture: 4 semester hours**

This course will study how television, movies, and music influence our everyday lives and shape our values, showing how popular culture has increasingly been used in fiction and poetry. Assignments will allow students to examine different perspectives about popular culture. Fulfills the competency requirement in writing.

**EN 108 Writing and Issues of Health & Mortality: 4 semester hours**

Frequently, the impulse behind writing comes from the awareness of our mortality and our desire to care for one another. Writers, including those who are doctors and nurses, know this and have created a rich trove of literature from all genres about these experiences. This course will examine that literature in order to stimulate students writing and research in writing.

**EN 111 Writing And Film: 4 semester hours**

This course will use cinema from around the world to stimulate student writing. Specific versions of the course might center around important American films, films of directors, films from a particular genre, or films dealing with a major theme. Students will explore different perspectives about how film can entertain, educate, and provoke an audience. Fulfills the competency requirement in writing.

**EN 112 Writing And Gender Studies: 4 semester hours**

Gender is a concept that refers to the cultural sources of our identities as women and men. This writing course will explore gender in conjunction with socialization, stereotypes, intimacy, the media, the workplace, and the family. Fulfills the competency requirement in writing.

**EN 114 Writing And Social Issues: 4 semester hours**

This course examines social issues such as racism, poverty, and crime. Students may participate in brief service projects. Fulfills the competency requirement in writing.

**EN 115 Writing And Other Cultures: 4 semester hours**

This course includes reading and writing about people from diverse cultural positions, and focuses on understanding the various social, political, and economic factors that shape a culture. Fulfills the competency requirement in writing.

**EN 116 Writing And Life Stories: 4 semester hours**

The course explores how students and published writers craft compelling stories out of life experiences. Assignments include personal essays, analytical papers, and a research project. Fulfills the competency requirement in writing.

**EN 117 Writing And Sports: 4 semester hours**

Given the emphasis placed on sports in the life of a college student, as well as in our culture in general, this course will stress the fundamentals of college writing and research while using sports as a thematic focus. The course will examine such topics as participation in sports, historical developments of professional sports, individual versus team sports, and the broad area of sports literature. Fulfills the competency requirement in writing.

**EN 118 Writing And Place: 4 semester hours**

An understanding and a belonging to a place can give us a sense of community and purpose. This class will explore issues connected with places both familiar and foreign while using them as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 120 Grammar: 1 semester hour**

A study of grammar with an emphasis on revising and editing.

**EN 122 Grammar for Teaching English as a Second Language: 3 semester hours**

This course covers aspects of modern English grammar important for teaching English as a Second Language (ESL). The basic structure of words (morphology), sentences (syntax), and meanings (semantics), including basic rules of writing mechanics most problematic for English learners are also studied.

**EN 123 Professional Writing: 4 semester hours**

Designed to help students understand the basic resources and techniques of writing pertinent to their chosen professions. Writing assignments and discussions covering such areas as occupational letters, reports, and letters of job application are geared to the student's individual professional needs. Prerequisites: One course selected from the core curriculum writing courses and sophomore standing.

**EN 125 Introduction To Language: 3 semester hours**

An introduction to the principles and basic structure of the English language with an emphasis on grammar, the history of English, and sociolinguistics.

**EN 133 Introduction to American Multicultural Literature: 3 semester hours**

This course surveys literature that reflects America's racial and ethnic diversity. Students will examine texts by African Americans, Native Americans, Latino Americans, Asian Americans, Jewish Americans, and Muslim Americans. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 134 Introduction to U.S. Latino Literature: 3 semester hours**

Stories are powerful transmitters of culture. In this course we will look at stories from contemporary Latino writers in the United States to help us discover, appreciate, and understand the Latino part of our multicultural heritage. As we study representations of Latino culture in different genres, we will grapple with the gifts and challenges of a bi-cultural identity. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.



**EN 135 Introduction to African American Literature: 3 semester hours**

This course considers the breadth, depth, and significance of the African American literary tradition, ranging from the eighteenth century through the present era. We will study slave narratives, speeches, poetry, drama, and fiction to explore the complex relationship between race and writing and to discover how African American literature both responds to and helps shape American history and culture. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 140 Introduction to Diversity Studies: 3 semester hours**

This course introduces Diversity Studies, an interdisciplinary program of study that enables students to develop a broad understanding of the intersecting components of diversity in society, namely: race, ethnicity, sex, gender, sexuality, social class, religion, language, aging, and disability. By the end of the semester, students will develop an understanding of and sensitivity to diverse cultures and lifestyles and the contributions of historically-underrepresented communities to art, literature, history, culture, and society. Ultimately, the course equips students with the knowledge, skills, and perspectives essential to civic participation, career development, and the promotion of a just and an equitable society.

**EN 150 Introduction to Film Adaptation: 3 semester hours**

This course will study the common practice of creating film adaptations of all kinds: form literature, graphic novels, musicals, television scripts, history, etc. - for instance, adapting works such as *Pride and Prejudice*, *No Country for Old Men*, the short story "Million Dollar Baby", the musical *Chicago*, the Sherlock Holmes mysteries, the graphic novel *Persepolis*, the comic book series of *Batman*. This writing intensive class fulfills the literature requirement in the Expressive Arts domain.

**EN 154 Introduction to World Literature: 3 semester hours**

This course introduces the basics of literary analysis while examining works of poetry and prose by major writers from around the world. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: completion of the writing competency course.

**EN 170 Introduction To Literature: 3 semester hours**

This course will provide an introduction to poetry, fiction and drama, emphasizing reading, analysis, and interpretation. Students will be asked to read a variety of literature that reflects both the history and the diversity of the genres and to respond orally and in writing. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 175 American Drama: 3 semester hours**

Selected dramas from 1920 to the present ranging from classic American plays by Williams and Miller to more offbeat, contemporary works. Students may be required to attend productions outside class. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 176 American Literature Survey: Colonial to 1914: 3 semester hours**

This survey course will examine the major topics/trends/movements in American literature from our nation's beginnings to World War I through reading a variety of genres: poetry, short fiction, autobiography, and the novel. Topics will include American Romanticism, Realism, and Naturalism. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 178 Major American Writers: 3 semester hours**

This course will examine works (fiction, poetry, drama, and non-fiction) from important American writers. Some of the writers that may be included: Franklin, Hawthorne, Douglass, Thoreau, Dickinson, Whitman, Twain, Chopin, Hemingway, O'Neill, Faulkner, Frost, Morrison, Miller, A. Wilson, O'Connor, Wright, Kingston, Erdrich, Tan, and Cisneros. This writing intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 180 Introduction to Literature and Gender: 3 semester hours**

This course examines the ways in which poets, novelists, short story writers, playwrights, and memoirists create, explore, and challenge social constructions of gender. This writing-intensive course fulfills the literature requirement in the Expressive Arts domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 181 Introduction to LGBTQ Literature: 3 semester hours**

Students will explore literature that depicts the experiences of lesbian, gay, bisexual, transgender, and queer people. This course will emphasize literature by LGBTQ authors themselves, primarily American and British authors from the late nineteenth century to the present. This writing-intensive course fulfills the literature requirement in the Expressive Arts Domain. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 190 British Literature and Culture: 3 semester hours**

This travel course examines selected works of British literature in conjunction with the art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 7-10 day trip to London, Canterbury, Bath, and Oxford. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 192 The Lost Generation: Expatriates in Paris: 3 semester hours**

This travel course treats literature created by the expatriate "Lost Generation" in Paris in the 1920s. Enrolled students will learn experientially how the city and culture of 1920s Paris shaped the literature of the Lost Generation and how expatriate writers in the 1920s helped inform Parisian culture and climate. The course includes a one- to two-week trip to Paris. This writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course completed from the core composition courses or equivalent.

**EN 195 Irish Literature & Culture: 3 semester hours**

This travel course examines selected works of Irish literature in conjunction with art, history, cityscapes, and political and economic realities that helped produce them. The course includes a 1-2 week trip to Dublin, Belfast, and Derry. The writing-intensive course fulfills either the literature requirement in the Expressive Arts Domain or the requirement in the Global Awareness Domain. Students must specify to which Domain they wish this course to be applied. Prerequisites: payment of travel deposit and one course selected from the core composition courses or equivalent.

**EN 203 Creative Writing: 3 semester hours**

This multi-genre course introduces students to the writing of short stories, poems, and creative nonfiction. Students will participate in small-group workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 204 Writing Creative Nonfiction: 3 semester hours**

Students will study and create several types of creative nonfiction with an emphasis on the personal essay. Drawing upon writing tools used by both fiction writers and poets, students will compose original essays, participate in peer workshops, revise, and create a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses.

**EN 205 Writing Poetry: 3 semester hours**

This workshop allows students to explore together the fundamentals of the craft of poetry. Students will identify the attributes that make poetry a unique and expressive art form, and will become familiar with diverse forms, subject matter, and styles by reading the work of established and emerging poets. Students will compose original poems, participate in peer workshops, and create a final portfolio of their work. This course will enable students to be more aware of their own writing processes and to access a breadth of strategies for composition, collaboration, and revision journeys. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 206 Writing Fiction: 3 semester hours**

Students will study and create several types of short stories. They will participate in peer workshops, revise, and assemble a final portfolio of their work, including a reflection on their writing process. Guided writing activities and model texts will provide a wealth of inspiration and ideas, alongside students' own writing goals and interests. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 210 Writing And Analysis Of Literature: 4 semester hours**

An intensive writing course required of English majors and minors. Also covers the critical analysis of the major genres and the study of various theoretical approaches. Must be taken at Mount Mercy before the senior year. The CLEP exam does not apply. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 215 Major English Writers: 3 semester hours**

This course focuses on selected writings from such authors as Chaucer, Shakespeare, Milton, Wordsworth, Charlotte Bronte, Keats, Browning, and Joyce. English majors must take this course before their senior year. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 225 Chaucer And The Middle Ages: 3 semester hours**

This course is an introduction to the Middle English literature with a concentration on Chaucer's *The Canterbury Tales*. Prerequisite: One lower division literature course or permission of the instructor.

**EN 234 Shakespeare: 3 semester hours**

Learn about theatre through the works of Shakespeare. Consider how actors, directors, other artists, and critics have interpreted Shakespeare's major plays. Students will view some film adaptations and, if possible, live performances. This course satisfies the Expressive Arts - Fine Arts Core Curriculum Domain. Prerequisite: one course selected from the core composition courses or equivalent.

**EN 236 Milton and the 17th Century: 3 semester hours**

This course will place an emphasis on Milton's verse and prose; also selected works of the Cavalier and metaphysical poets, especially Donne. Prerequisite: One lower division course or permission of the instructor.

**EN 243 18th-Century Literature: 3 semester hours**

Major works from 1660-1780, showing the development of poetry, drama, and the novel. Prerequisite: One lower division literature course or permission of the instructor.

**EN 254 The English Romantic Age: 3 semester hours**

Prose and verse, 1780-1832, especially works by Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Scott, Austen, Lamb. Prerequisite: One lower division literature course or permission of the instructor.

**EN 265 The Victorian Age: 3 semester hours**

Poetry and fiction by such authors as Tennyson, Browning, Hopkins, Dickens, Eliot, Gaskell, and Hardy. Prerequisite: One lower division course or permission of the instructor.

**EN 278 American Literature Survey: 1914 to Present: 3 semester hours**

This course will examine the major topics/trends/movements in American Literature from World War I to the present through reading a variety of genres: poetry, short fiction, drama, and the novel. Topics will include Modernism, Postmodernism and Deconstruction, and Multiculturalism.

**EN 300 Topics in Literature: 3 semester hours**

This course will examine a specific topic in literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 303 Topics In American Literature: 3 semester hours**

This course includes an examination of a specific topic in American literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

**EN 305 Anglophone Literature: 3 semester hours**

After the demise of the British Empire in the 20th century, the English language remained in use all over the world in many of its former colonies and commonwealth states. As newly independent peoples began to define their national identity, their native writers adopted English as the medium for telling their stories. Appropriately called World Englishes, these offshoots of the language of Britain shaped themselves to the culture, geography, and circumstances of a whole new cadre of Anglophone writers. This course will explore world literature written in English from places such as India, Africa, Hong Kong, Australia, and the Caribbean in order to engage with the questions of identity that arise, both for nations and for individuals, in a post-colonial society in a global age.

**EN 309 British Modernism: 3 semester hours**

This course will focus on the major works and movements of British literature from 1900-1945, specifically focusing on Modernism. It will cover texts by such authors as Yeats, Auden, Conrad, Joyce, Woolf, Forster, Ford, Eliot, Lawrence, Mansfield, and Bowen.

**EN 310 Contemporary British Literature: 3 semester hours**

This course will examine the major works and movements in British literature from 1945 to the present. It will cover texts by such authors as Greene, Waugh, Lessing, Beckett, Heaney, Ishiguro, McEwan, Smith, and Barnes. Prerequisite: One lower division literature course or permission of the instructor.

**EN 314 Law and Literature: 3 semester hours**

How do law and literature shape our ethics, identities, and understanding of the truth? Why do so many literary writers feature legal documents, crime, prisons, and trial scenes? Students explore all these questions as they study British, American, and world literature ranging from ancient Greek tragedy to novels by Nobel Prize winners to recent Oprah picks. Students also have the opportunity to participate in a service learning project at the Anamosa State Penitentiary.

**EN 320 Intermediate Creative Writing: 3 semester hours**

This is an advanced creative writing course focusing on the student portfolio, a collection of original poems, stories and creative nonfiction written for the class. Prerequisite: EN 203 or permission of the instructor.

**EN 321 Topics In Creative Writing: 3 semester hours**

Students will study and practice creative writing focused on a specific theme or sub-genre, such as health and healing, coming of age, or science fiction. Students may repeat the course when it features a different theme or sub-genre. Prerequisite: EN 203, EN 204, EN 205 or EN 206 or permission of the instructor.

**EN 325 Seminar: Independent Research: 3 semester hours**

This is a capstone seminar which asks that students demonstrate through independent research and in-class activities a proficiency in critical, verbal, and written skills. Since this class is process oriented the instructor and students will collaborate on selecting the theme(s) for the seminar. Students will also explore career development. Required of all English majors. Prerequisites: Senior English major status; one course selected from the core composition courses; and at least one upper-level English literature course at Mount Mercy.

**EN 424 Internship: 3 semester hours**

This class is a supervised work experience in various profit/non-profit organization. It is required of all English majors who have not had another internship experience through Mount Mercy University and who are not Education majors. It is open to English majors of junior or senior status. All students must receive the approval/consent of the English Program before participating in this internship. If students do not receive this approval, they will take EN 455, focusing on career preparation. To count toward the English major, the internship must be taken for three credits.

**EN 445 Independent Study: 3 semester hours**

Study topic will be arranged by the student and the English Department best able to direct the work. An independent study gives the English major the opportunity to pursue authors, genres, and literary periods not developed in regular courses.

## Exercise Science (EX)

### Courses

**EX 101 Introduction to Exercise Science: 3 semester hours**

Exercise science is an interdisciplinary field that spans the physiological, psychological, nutritional, motor, and functional adaptations and responses to exercise, physical activity, and sport. This course introduces students to foundational terms and concepts in the field. A broad overview of the various subdisciplines in exercise science is provided. Career opportunities within exercise science will be reviewed and explored so that students can make informed decisions regarding their academic and professional goals.

**EX 255 Prevention and Care of Athletic Injuries: 3 semester hours**

This course provides instruction and practice in the prevention, care, and evaluation of common sport-related injuries. Students gain familiarity with managing injury and emergency situations when an athletic trainer or physician is not available.

**EX 275 Human Nutrition: 3 semester hours**

This course provides an overview of food and metabolism, particularly as it pertains to exercise, health, and performance. Biochemical and physiological processes in digestion are addressed. Students learn how to calculate nutritional intake and caloric expenditure based on professional guidelines. Psychosocial factors influencing diet are also discussed. Prerequisite: BI 125.

**EX 280 Practical Skills in Exercise Science: 3 semester hours**

The course is offered to introduce students to the concepts of resistance training, translational and dynamic movement assessments, speed and agility, power training, and professional practices in exercise science. Students will actively engage in hands-on application and work to develop practical cueing and observational assessment skills. Prerequisite: EX 101.

**EX 300 Principles of Personal Training: 4 semester hours**

A study of the scientific principles related to physical fitness, fitness programming, and personal training in fitness, recreation, and corporate settings. This course provides an overview of functional anatomy, exercise physiology, health and physical fitness, weight management, exercise prescription, and programming considerations. Students will be prepared to sit for a personal training certification following completion of the course. Students will be involved in setting up, participating in, and evaluating physical fitness in a lab setting. Prerequisite: EX 101.

**EX 305 Exercise Physiology: 4 semester hours**

This course provides information on the nature and function of metabolism, circulation, respiration, and acid-base balance as it pertains to exercise. In the laboratory portion, students are exposed to research methods and equipment evaluating physiological responses at rest and during exercise. Prerequisite: BI 274 OR BI 374.

**EX 307 Environmental Exercise Physiology: 3 semester hours**

This course offers an exploration of the acute and chronic effects of exercise on physiological systems under various environmental conditions, including heat, cold, hypoxia, hyperbaria, microgravity, and pollution. Prerequisite: EX 305.

**EX 308 Motor Learning and Control: 3 semester hours**

The course is offered to introduce students to the concepts of teaching motor skills, neuroanatomy, neurophysiology, and methodology for motor learning in human performance, coaching, and/or therapeutic setting. Students will engage in hands-on learning and application using a clinical or performance lens to assess human movement and motor control/learning. Prerequisite: EX 101.

**EX 309 Exercise for Special Populations: 3 semester hours**

The course is offered to introduce students to the concepts of special populations in exercise and human performance. Special populations include but are not limited to: older adults, children, obesity, diabetes, CVD, cancer, multiple sclerosis, COPD, arthritis, and musculoskeletal injuries. Basic principles of exercise programming for optimal health will be reviewed. Evidence-based, advanced programming for population-specific considerations will be discussed and applied. It is vital for Human and Sport Performance Coaches, Athletic Trainers, and Exercise Science professionals have a full understanding of how to utilize effective exercise programs in specialized conditions. Prerequisite: EX 101.

**EX 315 Structural and Functional Kinesiology: 4 semester hours**

Kinesiology is the study of human movement. This course specifically applies anatomical principles to examine the causes and effects of motion produced by human biological systems. Functional movements pertaining to physical activity, human performance, and physical rehabilitation are emphasized. Three hours of lecture and two hours of laboratory per week. Prerequisite: BI 273.

**EX 350 Sport and Exercise Behavior: 3 semester hours**

This course explores the basic concepts and principles essential to understanding the behavioral aspects of sport and exercise. Current concepts and research are presented to develop an understanding of behaviors in sport and exercise settings. Emphasis is given to the applied aspects of sports performance enhancement and mental skills, sport and exercise behavior, motivation, and coaching skills. Prerequisite: EX 101, PS 101.

**EX 355 Principles of Strength and Conditioning: 4.5 semester hours**

This course explores scientific theories and principles of strength and conditioning for the purposes of optimizing health and human performance. Students evaluate popular (mis)conceptions of resistance training by examining scholarly evidence in the discipline. Instruction on proper form and technique is also provided. Students gain hands-on experience by participating in multiple resistance training activities and assignments. Prerequisite: EX 315.

**EX 375 Exercise Testing and Prescription: 3 semester hours**

This course includes an overview of testing protocols for assessing health-related components of physical fitness, including cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition. Exercising prescription principles (frequency, intensity, time, and mode) are also addressed. Students gain experience working with a client, assessing their health/fitness and creating an appropriate exercise plan using American College of Sports Medicine guidelines. Co-requisite: EX 305.

**EX 450 Exercise Science Internship: 3 semester hours**

Students gain direct and indirect educational experience by working with a professional in an exercise science-related career. Students are jointly supervised by a faculty member and an employer. Typically completed during the senior year. Prerequisite: EX 395.

## General Studies (GS)

### Courses

**GS 100 McAuley Scholars: Service & Success: 1 semester hour**

In the spirit of Catherine McAuley, this course gives students the opportunity to grow academically, personally, professionally, and civically through the development and implementation of a community service project. In accordance with the mission of MMU, students will reflect, engage, serve, and live intentionally as they work in small peer groups to serve the community in which they are now members. Students will develop skills and knowledge that will be useful in college, in their future careers, and as engaged citizens. Additionally, students will participate in several out-of-class activities that will enable them to develop a strong foundation for success as they progress through their first semester of college and beyond. This course is for first-year students in the McAuley Scholars program.

**GS 101 Introduction To Film Studies: 3 semester hours**

This course will talk about how and why people respond to film by examining the fundamentals of film by examining the fundamentals of film analysis (the various language systems and techniques used by film makers to generate meaning). The primary emphasis will be on feature-length narrative fiction films, with occasional study of documentaries, animation, and experimental cinema.

**GS 102 Mustang Seminar: 1 semester hour**

The goal is to prepare new Mustangs for life as a college student at Mount Mercy. After completion students will have a deeper understanding of campus resources and increased comfort accessing them. In addition to completing a service project, students will also learn about academic expectations, meet peers, and develop their own personal goals and interests.

**GS 115 Women's Health: 3 semester hours**

Women's health and health issues are a concern of women and health care providers. Women are living longer and want to remain healthy over their lifetimes. For healthy aging, a woman must develop good life-style habits while young. Some of the topics included are: healthy living, sexuality (puberty, family planning, sexually transmitted infections, childbearing, and menopause), mental health, eating disorders, violence, and cancer.

**GS 119 Healthy Lifestyle: 3 semester hours**

This course will help students recognize personal health habits and explore methods to establish healthy lifestyles. Strategies for improving overall health and physical fitness will be utilized. The classroom component addresses a variety of topics related to emotional physical health. An aerobic exercise component to this class is included.



**GS 120 Complementary Therapy & Wellness: 3 semester hours**

Over the past 20 years, American health care has shifted from a biomedical model toward a holistic approach that incorporates physical, emotional, social, environmental, intellectual and spiritual dimensions of wellness. Therapies from non-western medicine (such as acupuncture, herbal supplements, yoga, massage, medication) are used in conjunction with traditional western medicine as "complementary therapies" with the goal of health promotion. As current or potential future users of complementary therapy, college students will benefit from defining various complementary therapy modalities, exploring current research, and evaluating practitioners' qualifications. To enhance cultural sensitivity, healing practices from other cultures and cultural influences on health beliefs and health practices will be addressed.

**GS 128 Strength Training With Weights: 3 semester hours**

This course will involve both lectures and weight-training sessions. The lectures will address such topics as free weights versus weight machines, high reps versus low reps, various routines and exercises, diet, dietary supplements like amino acids, potential benefits from aerobic exercise, the dangers of steroids, and what muscles are affected by various exercises. This course is designed for students who are primarily interested in gaining strength rather than doing aerobic exercise. Also it is designed for the beginning to intermediate lifter and not for the advanced lifter. No prerequisites.

**GS 138 The Final Journey: Death & Dying: 3 semester hours**

This course is the study of the structure of the human response to death, dying, and bereavement in various socio-cultural, interpersonal, and personal contexts. This course is intended to help students explore end-of-life issues related to: grief and bereavement; life course understandings of death and dying; functions of the funeral; death-systems professions; and ethical debates surrounding end-of-life care and decisionmaking. This course is designed for students from a variety of backgrounds and majors.

**GS 145 Introduction to Sustainability: 3 semester hours**

Sustainability is more than recycling. It seeks social, cultural, and economic justice while preserving the environment for future generations. This course explores the many facets of sustainability using the United Nations 17 Sustainable Development Goals. Open to all majors, this course will cover topics including environmental issues, economic sustainability, and personal and community wellness. Students will discover how sustainability affects their lives and communities and how each of their career choices can have a positive influence for a sustainable future. This course will be a combination of lecture, discussion, and experiential learning. No prerequisites. Three hours of lecture each week.

**GS 151 Introduction to Dramatic Art: 3 semester hours**

This course is designed to sharpen the lens through which you view a theatrical production or film, with the aim of creating a more deeply satisfying experience as a participant or audience member. Through the reading of plays covering many styles, periods and genres, and guided in-class analysis of these texts, you will learn how the pieces of the play work together to support the overall telling of the story. We will also discuss how the theatre functions as a body, the roles of the designer, director, playwright and actor, and how each individual's artistic contribution works to create an effective piece of dramatic art. Through the completion of this course you will gain a deeper appreciation for the work of the theatre and also a deeper understanding of its role in humanity and its impact on society. This course counts as an expressive arts domain fine arts course.

**GS 152 Theatre Production: 1 semester hour**

This course involves the production of a given play, and as such aims to provide experiential learning in the art of theatre. Student can register for 0-1 semester hours. Repeatable.

**GS 157 American Food: 3 semester hours**

The course will explore the health and sustainability of the American diet. What goes into growing and processing the food we eat? How do food marketers and regulators influence what we choose to consume? How do those choices in turn impact our health? We will look at fast food, organic food, and the global food market as we talk about the impacts on the environment, public health, and personal nutrition. Through lectures, films, and field trips we will see firsthand where our food comes from and we will be able to make informed, purposeful choices about what we decide to eat.

**GS 159 Healthcare in the UK: 3 semester hours**

This course will allow students to explore, compare, and contrast the healthcare system in the United Kingdom with that of the United States. Students will have an opportunity to explore both the inpatient and outpatient healthcare options in the UK as well as attend classes in healthcare. Additionally, they will visit local hospitals and clinics to explore routines/policies. Students will also visit London and experience cultural exhibits to determine the value these exhibits have on the history of healthcare both in the US and the UK.

**GS 170 Czech Language and Culture: 3 semester hours**

This intensive, summer four-week course in the Czech language is taught at Palacky University in the Czech Republic through its Summer School of Slavonic Languages. Classes include a foundation of Czech grammar, and intensive practice in reading and developing conversational skills. Language classes are augmented by lectures and seminars on Czech history, language, and culture, and by excursions to Czech cultural sites such as Prague, national parks, and castles. A final exam and reflective journal are required. The student is responsible for additional costs, including travel to the Czech Republic. Special application and permission of the Office of International Programs is required.

**GS 171 Meditation And Its Benefits: 3 semester hours**

This course is designed to explore meditation from various disciplines. We will look at meditation to understand its physiologic, socio-psychological and spiritual benefits. The course is open to all interested students. However, research suggests that individuals with psychotic illnesses should not participate in meditation. Students with a history of mental illness should seek advice from their physician prior to enrolling. This course is open to all majors.

**GS 179 Psychology Of Eating: 3 semester hours**

This course focuses on understanding the psychological processes underlying eating behavior. Topics studied will include: food choice, the development of food preferences, motivation to eat, cultural influences on eating patterns, weight regulation and the relationship between eating and mental health. Students will have the opportunity to modify their own eating behavior during the course. Prerequisite: PS 101.

**GS 190 Championship Habits: 3 semester hours**

Winning, losing, success, and failure all reveal their own set of characteristics. The big decision we make in life is which traits we choose to embrace and make our own. In this class students study the habits of people who are champions at the game of life and learn how to model those winning traits. If you want to become more effective, get more focused in your academic work, experience lower levels of stress, and set yourself on a path toward personal success, then this class is for you. Students are required to 1) exhibit knowledge of modeling a performance task, 2) catch and correct negative self-talk, 3) build positive self-talk, 4) develop sound routines for their most important work, and 5) develop a context-based model of success as a culminating activity.

**GS 195 Men's Health: 3 semester hours**

Men's health and health issues are a concern of men and health care providers. Men are living longer and want to remain healthy over their lifetimes. For healthy aging, a man must develop good life-style habits while young. Some of the topics include healthy living, sexuality (puberty, sexually transmitted infections, infertility, fatherhood, healthy relationships and mental health, cancers, cardiovascular wellness, and the mid-life crisis.

**GS 210 Major Film Directors: 3 semester hours**

This course will study the films of some of the most important directors from the beginning of film to the present. This course may take a number of different approaches: it may study many different directors from many countries, one specific director, or directors from one country. In the process, it will talk about what a director does and about the distinct careers of these important filmmakers.

**GS 220 Film Genres: 3 semester hours**

This course will study Genre filmmaking by focusing on one or more of the major film genres. Genre cinema has always been one of the more prolific, profitable, and sometimes artistic arenas for all kinds of filmmakers and has led to the creation of some of the world's greatest films (*Singin' in the rain*, *The Godfather*, and *Raging Bull* as examples) and to some of the worst. Students will examine the characteristics of genre filmmaking, look at how the genre film has been one of America's most constant social exports, and identify the thematic/structural concerns with the specific genres.

**GS 225 How To Find Out Anything: Intermediate College Research: 2 semester hours**

This course builds skills that can then be applied and expanded upon in upper-level research courses already taught in a variety of majors. Students will learn how to locate, evaluate, and engage with information in print and electronic sources. Students will learn how to better use the resources already available to them and apply these resources to their coursework and everyday searching needs.

**GS 230 Foundations of Servant Leadership: 3 semester hours**

Foundations of Servant Leadership will introduce students to the concept of Servant Leadership as originally described by Robert Greenleaf in his seminal work, *The Servant as Leader* (1970). Servant Leadership begins with an altruistic calling, and while along the path of self-discovery, a conscious choice to lead others in order to achieve results by bringing out the best in people to contribute to the greater good of our society with their time, talent and treasure. Servant Leadership is an emergent leadership style that has spawned academic research and inspired practical application across industry to improve organizations and communities. Students will begin to examine current Servant Leadership literature, explore their own leadership values/style and engage with the Critical Concerns outlined by the Sisters of Mercy. Students will participate in service, followed by service learning which will lead to Servant Leadership.

**GS 231 Studies In Foreign Film: 3 semester hours**

This course will study some of the most important foreign films (including films for the United Kingdom) that have been produced since the beginning of cinema history until the present. This course may study films from many different countries or concentrate on the cinema of only one country.

**GS 250 Business Etiquette: 3 semester hours**

Although technical skills are important for career success, the total image projected by candidates can often overshadow even the best of skills. This course is designed to prepare students for success in today's business environment. Learning how to navigate the corporate culture that will enhance interpersonal relationships.

**GS 255 Child and Adolescent Health: 3 semester hours**

In this class students will explore the different diseases, illness, and health related issues that commonly affect youth. They will review evidence supporting the foundation for life-long health for all youth. Students will explore strategies for health promotion and disease prevention from birth through the teen years. All disciplines are welcome. Prerequisites: sophomore level standing, PS 124, SO 122, or permission of instructor.

**GS 260 European Union: Culture, Politics & Economics: 3 semester hours**

This travel course will provide students the opportunity to experience other cultures by visiting countries within the European Union. The course will include visits to businesses, governmental institutions and artistic centers. Assignments will include the role of the European Union in the current political and economic arenas.

**GS 265 Experiencing the Civil Rights Movement in the United States: 3 semester hours**

This course provides students with the opportunity to learn about the modern civil rights era in the United States, specifically focusing on events during 1945-1970. We will explore the historical significance of the civil rights era, while simultaneously using a contemporary lens of focus on the critical concern of racism. In addition, students will also have the opportunity to learn about student-led activism in the 1960's such as CORE, SNCC, and the Freedom Rides. It will be an experiential course, with a travel itinerary including significant historical sites in Missouri, Tennessee, Alabama, Georgia, and Mississippi.

**GS 350 Directed Study Abroad: 12 semester hours**

This course is for students enrolled in an approved J-term, summer, semester, or academic year study abroad program, including study through Mount Mercy's exchange partnerships, through a study abroad provider, or through a foreign institution. A required pre-departure orientation is included in the course. Credit hours will be adjusted based on completed work and transferred from the host institution abroad.

**GS 424 Experiential Learning: 6 semester hours**

The purpose of this course is to provide a deeply engaging, reflective learning experience that advances a student's career or life path. Experiences must be approved by the Career Services Office and must fall within one of the following categories: Internship, Global and Community Engagement, Leadership, Life Learning Experiences.

## Health Care Administration (HS)

### Courses

**HS 200 Organization of Health Care Services: 3 semester hours**

This course relates organizational principles to the operation of health care facilities, including personnel management, communication structures, and governance with emphasis on leadership and motivation. Prerequisite: sophomore standing or permission of instructor.

**HS 201 Quality Patient/Resident Care: 3 semester hours**

This course relates physical, psychological and sociological needs of residents/patients to services provided by health care facilities and the role of leadership.

**HS 205 Essentials and Practice in Health Care Navigation: 3 semester hours**

This course explores the current topics and issues in health care navigation. Study will include health literacy, population health, health insurance, as well as current health care delivery models and trending non-clinical careers in health care. Prerequisite: HS 200.

**HS 210 Introduction to Public Health: 3 semester hours**

Public health affects every person and influences quality of life for every community both locally and globally. This introductory course in Public Health engages the student in exploring population health through the social, cultural, environmental, biological, economic and behavioral lenses of the health of a society. Students will learn public health terminology and gain understanding of the differences between health care and public health, as well as study historical and contemporary public health issues and cases. Prerequisite: SO 122.

**HS 215 Introduction to Epidemiology: 3 semester hours**

This introductory course in epidemiology studies the incidence, distribution and control of diseases and health related factors relative to the health of the individual, community and global environments. Methods, principles, and applications of population based epidemiology will be explored. Prerequisite: Sophomore standing or permission of instructor.

**HS 220 Health Literacy: 3 semester hours**

This course is designed to elevate the abilities of health care professionals to teach individuals and communities about health care services, processes and systems. The student will learn to find, analyze and explain health care information to others using health literacy processes. In addition, the student will use essential communication skills to develop inter-professional relationships with providers and clients. Prerequisite: CO 101.

**HS 300 Principles of Leadership for Health Care Navigation and Administration: 3 semester hours**

Health Care management deals with processes while health care leadership is about influence. This course is designed to explore leadership concepts styles, skills, values, and practice that are essential to administrators and advocates as they become leaders in health care professions today. Prerequisite: HS 200.

**HS 305 Spiritual and Cultural Perspectives in Health Care Management: 3 semester hours**

This course relates the integral components of religion and culture in health care choices, treatments, and decision-making relative to the patient experience. Human resource management issues, health policy considerations, and inclusivity in organizational mission are areas of study in this course for students who will be in leadership roles in health care environments. Prerequisite: HS 200.

**HS 309 Analysis and Application of Health Insurance: 3 semester hours**

This course provides advanced study of health insurance principles and terminology as well as types of insurance such as Medicaid, Medicare, private insurance, Exchanges, and others. Students gain navigation skills as they explore coverage decisions, worker's compensation, filing claims, and administrative activities. Prerequisite: HS 200.

**HS 320 Health Care Law, Regulations and Compliance: 3 semester hours**

This course provides an overview of federal, state and other regulatory agencies' policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, NCQA, Medicaid and Medicare. Prerequisites: HS 200.

**HS 399 Special Topics: Health Care: 3 semester hours**

This course includes an examination of major issues, selected topics or current trends in the study of health care. Course content and subtitle will vary. The course may be repeated with consent of the instructor. Prerequisite: Junior status or above.

**HS 415 Health Care Informatics: 3 semester hours**

In preparation for health care leadership in rapidly changing, complex health care delivery systems, students will examine clinical informatics models, electronic-based patient records, health information technology standards (HIT), health information exchange (HIE), clinical decision support systems, and evaluation of technology that influences health care delivery models, practices, and patient outcomes. HS 200 or permission of instructor.

**HS 430 Financial Issues in Health Care Organizations: 3 semester hours**

This course focuses on the unique financial issues and problems in a not-for-profit health care setting. Students will understand the impact of government in the financing of health care and health care facilities. General financial and economic principles will be viewed in light in this type of environment. Prerequisites: BC 265 and BC 266 or BC 202.

**HS 441 Independent Study: Health Care: 1 semester hour**  
Independent Study in Health Care.**HS 442 Independent Study: Health Care: 2 semester hours**  
Independent Study in Health Care.**HS 443 Independent Study: Health Care: 3 semester hours**  
Independent Study in Health Care.

**HS 450 Internship in Health Care: 3 semester hours**

The internship will take place in various health care settings. Students will work directly with the professionals who are most knowledgeable about the specific interest area of the student. Students seeking to become licensed nursing home administrators may utilize HS 450 to accomplish the required internship/practicum credits set forth for Iowa Nursing Home Administrators by the Iowa Board of Professional Licensure. This course can be taken for a range of 1 - 6 semester hours. Prerequisite: Completion of HS 200 and at least two additional 3 credit HS (Health Services) courses. Student must achieve a minimum C grade in each HS (Health Services) course.

## History (HI)

### Courses

**HI 101 Geography of World Regions: 3 semester hours**

This course examines the various physical processes which shaped the world's economic, historical, political and social forces, and how globalization changes the world's social landscapes and human activities. The regions covered include Africa, Asia, Europe, Latin America, North America, the Middle East.

**HI 102 Human Geography: 3 semester hours**

This course provides an introduction to geographic perspective on human activities. This course also examines the geographical worlds in which we live, the relationship between people and the Earth, and the interdependence of people, places and resources.

**HI 114 History of Early America: 3 semester hours**

This course focuses on the first half of the American History; beginning with a brief overview of pre-Columbian America, and emphasizing the impact of eventual European settlements in North America. This course traces the founding of an independent United States, concluding with the consequences of the Civil War.

**HI 115 History Of Modern America: 3 semester hours**

This course focuses on the second half of the American history; beginning in the immediate post-Civil War era, and introducing students to major themes and events in United States history in the late nineteenth century and through most of the twentieth century. No prerequisite.

**HI 120 Origins Of The Western Tradition: 3 semester hours**

This course focuses on a survey of the development of the Western tradition from its early roots in the ancient Middle East until the age of Charlemagne. It introduces students to the contributions of the peoples of the ancient Middle East, Greece, Rome, and the early medieval West to the formation of western civilization.

**HI 130 Emergence Of The West, 800-1648: 3 semester hours**

This course focuses on a survey of the socio-economic, political, and cultural forces that have shaped the West from the age of feudalism to the triumph of absolute monarchy in the mid-seventeenth century. It explores such topics as the Medieval origins of the modern state, evolving religious beliefs of the West, the intellectual ferment of the Renaissance and Reformation, and economic and social development during the era.

**HI 140 History Of Western World Since 1648: 3 semester hours**

A survey of the major socio-economic, political, and intellectual movements in modern western history since the Age of Absolutism. Emphasizes the rise of nation-states, the Scientific Revolution and the Enlightenment, the French Revolution, industrialization, and the major ideologies of the twentieth century.

**HI 205 Colonial And Revolutionary America: 3 semester hours**

This course focuses on the history of North America from European settlement through the post-Revolutionary era, beginning with the cross-cultural encounters of Natives, Europeans, and Africans. It emphasizes the socio-cultural, political, and economic development of colonial America; the events that led to the American Revolution; and the immediate consequences of the Revolution in political and social terms.

**HI 213 Recent China In Global Economy: 3 semester hours**

China from the 1970s to the present. Emphasis on the economic, social, cultural, and political developments of recent China; the opening of China to the world; and the emerging of China into the global economy and market. Special attention to the intersection of Chinese and U.S. interests and trade in the global context. Satisfies global awareness domain of the core curriculum.

**HI 215 The American Nation, 1789-1877: 3 semester hours**

This course focuses on the history of the United States from the founding of the federal republic through the 1870s. It emphasizes the politics and diplomacy of the early republic; Jacksonian democracy and reform, national economic and territorial expansion; regionalism and sectional conflict; the institution of slavery; the Civil War; the immediate post-war society; and federal efforts to reconstruct the nation.

**HI 225 History Of Iowa: 3 semester hours**

The history of Iowa from pre-territorial days until the present, beginning with an emphasis on Native Iowans and their encounters with European immigrant settlers. Traces changes in the landscape and farming patterns from the nineteenth century until the present, while also considering changes in the daily lives of Iowans affected by moves from agriculture to industry and from farm to town during this era.

**HI 230 Modern East Asia: 3 semester hours**

This course covers the period since the beginning of the twentieth century, concentrating on the era since the Second World War. It focuses primarily on the history of China or Japan, with inclusion of the recent histories of other East Asian entities (North Korea, South Korea, Hong Kong, and Taiwan) in an alternating format. This course also covers the selected East Asian countries' relationship with the U.S. in the global context. The course satisfies the global awareness domain of the core curriculum.

**HI 240 History of Film: 3 semester hours**

This course examines the history of film, especially the narrative film from its advent at the end of the 19th century up until the present. It will look at films from many different countries as it examines the silent era of cinema, the coming of sound and color, the growth of the major studios in Hollywood, Post World War II cinema, The French New Wave, Third World Cinema, and the New American Cinema. Cross listed with FS 240.

**HI 242 Crime and Culture in America: 3 semester hours**

This course explores the history of crime and the relationships between crime and culture in America. Major topics include the historical perspectives of crime and culture, cultural influences on crime and justice throughout history, and historical changes in the interpretation of crime.

**HI 245 Recent American History: 3 semester hours**

This course focuses on the development of contemporary America during World War II, the Cold War, Vietnam, and the civil rights and women's movements. It examines changes in political, social, and popular culture.



**HI 250 Medieval Europe: 3 semester hours**

This course focuses on Europe from the decline of the Roman Empire to the mid-fifteenth century, with special emphasis on the transition from the Roman World to the Early Medieval West, the rise and decline of feudal institutions, and the development of the Medieval church. It pays special focus on social and political changes, as well as intellectual and cultural developments of the era.

**HI 260 Early Modern Europe 1450-1789: 3 semester hours**

This course focuses on major movements in early modern European history from the end of the Middle Ages to the eve of the French Revolution. It places special emphasis on the Renaissance and Reformation, the emergence and triumph of the absolutist state, the Enlightenment, and social and economic changes during these periods.

**HI 265 Latin American History: 3 semester hours**

An introduction to the history of Latin America, beginning with European penetration of the region and the legacies of the colonial era. Focuses on the wave of independence movements by the early nineteenth century, followed by a specific emphasis on the recent history of selected Latin American nations since independence. (Satisfies global awareness domain of the core curriculum).

**HI 270 Nineteenth Century Europe: 3 semester hours**

This course focuses on Europe from the outbreak of the French Revolution to the end of the nineteenth century. It places special emphasis on the causes and effect of the French Revolution, the Napoleonic period, the Industrial Revolution, the conflict between liberalism and conservatism, the rise of labor and socialist movements, the impact of nationalism, and diplomatic relations in Europe.

**HI 278 History Of US Environmentalism: 3 semester hours**

The course covers the period from the 1900s to the present, focusing primarily on the social, economic, technological and scientific environmental developments in the United States. It examines the roles these developments played in changing the U.S. environment and environmental policies in the contemporary period, and how the American public's view of their environment has changed over time. Students will also learn about the U.S. government's role in shaping policies that affect the environment, especially since 1900. Students who are interested in environmental study will find the course significantly enhances their knowledge of the historical development of environmentalism in the United States.

**HI 280 Twentieth Century Europe: 3 semester hours**

This course focuses on Europe from the beginning of the twentieth century to the present. It places special emphasis on the pre-1914 World War I era, the Great War and its impact, the Russian Revolution, the emergence of the Soviet Union as a world power, the inter-war fascist development, the origins and events of World War II, and the Cold War.

**HI 285 US And The Vietnam War: 3 semester hours**

A study of the Vietnam War, with special emphasis on the reasons for American involvement in the conflict, the consequences of that involvement, reactions to the war, and an assessment of its legacy in American history.

**HI 306 20th Century American History of Race and Gender: 3 semester hours**

This course focuses on the history of race and gender in the twentieth century. Special attention to social, political, and economic developments among Native Americans, African Americans, Asian Americans, and Mexican Americans, with emphasis on the changing relationships among these groups and mainstream Americans. Concentration also on gender issues, such as relationships between men and women, as well as the changing economic, political, social, and cultural roles of women in a historical perspective.

**HI 365 20th Century Revolutions in Latin America: 3 semester hours**

This course will focus on revolutions that have shaped the history of several Latin American nations during the last century, providing an historical overview and analysis of the consequences of such revolutionary events in the evolution of each nation's development. Particular attention will be paid (in a variety of configurations in different semesters, often depending on current events in specific nations) to revolutions in Mexico, Argentina, Chile, Cuba and Central America.

**HI 369 Hispanic Culture & Civilization: 3 semester hours**

The course surveys Hispanic civilizations and links them to cultural developments over time. Course meetings will integrate art, film, history, music, and literature to familiarize students with cultural contexts that evolved in Spain and Latin America. Nations of emphasis vary. Course materials in English translation and subtitles. No prerequisite. (Students seeking credit in Spanish should check for cross-listing as SP 369.).

**HI 380 Imperial Russia and the Soviet Era: 3 semester hours**

This course focuses on Russian and Soviet history from the accession of the Romanovs to the present. Emphasis on the reforms of Peter the Great; the shaping of the Russian autocracy; the socio-economic, political, and cultural ferment of the nineteenth century; the Russian Revolution and the Bolshevik seizure of power; the age of Stalin and the Great Purges; post World War II Soviet society; and the breakup of the Soviet Union.

**HI 400 Seminar In Historical Research: 3 semester hours**

This course is an introduction to the concepts and methods of historical investigation. It emphasizes evaluation of historical documents through the preparation of major research paper on a selected topic in history. (Capstone course for History majors. Recommended for the senior year. Must be taken at Mount Mercy).

**HI 445 History Independent Study: 3 semester hours**

Directed readings and research in history. Topics to be determined by the student and instructor.

**HI 450 History Internship: 3 semester hours**

Internship in a cultural institution, business, or non-profit organization. Emphasis on linking academic content and methodologies of the liberal arts with the practicalities of the workplace. Students will select internship site and determine objectives, with approval by the History faculty. (For history majors of at least junior standing).

# Honors Seminars (HO)

## Courses

### ***HO 216 Honors: The Holocaust: 3 semester hours***

This course will examine the Holocaust and its impact on the history of the twentieth century. The approach will be interdisciplinary using historical, literary, cinematic, philosophical, and popular sources. To create a context for the specific study of this major event of the twentieth century, the course will include discussions about the phenomenon of Anti-Semitism in Western Culture, the specific events leading up to the Holocaust, the nature of the bureaucratic mass murder, the religious crisis caused by this event, and the continuing and profound effect of this tragedy.

### ***HO 235 Honors: City As Text: Sociology Of Cedar Rapids: 3 semester hours***

This course will utilize field-based urban observation, presentations by city and community leaders, class discussion and critical analysis to help students comprehend the complexity of the city of Cedar Rapids as a "living social organism." Topics include the city's urban history and structure such as the social class boundaries, neighborhoods, land values and unequal distribution of urban services; Economic base including industries, service and retail activities, downtown business and shopping malls; political government and its functions; spatial distribution of schools; and various cultural and religious institutions that make Cedar Rapids 'tick.' There are no texts for this class in a conventional sense. Rather, students will be required to read packets of locally produced primary sources such as newspaper and online articles, reports, census data, and booklets produced by local companies and various urban agencies.

### ***HO 238 World Cinema: The Major Directors: 3 semester hours***

Students will study films by major directors from around the world. They will learn how to read a film, to analyze and interpret visual images. They will learn about film technique, including mise-en-scene, point of view, narrative, premise of adaption, etc. Students will use film to interpret, reveal, and interrogate their cultural and historical contexts, especially by comparing American filmmakers with directors from other countries. Students will be expected to reserve 2-3 hours per week to view films outside of class. Prerequisite: Sophomore standing in the Honors program or permission of instructor.

### ***HO 240 Medicine or Malarkey?: Healing traditions critiqued: 3 semester hours***

Students will study health and wellness with a focus on critical analysis of topics. We will investigate Eastern and Western traditions of health as well as topics of contemporary concern. Students will explore how different traditions view "health" and "healing" and how the scientific method can be used to investigate and evaluate health-related topics. Participants in this class will be encouraged to re-evaluate their opinions and advice on promoting health in light of their literature research. In addition to class discussion, students will be required to write literature-based topic papers and prepare class presentations. Prerequisite: Sophomore standing in the Honors Program or permission of instructor.

### ***HO 250 War and Peace, Death and Love in WWII: 3 semester hours***

This course examines some of the contradictory, complex realities of the Second World War, which has been called "The Good War," "The People's War," "The Necessary War," and "The Inferno." The course looks at how the war deeply affected many different countries and many classes of people; how it raised abiding gender, non-violence, environmental, military, and just-war issues. This topic may be studied in a number of ways: through literature, cinema, memoirs, art, popular culture, etc. to objectify the total nature of this war. This version of the course will specifically examine films created during the war, in the immediate post-war years, and from the 1960's to the present. Finally, the course will not only look at combat; it will also address the challenges faced on the home fronts and the various anti-war challenges both during and after the war.

### ***HO 257 The Economics and Culture of Food Distribution: 3 semester hours***

This course will examine the production, processing, distribution and consumption of food with an emphasis on Cedar Rapids. We will study the food economy and how it affects its cost and price. The students will survey the environmental, cultural and health implications of modern food production and distribution systems and how these systems can evolve in the future. Students will be able to see the food economy from a social welfare as well as a business perspective. Prerequisite: junior standing in the honors program or permission of instructor.

### ***HO 260 Honors: Evolutionary Psychology: 3 semester hours***

The class is a seminar that investigates the fundamentals of evolutionary psychology, including issues of natural and sexual selection, adaptation, and domain-specific psychological mechanisms as they relate to human behaviors, cognition, and emotions. Reading and discussion will be the main format of the class.

### ***HO 265 Altruism: 3 semester hours***

Altruism can be defined as the belief in or practice of disinterested and selfless concern for the well-being of others. While this concept is central to the Mission of Mount Mercy University, if, how, or why humans developed altruistic behavior still is debatable. This course will not answer the questions surrounding altruism, but, rather, we will explore different ideas and permit students to develop their own perspectives.

### ***HO 310 Ethical and Social Implications of the Human Genome Project: 3 semester hours***

This course is an exploration of the ethical, legal and social implications of the Human Genome Project. Students will acquire knowledge of the basics of genetics and an understanding of the role science plays in our society and the great potential scientific knowledge has to improve or harm life on our fragile planet. Students will reflect on the ethical implications of genetic research and on their role as citizens in determining governmental funding for and use of scientific knowledge. Students will understand the implications of genetics for our socially constructed concept of race. Students will be challenged to write on the following questions: What is considered acceptable diversity and who should decide that? Who owns and controls genetic information? How does genomic information affect members of minority communities and indigenous populations? Related to one's ethnic identity, how does personal genetic information affect an individual and society's perception of that individual? Do people's genes make them behave in a particular way? Who determines what behavior is "particular"?

**HO 320 Media and Voters: 3 semester hours**

This honors seminar will investigate the 2012 presidential election and how it and mass media interact. It will include ways in which public opinion is measured and shaped by media messages, and how news coverage of the election shapes perception of the race. This is a joint communication and political science course, and will include topics from both disciplines.

**HO 330 Biological Anthropology: Human Evolution and Biocultural Adaptations in the Ancient and Modern World: 3 semester hours**

This course introduces students to the field of biological anthropology. Biological anthropologists use information from both the social and physical sciences to gain a holistic understanding of humans as biocultural beings and investigate a broad range of subject matter including the biological origins of the human species, the range of human variation, and the impact cultural innovations can have on biological development in past and present environments. In this honors seminar, the topics discussed will include: human evolution and evolutionary theory, biological variation between and within populations, the biocultural impacts of activity and food production on human health and demography in the ancient world, and the positive and negative influences of technology, social structure, diet, and work activities on human health, reproduction and life expectancy in the contemporary world.

**HO 399 Honors Seminar: Special Topics: 3 semester hours**

This course examines a specific topic within the instructor's disciplinary interest. Material will be accessible to students from all areas of study and include multidisciplinary perspectives. Course content may vary.

**HO 450 Independent Research Project -- Honors: 3 semester hours**

Qualified Honors Students may count up to 3 credits of independent research towards the honors credits needed to complete the Honors Program. Students should choose a faculty mentor in their major program to guide them in the design of a research project. Faculty member will oversee the student and provide mentorship through the duration of the student's independent research. The course may be taken as HO450: Honors Research or as an independent research course listed in the major program, appended with a .H honors designation. E.g. BI450.H.

## Leadership (LS)

### Courses

**LS 101 Introduction to Leadership: 3 semester hours**

This course introduces common theories and models of leadership, allowing students to reflect on their own leadership styles, skills, and goals. Through readings, small- and large-group discussions, simulations, and reflections on co-curricular and service activities, students will understand the width and breadth of leadership opportunities in their current lives as well as their futures, both on the personal and professional levels. This is the first of a five-course sequence in the Leadership Minor, and, as such, will introduce and complement the courses students will take in future semesters. Prerequisite: None.

**LS 201 Group Dynamics: 3 semester hours**

This course provides students with a foundation in the theory and practice of cooperative leadership and followership within groups. Students will acquire knowledge, attitudes, and skills needed to become an effective group member. Topics include characteristics of groups and group processes, motivation, group cohesion, roles within groups, conflict, power, and influence. The focus of the course is analyzing groups and learning to use reflective practices to improve the dynamics of groups, whether as a leader or follower. Prerequisite: LS 101.

**LS 301 Foundations of Servant Leadership: 3 semester hours**

This course will introduce students to Servant Leadership, a style of leadership which prioritizes the common good and the growth and well-being of others. Students will examine the principles of servant leadership, study servant leaders throughout history, and learn the difference between volunteering and service. In addition, students will work together to design, engage in, and evaluate a service-learning project while learning about, and reflecting on, the systemic factors which led to the needs of those whom their projects will serve. Prerequisite: LS 201 Group Dynamics.

**LS 401 Leadership & Social Justice: 3 semester hours**

This course will allow students to take an in-depth look at the relationship between the critical concerns of the Sisters of Mercy and leadership. The five critical concerns addressed will be women and children, anti-violence, anti-racism, the earth, and immigration. Students will acquire knowledge, attitudes, and skills needed to understand and challenge their implicit biases and misinformation, and work to become a more inclusive leader. Topics include, but are not limited to, recognizing and understanding the barriers, biases and benefits to creating and leading in a diverse workforce. Prerequisites: LS 301.

## Legal Studies (LW)

### Courses

**LW 420 Pre-Law Internship: 6 semester hours**

This is an academically oriented practical experience gained through supervised work assignments with various law firms and legal-related placements. The student will have the opportunity to contrast their studies in the minor with practice in the field. The internship is open to legal studies minors of junior and senior status and with the consent of the pre-law advisor. A student may enroll in and complete a maximum of (6) semester hours, although credit does not apply to the minor (but does apply toward credits for graduation). Prerequisites: at least one of BA 203, CJ 297 or PO 203; junior or senior in good standing; completed and approved application; and consent of the pre-law advisor. Students can earn 1 - 6 semester hours.

## Management (BN)

### Courses

**BN 204 Principles Of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning - development of objectives and plans; Organizing - structuring work relationships; Leading - activating coordinated efforts; Controlling - measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business & Society: 3 semester hours**

Business exists and business people work in an environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251. Offered online, block schedule. Offered winter term.

**BN 364 Production & Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites BA 270 and BN 204. Offered spring semesters.

**BN 370 Advanced Topics in Management Information Systems: 3 semester hours**

This course is an advanced study of contemporary and emerging management information systems issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and internet privacy and security. Prerequisite: BN 340.

**BN 377 Project Management: 3 semester hours**

This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK1) and the assigned textbook. Prerequisites: BN 204 and BA 250. Offered online, block schedule.

**BN 380 Organizational Behavior: 3 semester hours**

This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories for motivation, leadership, decision making process, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204 and junior standing.

**BN 382 Corporate Social Responsibility: 3 semester hours**

In this course students will examine concepts of the triple bottom line (people, planet, profit) and corporate social responsibility. Students will explore the fundamental psychological, cultural, ethical, and economic sustainability issues affecting an increasingly broad range of global stakeholders. Students will study how and why leaders deploy sustainability efforts such as sustainable innovation, making work life sustainable for the workforce, engaging to solve local and global sustainability challenges, and responding to global issues relating to outsourcing, poverty, and human rights. Topics will include how companies are using supply chain and quality management, capacity planning and forecasting, as well as systems thinking to make significant gains; and how communities are responding to the increasing concerns about sustainability through programs like Blue Zones, regulation, and a push toward localization. Prerequisite: Sophomore Standing.

**BN 384 Strategic Management: 3 semester hours**

This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379, and junior standing.

**BN 386 Compensation, Benefits, and Evaluations: 3 semester hours**

This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered spring semesters.



**BN 392 Advanced Topics in Human Resource Management: 3 semester hours**

This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304. Offered online, block schedule. Offered fall semesters.

**BN 424 Management Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

**BN 425 Human Resource Internship: 3 semester hours**

Students may take advantage of internship opportunities in the area of Human Resource. These internships include periodic conferences with the instructor. The instructor will require that students submit a paper summarizing their activities as well as their learning outcomes upon completion of the internship experience. (Maximum of 1 semester hour of credit for each 40 hours worked up to a maximum of 6 semester hours).

## Marketing (BK)

### Courses

**BK 208 Principles Of Marketing: 3 semester hours**

As a general introduction to the ever expanding field of marketing, students study how professionals anticipate consumer needs that guide the organization to develop appropriate strategies. Examining how marketers add value to a company, students will learn that a thorough analysis of the marketing environment includes anticipating and evaluating buyer behaviors while helping the firm recognize key marketing decision areas to develop successful strategies.

**BK 300 Advertising and Creative Campaign Strategies: 3 semester hours**

This course examines advertising and marketing communications as a creative process. Exploration of mass mediums and interpersonal communication processes and the role they play in an integrated marketing communications program is critical to developing one clear unified voice and image. The study of creative application and its implementation across a continually evolving spectrum is explored. Prerequisite: BK 208. Offered spring semesters.

**BK 301 Product, Brand and Category Management: 3 semester hours**

This course evaluates the role of the product manager from new product idea generation, to product research and development, to market need assessment, to the role and implementation of test marketing, while evaluating product success and/or failure through the stages of introduction, growth, maturity, and decline. An in-depth study of branding strategy and its role in product and service sales is examined along with the growth and importance of category management. Prerequisite: BK 208.

**BK 305 Professional Selling: 3 semester hours**

This course is designed to provide students with a basic understanding of the selling function and its vital role in organizations. Students will learn that a systematic approach to satisfying customer needs and solving problems is the goal to achieve mutually beneficial long-term partnerships. Exposure to a variety of sales professionals and the environments in which they exist helps students understand the challenges found in this wide ranging field. Prerequisite: BK 208. Offered spring semesters.

**BK 310 Consumer Behavior: 3 semester hours**

This course examines the theoretical and applied dimensions of consumer behavior and how these principles impact marketing strategy. A comprehensive study of the consumer decision-making process and the variables that affect it including memory, learning, perception, lifestyles, culture, groups and attitudes is explored. Additional emphasis is placed on the application of consumer behavioral concepts and their impact on marketing decision-making. Pre-requisite: BK 208. Offered fall semesters.

**BK 321 Market Research: 3 semester hours**

This course examines marketing research methodology and the function of gathering information as a management tool to aid decision-making. Included is the study of primary and secondary data sources, focus groups, surveys, experiments, and observations. The course also addresses the problems inherent in sampling, data collection, analysis, and the preparation of comprehensive reporting. Prerequisites: BK 208 and BA 270, and senior standing. Offered fall semesters.

**BK 331 Retail Management: 3 semester hours**

This course studies the important economic aspects of retail business and its vital role in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. As alternative purchasing opportunities continue to emerge, success is largely dependent on sound marketing, selling, and customer service principles. Prerequisites: BK 208 and BC 265.

**BK 335 Tradeshow and Event Planning: 3 semester hours**

As professional marketing managers, a company's tradeshow strategy is a significant investment which includes the development of booth design and timely orchestration of events surrounding an industry show. Successful pre and post-show activities include the hiring/management of all booth personnel, promotional item acquisition, creative service execution, traffic flow management, lead generation and timely follow-up actions. Event planning is a vital role in which we are often required to coordinate every facet of an event from transportation to lodging and travel accommodations to entertainment for various participant groups. In addition, marketers today are often tasked with the planning and implementation of all manner of specialized events, from sales conferences to awards dinners, dealer/supplier functions, incentive-based endeavors, and holiday parties. Activities in this area include venue, food, and beverage selection for corporate parties and institutional events. Both functions are largely considered sales-based in nature. Pre-requisite: BK 208.

**BK 340 Contemporary Topics In Marketing: 3 semester hours**

This course includes an examination of major issues or topics in business specific to the study of marketing. Course content and subtitle will vary and are reflective of current trends found in the discipline. Topics include Big Data, Social Media and Analytics; and Mad Men. Prerequisite: BK 208.

**BK 345 Digital Marketing, Advertising, and Social Media: 3 semester hours**

This course is designed to help you understand how marketing has (and has not) changed due to the rise of digital platforms and changes in various underlying contextual factors, such as dramatically increased speed of information dissemination across consumers and brands. The overarching goal is to obtain a clear perspective on what's really going on in the digital/social/mobile marketing world so that you can begin to appreciate its true value to consumers, to managers, and to other corporate stakeholders. Students will: Gain experience with digital marketing, digital advertising, and social media, Gain relevant knowledge, perspectives and practical skills. Develop digital marketing strategies and analyze data, Get familiar with KPIs and measuring ROI, Evaluate current trends and best practices in the ever-changing digital age. Prerequisite: (Any one of the following) BK 208, BK 321, BK 300 and/or BK 310. Offered fall semesters.

**BK 378 Sports Marketing and Promotion: 3 semester hours**

This course focuses on building a foundation of sports marketing through print and social media channels. Additional topics include integrating a marketing plan including market research, corporate sponsorships/partnerships, team branding and advertisements. Students will also examine the impact of customer/fan acquisition and retention in the form of customer focused programming and analytics to drive marketing. Prerequisite: BK 208. Offered spring semesters.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities to broaden their educational experience and gain professionalism in the evolving field of marketing. These opportunities include off-campus placement with marketing professionals. Partnered with an on-campus instructor, and the on-site professional, candidates apply theory learned in the classroom to real world experience. A maximum of six credit hours will be allowed with one credit earned for every 40 hours of on-site experience. Prerequisite: BK 208.

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing marketing managers when developing a marketing plan and carrying out the marketing process inside organizations. These decisions include researching and analyzing market opportunities, identifying and selecting target markets, and developing sound marketing strategies. An experience-based opportunity requiring tactical and strategic decision-making enables students to directly apply theory learned in the classroom to a real-world opportunity. Prerequisites BA 250, BK 208, BK 310, BK 321, senior standing and should follow BK 321. Offered spring semesters.

## Marriage and Family Therapy (MF)

See Graduate (p. 300) section of the catalog for course offerings.

## Mathematics (MA)

### Courses

**MA 004 Beginning Algebra: 1 semester hour**

This course is designed to provide remedial work for those students who enter college poorly prepared in mathematics. Class will focus on basic computational skills, dimensional analysis, irrational numbers, scientific notation, interpretation of graphs, basic geometric concepts, and an introduction to basic algebra. Emphasis will be on problem solving and reading for math.

**MA 006 Intermediate Algebra II: 2 semester hours**

The class covers the topics of intermediate algebra including inequalities, linear equations, systems of linear equations, quadratic equations, exponents, ratio, proportion, variation, and graphing. Returning students who have not been in a math class for a number of years might find this course a good choice in preparation for their statistics or core curriculum mathematics course. It offers a review of mathematics concepts. For students placed in the class, it is a prerequisite for their core curriculum class choice.

**MA 125 Fundamentals Of Arithmetic & Logic: 3 semester hours**

This course will introduce some key concepts of mathematics: sets, logic, and numbers. We will use these to understand the Hindu Arabic numeration system, arithmetic, and measurement. In particular, we look at how numbers and operations correspond to reality and why our computational algorithms work. This course is designed to cover ideas of interest to the elementary education major; it does not prepare a student for the computational portion of the GRE. Elementary Education majors are given preference in enrolling in this course. Prerequisite: Two years of high school algebra or MA 006.

**MA 130 Finite Mathematics: 3 semester hours**

Finite mathematics will look briefly at a variety of topics, including systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: Two years of high school algebra or MA 006.

**MA 132 Basic Mathematical Modeling: 3 semester hours**

A mathematical model is a simplification of reality that is mathematically manageable. This course examines some specific models that are widely useful, but most of its focus is on choosing or creating a model, using the model to draw conclusions and refining a model when it is not sufficiently useful. Hence, mathematics is used to solve real life problems. Technology (e.g. Excel) will be used frequently. While algebra skills are needed, additional mathematics will be developed within the course; in particular, difference equations are necessary and logarithms are useful. Prerequisite: high school algebra 2 or MA 006 Intermediate Algebra, or departmental approval.

**MA 135 Basic Statistics: 3 semester hours**

This course is an introduction to the basics of probability as well as descriptive and inferential statistics. Topics include measures of central tendency, measure of dispersion, histograms, the normal and binomial distributions, hypothesis testing, confidence intervals, chi-square distribution, correlation, and prediction. Prerequisite: two years of high school algebra, MA 006, or departmental approval.

**MA 139 Pre-Calculus: 4 semester hours**

Pre-Calculus is a collection of topics necessary for the successful completion of a year of calculus. Basically, a good knowledge of pre-calculus is a comfortable familiarity with the idea of function and with most of the basic functions, including polynomials, rational functions, exponential, logarithmic and trigonometric functions. This comfortable familiarity allows one to solve equations and inequalities involving these various functions and to produce function rules from graphs or graphs from function rules. Prerequisite: three years of high school mathematics (including Algebra 2 and Geometry), an A- in MA 006, or the consent of the instructor.

**MA 145 History of Mathematics for Elementary Education: 3 semester hours**

This is a combination of the mathematics that elementary education majors have already seen with the history of mathematics. The goal is for elementary teachers to have a sense of what mathematics is and how the skills they will teach connect to modern mathematics. The course will include a study of the evolution of mathematics from ad hoc empirical techniques to the Greek notion of mathematics as a theoretical structure which gives certain knowledge about reality, which in turn yielded to modern mathematics - an abstract construct, possibly consistent, which does not of necessity illuminate reality. Prerequisite: At least 18 hours of the mathematics required for the original endorsement in elementary mathematics.

**MA 162 Discrete Mathematics: 3 semester hours**

The purpose of this course is to present various mathematical topics including an introduction to proof writing as well as topics that are essential to computer science. Topics to be covered include non-decimal numeration systems; prefix and postfix notation; the basic operations of sets, relations, and functions; induction and recursion; equivalence and congruence relations; propositional logic, truth tables, logical equivalence, and implications; non-decimal numeration systems; prefix and postfix notation; Boolean algebra and switching theory; matrices and determinants; permutations and combinations; graph theory and directed graphs. Prerequisite: MA 139 or equivalent, or permission of instructor.

**MA 164 Calculus I: 4 semester hours**

Introduction to Calculus I begins with a review of analytical geometry and basic functions. It then introduces limits, continuity, the derivative, and the antiderivative. Also included are the techniques of differentiation and applications of the derivative. Prerequisite: grade of C or better in MA 139 or equivalent course or permission of instructor.

**MA 165 Calculus II: 4 semester hours**

This course introduces the definite integral and its applications along with the techniques of integration. It also includes logarithmic and exponential functions, the trigonometric functions, and their universes. Prerequisite: grade of C or better in MA 164.

**MA 166 Calculus III: 3 semester hours**

Calculus III includes the more advanced topics of basic calculus. Included are polar coordinates, approximate integrations, indeterminate forms and improper integrals, solid analytic geometry, infinite series and functions of several variables. Prerequisite: grade of C or better in MA 165.

**MA 202 Linear Algebra: 3 semester hours**

This course introduces the basic topics and techniques of linear algebra. Topics include linear systems, matrices, determinants, general vector spaces, subspaces, basic and dimension, inner product spaces, orthonormal bases, changing bases, linear transformations and their properties, eigenvalues, eigenvectors, diagonalization. Students will gain mathematical maturity in writing proofs. Students are encouraged to take MA162 before this course. Prerequisite: MA 164.

**MA 210 Introduction To Graph Theory: 3 semester hours**

This course introduces concepts of graph theory and some of the most interesting and important theoretical results in the field. Concepts discussed include directed and undirected graphs, trees and general graphs, planarity in graphs, graph colorings, network flow and connectivity, matching and independent sets, and graph algorithms and applications. Prerequisite: MA 162.

**MA 214 Probability And Statistics: 3 semester hours**

The basic concepts of probability theory and mathematical statistics will be examined. Topics to be discussed include probability spaces, random variables, multivariate distributions, expectation, random sampling, central limit theorem, and confidence intervals. Prerequisite: MA 162 and MA 165.

**MA 245 Differential Equations: 3 semester hours**

Methods of solution for the first-order as well as higher order differential equations will be discussed. Other topics to be covered include problems in mechanics, rate problems, series solutions, and systems of linear differential equations. Corequisite: MA 166.

**MA 250 Mathematical Theory of Interest: 3 semester hours**

This course is an introduction to financial mathematics and is designed for those who want to study for the Society of Actuaries' exam on financial mathematics. Topics will include the measurement of interest, annuities using sequences and series, amortization schedules and other relevant topics. Prerequisite: MA 165.

**MA 266 Introduction To Numerical Methods: 3 semester hours**

The purpose of this course is to introduce the numerical techniques used in the solution of mathematical problems. Topics include interpolation, non-linear equations, systems of linear equations, error analysis and norms, matrix inversion, differentiation, integration, and curve fitting. Prerequisite: MA 165.

**MA 323 Foundations Of Modern Geometry: 3 semester hours**

This course aims at showing the student the need for a rigorous, abstract, deductive treatment of geometry. It includes a study of geometry developed without using a parallel postulate and goes on to show how separate geometries evolve when different parallel postulates are added, in turn, to common body definitions, axioms, and theorems. Prerequisites: Grade of C or better in MA 162.

**MA 364 Modern Algebra: 3 semester hours**

Modern algebra introduces the student to groups, rings, integral domains, and fields using as examples the ring of integers and the fields of rational, real, and complex numbers. Also included are isomorphisms and homomorphisms. Prerequisite: grade of C or better in MA 202 and MA 162.

**MA 374 Analysis I: 3 semester hours**

Analysis develops the theoretical underpinnings of calculus. The key idea is a precise definition of limit, one which never used the words "infinitely close" or "infinitely small". Using this fundamental definition, we revisit the ideas of calculus: continuity, the derivative and the integral. In addition, we consider sequences and the topology of the real numbers. Prerequisite: grade of C or better in MA 202 and MA 162.

**MA 380 Senior Seminar in Mathematics: 3 semester hours**

This course is a capstone experience for students in technical majors such as Mathematics, Data Science and Actuarial Science. Students will devise a project with guidance from the instructor. Class activities may include reading scholarly and professional resources, giving regular presentations, working problems, understanding theorems, performing calculations, writing code, managing data, etc. Students may choose to use this course to organize studying for a professional exam. Students can expect to present regularly on their activities and write extensively on their results.

**MA 399 Special Topics: Mathematics: 3 semester hours**

This course gives students the opportunity to take electives in areas of special interest to them since the topic covered varies from one semester to the next. Topics selected from both pure and applied mathematics such as real analysis, complex analysis, number theory, set theory, optimization theory, graph theory, coding theory, fractals, and operations research will be taught. This course may be taken more than once provided a different topic is being taken each time. Prerequisite MA 162, MA 166, and MA 202 or permission of the instructor. (Offered every year).

**MA 425 Internship in Mathematics: 3 semester hours**

Special opportunities may be available with area businesses for an internship involving topics in mathematics. These internships include off-campus supervision at the business and periodic meetings with the on-campus instructor who will also determine any additional requirements on an individual basis. (Maximum of one semester credit for each forty hours worked at the business, up to a maximum of 6 semester hours, a maximum of 3 of which can count for a mathematics major elective.).

**MA 445 Independent Study: 3 semester hours**

Study topics will be negotiated by the student and his/ her advisor.

## Mercy Education (ME)

### Courses

**ME 100 Mercy Concerns Through Film: 3 semester hours**

This portal class takes an in-depth look at the Mercy concerns through film. The course will explore different types of violence and immigration patterns as well as issues of racism, women and the Earth and how they are portrayed in national and international films. The Mercy concerns will be analyzed taking into consideration historical, political, economic and social contexts. As part of this course, students will also engage in community service and will reflect on their experiences. They will become acquainted with support services on campus, such as the library and Career Services and will design a plan for their liberal arts studies in the Core Curriculum at Mount Mercy University. The library has the majority of the films we will use in class.

**ME 105 Rogues, Rebels, And Accidental Discoveries: The Crooked Path to Creativity: 3 semester hours**

Creativity is a powerful force in human beings that has shaped our civilization. In all disciplines from food preparation and actuary science to chemistry and the arts, human race made intentional and accidental discoveries. Even games like chess require a flexible mind in which a creative and strategic thought process leads to problem solving. International capitals have been the center of creativity, like Berlin in the 1920's. Creativity erupts in unlikely places as well, like the concentration camps of Nazi Germany. Dreams, nature, and colleagues also inspire creativity. This course examines individuals who have made significant discoveries and the context for those discoveries. As the course focuses on how creativity is revealed in many areas, students make their own discoveries about contributions to our development as a civilized and progressive world.

**ME 110 Ethnic Iowans: Diversity Issues in the New Millennium: 3 semester hours**

This portal course is a unique sociological journey that enables students to canvass Iowa's colorful and diverse ethnic fabric from its earliest period in the 19th century to the present time. By analyzing various ethnic groups and immigrant population's manner of entry, socio-economic and political status, and contributions to Iowa's globalized economy and culture, students are challenged to search for answers for Iowa's spatial/ethnic stratification, state of race relations and periodic outbursts of prejudicial attitudes and discriminatory practices. Students engage in critical analysis, complete a historical map, and share their skills in service-learning projects that aim to help certain immigrant and refugee populations getting settled in Iowa. Field trips are anticipated in the Greater Cedar Rapids area, with one extending to another Eastern Iowa Community.

**ME 115 Cities, Sewers And Shots: Health Protection: 3 semester hours**

Awareness of public health issues is important to all students in their roles as educated citizens, regardless of their intended undergraduate majors. This course uses an interdisciplinary approach to explore historical context and current issues related to health protection in the United States. The focus is on the health of an entire community rather than on an individual or family. Students are introduced to national, state, and local health concerns identified in major studies and reports. Field trips to public health sites may be scheduled.



**ME 120 Immigrants and Literacy: In Pursuit of the American Dream: 3 semester hours**

This course provides students with an interdisciplinary approach to learning about immigrants and their pursuit of literacy. Students encounter the historical, sociological, and political perspectives on U.S. immigration laws and policies, immigrants' countries of origin, and factors promoting immigration to the U.S. Literary works and films and/or documentaries featuring the lives and stories of immigrants help students understand the immigrant experience tutoring immigrant children and/or adults who are learning English. Students have opportunities to work together, become oriented to Mount Mercy services, take part in student-led presentation to the Mount Mercy community, and participate in educational field trips.

**ME 122 Crises and Disasters: Business, Ethics, and the Environment: 3 semester hours**

Exxon Valdez. Pharma Bro. The Ford Pinto. Plenty of examples exist of how businesses have conducted unethical and/or environmentally harmful acts, which have caused widespread damage both in the United States and abroad. This course will introduce students to concept of business ethics, examining the faulty decision making that went into some of history's most famous ethical scandals, and what future businesses and societies can learn from these situations.

**ME 125 Avatars Of Good and Evil: Media Stereotypes vs. Reality: 3 semester hours**

A lot of research has been done about media representations of stereotypical characters and ideas. This course looks at media "avatars," or personifications, of good and evil, compared to what research and real world service activities reveal to be complex realities. The course will be roughly divided into three parts; Part I examines the role of personalities in politics and the news, Part II examined media stereotypes in popular narrative entertainment and Part III concerns symbolic representations of people in advertising. Immigration and racism are featured in the first part of this course, followed by participation in a service project as the course proceeds.

**ME 130 Why A Mercy Education?: 3 semester hours**

This course introduces the students to the distinctiveness of a Mercy education. Insights into the values and experiences inspiring the founder of the Sisters of Mercy, Catherine McAuley, are gained from stories of her life and times. Reading *Courage and Change*, a history of Mount Mercy College through 1978, and interviewing current Sisters of Mercy enrich students' understanding of the special characteristics and opportunities associated with higher education in the Mercy tradition. The course addresses issues of immigration, non-violence and poverty as it prepares students to begin their studies in the liberal arts tradition. A service learning project at one of the Mercy sponsored institutions in Cedar Rapids is another highlight of this journey into a Mercy education.

**ME 135 Poor Women, Poor Family, Poor Work: 3 semester hours**

This course introduces the problem of poverty as women in the U.S. experience it and seeks to discover its causes and consequences for women, their families, and their communities. Students learn to apply a range of sociological concepts and theories to critically examine attempts to explain why women have an increased risk of poverty. Social institutions such as family, education, work and policy are critically examined as they correlate to the poverty of women as well as to possible solutions. The unique experiences of women of color are included as are those of immigrant women.

**ME 150 Talking in "She" and "He": Gender Communication in College and Beyond: 3 semester hours**

You've always "known" that women and men talk differently, but you may not have realized that academic research agrees. The aim of this course, however, is to show how studies in gender communication do more than confirm your intuition: they detail differences, explain why they occur and their consequences, and suggest some routes for improving your interactions, both now and throughout your life. Moreover, through means of a final public education project, the course will encourage recognition of how informed gender communication is a key means of maintaining and enhancing relationships among all in the community.

**ME 155 Water - A Shared Responsibility: 3 semester hours**

In "Water - A Shared Responsibility" students will be introduced to the fundamental chemical and physical properties of water, which make water essential to all life. Because water is vital to human existence, it inextricably links all humanity: through time and space. The use and abuse of water as a natural resource has shaped human culture and history-indeed it continues to do so. Students will be exposed to the issues that surround water, such as equitable treatment of minority groups and their water needs, water access and poverty, the disproportionate effect of water scarcity on women and children, global climate change and increasing water needs in this country and around the world. Students will be required to go on field trips.

**ME 160 Law Ungendered: History of the Legal Status of U.S. Women: 3 semester hours**

This is a portal course that focuses on the history of the legal status of women in the United States. Particular attention will be paid to the development of laws in the early republic based on the common law concept of coverture, and students will trace the evolution of American women's legal position through the Married Women's Property Acts, the struggle for suffrage, the definition of female citizenship, and equal treatment in realms such as inheritance, jury duty, work, etc. Students will balance their study of these issues with service projects in the community directed toward helping immigrant women learn English and prepare for citizenship exams.

**ME 165 Terrorism, Violence and Conflict Resolution: 3 semester hours**

This is a portal course that focuses on issues of terrorism, violence, and conflict resolution. The course will explore the spectrum of violence faced in modern society, including examination of historical, political, economic, and social contexts for that violence. The course will also consider various means of nonviolent conflict resolution as alternatives to violence. Students will engage in and reflect on community service as a part of their portal experience. They will become acquainted with support services on campus, such as the library and Career Services, and design a plan for their liberal arts studies in the Core curriculum at Mount Mercy University.

**ME 170 Perspectives on Recent Immigration to the United States: 3 semester hours**

This portal class takes an in-depth look at various immigration patterns to the United States and why they occurred. This course will explore various perspectives on immigration in modern society, including its historical, political, economic, and social contexts. Students will visit a town in Iowa where the immigrant population represents the majority. They will engage in community service there and reflect on their experience. Students will also become acquainted with support services on campus, such as the library and Career Services, and design a plan for their liberal arts studies in the Core Curriculum at Mount Mercy University.

**ME 175 Selfie Living in a Digital Age: 3 semester hours**

Digital media, of all types, has revolutionized human life in the 21st century. Social media, interactive websites, gaming, and more have transformed how we interact with each other, and with the outside world. We have changed the communication tools we use, but we seldom stop to think about how those same tools have changed us. The aim of this class is to encourage this sort of self-reflection by surveying current research on social media and the internet and how digital media has impacted everything from relationships to politics, education, and business and beyond.

**ME 180 Environmental Responsibility: 3 semester hours**

Students will explore personal and societal life style choices as they impact current environmental problems and issues. Topics will include consumerism, natural resources, environmental sustainability, societal pressures, and personal goals. Service projects will reinforce how one person can make a difference to society and the environment.

**ME 185 Disability Awareness: 3 semester hours**

Students in this course will develop an understanding of the issues facing those identified with a disability. General characteristics of high incidence disabilities will be shared in class. Students will be required to complete a research paper on a related topic as well as a field component, involving observation in either a school or agency setting.

**ME 195 Information Literacy in the Information Age: 3 semester hours**

This course is designed to satisfy the Portal Course requirement for incoming Mount Mercy University Honors Program students. The goal of this course is to help incoming freshman Honors Students achieve information literacy, gain an understanding of the history and strength of a liberal arts education, and receive an introduction to Mount Mercy University, its facilities, and its educational mission.

**ME 450 Mercy Experience Capstone: 1 semester hour**

This course is intended as a culminating experience in the liberal studies. It is required of all students in conjunction with a designated senior course within their major. Students will integrate knowledge they have acquired from each of the core domains and will reflect on their Mercy education in the context of their major discipline. In addition, they will examine one of the Mercy critical concerns identified by the Sisters of Mercy from a disciplinary, interdisciplinary and global perspective and will actively participate in a related capstone project.

## Music (MU)

### Courses

**MU 100 Seminar: 0 semester hours**

A weekly seminar which allows students to gain performing experience and discuss issues related to performance.

**MU 101 Music Theory I: 3 semester hours**

Fundamentals of notation, rhythm, intervals, simple triads, three and four-part writing including figured bass, sight singing, keyboard harmony, melodic and rhythmic diction. Deficiencies in rudiments must be made up during the first two weeks of the term. Two lectures and two one-hour labs per week. (offered alternate years during the spring semester).

**MU 102 Music Theory II: 3 semester hours**

Follows MU 101 and includes more advanced writing, sight singing, and chord construction. Harmonic dictation is now included. Two lectures and two one-hour labs per week. Prerequisite: MU 101. (Offered alternate years during the fall semester).

**MU 107 Instrumental Music Methods and Materials: 1 semester hour**

An introduction to entry level professional competencies necessary to successfully teach, administrate, and develop an instrumental music program.

**MU 108 Instrumental Techniques Brass and Percussion: 1 semester hour**

An introduction to brass and percussion instrumental techniques intended to enable students to become minimally proficient on a variety of brass and percussion instruments.

**MU 109 Instrumental Techniques Strings and Woodwinds: 1 semester hour**

An introduction to strings and woodwinds instrumental techniques intended to enable students to become minimally proficient on a variety of string and woodwind instruments.

**MU 110 French Horn: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 112 Trombone: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 113 Trumpet: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 114 Tuba: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 115 Euphonium: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 125 Bassoon: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 126 Clarinet: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 127 Flute: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 128 Oboe: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 129 Saxophone: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 131 University Strings: 0 semester hours**

Open to all students who play a string instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of string repertoire. The strings will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 135 Cello: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 136 Guitar: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 137 Harp: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 138 String Bass: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 139 Viola: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 140 Violin: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 141 University Strings: 1 semester hour**

Open to all students who play a string instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of string repertoire. The strings will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 145 Piano: 2 semester hours**

Applied music lessons.

**MU 150 Harpsichord: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 151 Organ: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 155 Voice: 2 semester hours**

Applied music lessons.

**MU 160 Percussion: 2 semester hours**

Applied Music lessons (additional fees may apply).

**MU 167 Madrigal Singers: 0 semester hours**

A small, select vocal music ensemble that performs music from the Renaissance Period through the 21st century.

**MU 168 Mount Mercy University Choir: 0 semester hours**

Open to all students. The organization is dedicated to the development of an appreciation of choral music through participation. All styles of choral music are rehearsed, and concerts are presented on and off campus throughout the school year. This is a performing ensemble, and students are expected to attend all rehearsals and concerts. Prerequisite: audition with the director.

**MU 169 Mount Mercy Jazz Choir: 0 semester hours**

Open to all students. This vocal ensemble specializes in singing jazz arrangements of popular music. Frequently called upon to be Mount Mercy's musical ambassadors, the group performs numerous times at both school and community functions. Prerequisite: audition with the director.

**MU 170 University Band: 0 semester hours**

Open to all students who play a musical instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of band repertoire (seasonal music, pep band, jazz and concert band). The band will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 171 University Show Choir: 0 semester hours**

Open to all students by audition. Show Choir is a vocal ensemble that incorporates dance and movement to popular music. Those not selected for ensemble will have the opportunity to contribute in various other roles.

**MU 172 Chamber Music: 0 semester hours**

Explore Chamber Music repertoire and the musician's role in a small ensemble. Students develop skills in ensemble playing and rehearsal techniques through the preparation and performance of appropriate chamber repertoire. Open to all university students by audition.

**MU 173 Jazz Band: 0 semester hours**

Patterned after both contemporary big band and modern jazz groups as well as the large popular groups of the 1930's and 1940's, this instrumental group devotes itself to the performance of the best jazz literature of the past and present. Open to all university students by audition.

**MU 174 Liturgical Singers: 0 semester hours**

This is a performing ensemble which rehearses and participates in weekly Liturgies and other events as directed by a member of the music faculty or staff.

**MU 177 Madrigals: 1 semester hour**

A small, select vocal music ensemble that performs music from the Renaissance Period through the 21st century.

**MU 178 Mount Mercy University Choir: 1 semester hour**

Open to all students. The organization is dedicated to the development of an appreciation of choral music through participation. All styles of choral music are rehearsed, and concerts are presented on and off campus throughout the school year. This is a performing ensemble, and students are expected to attend all rehearsals and concerts. Prerequisite: audition with the director.

**MU 179 Mount Mercy Jazz Choir: 1 semester hour**

Open to all students. This vocal ensemble specializes in singing jazz arrangements of popular music. Frequently called upon to be Mount Mercy's musical ambassadors, the group performs numerous times at both school and community functions. Prerequisite: audition with the director.

**MU 180 University Band: 1 semester hour**

Open to all students who play a musical instrument; no audition is necessary. This ensemble is dedicated to rehearsing and performing all styles of band repertoire (seasonal music, pep band, jazz and concert band). The band will perform with other university ensembles and alone, both on and off campus. Every effort will be made to assist students with the acquisition of instruments if the student doesn't own his own instrument.

**MU 181 University Show Choir: 1 semester hour**

Open to all students by audition. Show Choir is a vocal ensemble that incorporates dance and movement to popular music. Those not selected for ensemble will have the opportunity to contribute in various other roles.

**MU 182 Chamber Music: 1 semester hour**

Explore Chamber Music repertoire and the musician's role in a small ensemble. Students develop skills in ensemble playing and rehearsal techniques through the preparation and performance of appropriate chamber repertoire. Open to all university students by audition.

**MU 183 Jazz Band: 1 semester hour**

Patterned after both contemporary big band and modern jazz groups as well as the large popular groups of the 1930's and 1940's, this instrumental group devotes itself to the performance of the best jazz literature of the past and present. Open to all university students by audition.

**MU 184 Liturgical Singers: 1 semester hour**

This is a performing ensemble which rehearses and participates in weekly Liturgies and other events as directed by a member of the music faculty or staff.

**MU 185 Brass: 0 semester hours**

Applied music lessons.

**MU 186 Brass: 1 semester hour**

Applied music lessons.

**MU 187 Brass: 2 semester hours**

Applied music lessons.

**MU 189 Introduction To Music: 3 semester hours**

This course provides a general survey of vocal and instrumental forms, terminology, and style of characteristics of composers from the medieval period to the present. It provides an emphasis is upon the musical experience (listening) and historical significance of Western art music. The course is taught each term with some live performances by faculty and guest artists. This course can be used to satisfy core curriculum requirements.

**MU 190 Music in Liturgy: 3 semester hours**

This course is a historical survey of music in worship through the ages and a survey of repertoire appropriate for liturgical celebrations.

**MU 195 Percussion: 0 semester hours**

Applied music lessons.

**MU 196 Percussion: 1 semester hour**

Applied music lessons.

**MU 197 Percussion: 2 semester hours**

Applied music lessons.

**MU 202 Music Theory III: 3 semester hours**

This course is a continuation theory study with chromatic and altered chords. It provides an analysis of compositions and original four-part writing. Keyboard harmony at sight in four parts. Prerequisite: MU 102. (Offered alternate years during the fall semester).

**MU 203 Music Theory IV: 3 semester hours**

More advanced theory with a study of ninth, eleventh, and thirteenth chords, their origin and application to music of the 19th and 20th centuries. The last part of this course is devoted to original compositions in the 20th century style. Prerequisite: MU 202. (Offered alternate years during the spring semester).

**MU 251 Conducting: 3 semester hours**

Conducting principles and techniques combined with a study of choral and instrumental literature. Prerequisite: MU 102.

**MU 257 Vocal Techniques: 3 semester hours**

This course focuses on principles of voice production, the selection of voices by range, and a study of procedures and problems in developing vocal ensembles and the solo singer. Prerequisite: MU 102.

**MU 315 Piano Literature And Pedagogy: 3 semester hours**

This course provides an examination and analysis of piano literature from 1700 through the late twentieth century along with an investigation of current and historical pedagogical methods. Prerequisites: Completion of, or concurrent enrollment in MU 333.

**MU 322 Instrumentation and Arranging: 3 semester hours**

Class designed to help student gain knowledge of composition and arranging. This class will help students learn to engrave music scores and parts as well as an education in the use of music writing software – all genres of music are employed giving the necessary music writing skills for teaching and performance degree candidates. Prerequisite: MU 203.

**MU 324 Form and Analysis: 3 semester hours**

Musical Forms [Rondo, Sonata, Fugue, Serial as well as Counterpoint] circa 1400 AD – present will be studied and analyzed. Students will have a complete understanding of differing music forms when class is completed Prerequisite: MU 203.

**MU 332 Music History I: Medieval Times to Classical Period: 3 semester hours**

This course provides a survey of the development of music from pre-Christian times to the present. MU 332 will be devoted to history of music up to 1750.

**MU 333 Music History II: Romantic Period to the Present: 3 semester hours**

This course provides a survey of the development of music from pre-Christian times to present. MU 333 will emphasize the literature written since 1750.

**MU 445 Music Independent Study: 3 semester hours**

Study topic will be negotiated by the student and his/her advisor.

## Nursing (NU)

### Courses

**NU 101 Answering the Call to Nursing: 1 semester hour**

This course is a "call to adventure" that prepares students to embark on their journey as future nurses. The course is designed to facilitate transition into college, to create a mentoring relationship with nursing faculty, and begin the role identification and enculturation into the profession of nursing. This course introduces students to the knowledge, skills, values, meanings and experiences of the nursing profession. In the spirit of compassion as reflected in the Sisters of Mercy Mission, this course provides students with a foundation of commitment to serve human needs where they exist.

**NU 110 Exploring Complementary Therapies: 1 semester hour**

This elective course offers students the opportunity to explore various alternative therapies that may be encountered when determining treatment options for oneself or another. The course is designed to inform the student of current modalities available in the community for persons seeking to take greater responsibility for their health status. Reflective judgement will be required as one responds to the theory and practice of alternative therapies thus enabling the student to draw conclusions that are holistic and accurate. This course does not satisfy the Holistic Health Domain requirement.

**NU 113 Medical Terminology: 1 semester hour**

This course provides an overview of terminology used in the health care professions. Students will independently study a textbook of terminology and progress through a series of on-line learning activities and exams. No prerequisites.

**NU 120 Integrated Foundations of Biology and Chemistry for Nursing: 4 semester hours**

A contextual (health care) and integrative approach will be used in studying the major topics of human cellular biology and chemistry, which are foundational for an understanding of normal and pathological processes in humans.

**NU 224 Nursing Skills for the Journey: 3 semester hours**

This course provides theoretical and clinical application content for nursing skills. Students will have the opportunity for hands-on experiences, working independently and closely with faculty and peers learning from a variety of teaching methodologies. Upon completion of this course students will be expected to perform selected nursing skills safely and accurately under the direct supervision in the clinical setting. Equipped with skills and knowledge, students are empowered to continue their journey with confidence and competence. Prerequisites: 75 hour CNA course, NU 232, and BI 274.



**NU 230 Pharmacotherapeutics: 3 semester hours**

This course provides an introduction to the broad field of pharmacology. Several concepts will be covered with particular emphasis on pharmacotherapeutics, the use of drugs for therapeutic purposes. Major drug groups will be addressed in relation to specific drug prototypes, actions, therapeutic and adverse effects, uses, interactions, contraindications, methods of administration, and consumer information. Principles of safe administration of medications, including drug calculations, will be reinforced. In addition, drug effects on specific populations will be addressed. Prerequisite: NU 224 and NU 232. Co-requisite or prerequisite of NU 240 and NU 260 or permission of the College of Nursing Clinical, Admission, Progression, and Graduation Committee.

**NU 232 Holistic Human Assessment: 4 semester hours**

This course is designed to provide students with the knowledge and skills necessary to perform assessments of humans as holistic persons. Lecture will provide theory to guide the students in developing subjective and objective assessment skills. Clinical application in the acute care setting will focus on assessment, communication and nursing skills. Prerequisite: admission to major.

**NU 240 Disease Paths: 4 semester hours**

Pathophysiology is the study of altered physiological functioning caused by disease. This course provides an overview of the biologic basis for disease in adults and children. The focus will be on the etiological factors, pathogenesis, and clinical manifestations of altered physiological processes. Students will examine how altered physiological functioning impacts the individual's personal journey. Prerequisites: NU 232, NU 224, and BI 274.

**NU 242 Concepts in Baccalaureate Nursing Education: 4 semester hours**

This course is designed for RN-BSN students seeking a baccalaureate degree with a major in nursing. The purpose of the course is to provide a transition between the student's basic nursing education, associate degree or diploma and baccalaureate nursing education. Students will explore the philosophy of nursing along with studying the current issues in nursing practice and nursing education. Prerequisite: Current and valid RN licensure. This course is a prerequisite to all other RN to BSN nursing courses.

**NU 260 Pathways to Professional Nursing: 5 semester hours**

This course facilitates the integration of knowledge for the liberal arts, sciences and nursing as the foundation for the professional nursing practice. A variety of clinical experiences within the health care environment will be encountered as the students journey across the threshold toward professional nursing. Prerequisites: NU 224 and NU 232.

**NU 320 Essentials of Nutrition: 2 semester hours**

This course will provide the student with essential foundational nutrition background and the knowledge necessary for evaluation of the nutritional status of clients across the lifespan. This course will focus on nutritional applications and intervention for health promotion and disease/illness. Prerequisites: NU 224, NU 232, NU 240, and NU 260. Coerequisite: NU 232.

**NU 330 Beginnings: Maternal Newborn Nursing: 3 semester hours**

This course focuses on the nursing care of families as they journey through the childbearing experiences. Junior level nursing students are introduced to the normal process of pregnancy and delivery in addition to typical complications. Knowledge acquired from this course and previous learning experiences is applied in health care settings. Prerequisites: NU 224, NU 232, NU 240 and NU 260.

**NU 332 Challenges Along the Journey: Nursing Interventions for Clients with Mental Illness: 3 semester hours**

Proposed change: This course is designed to prepare the student to provide competent nursing care to patients experiencing mental illness. Concepts will include etiological theories, diagnostic terminology and criteria, and therapeutic nursing interventions. Therapeutic use of self and the nursing process are utilized in providing care to individuals with mental illness in a variety of settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

**NU 350 Challenges Along the Journey: Interventions for Core Body System Alterations: 6 semester hours**

This course will prepare students to meet the challenges associated with caring for adults and children experiencing acute and chronic illnesses involving core body systems. Nursing interventions for persons across the lifespan will be a central theme. Emphasis will be placed on assessing how illness impacts the holistic being as well as end-of-life, and the use of evidenced based practice in the clinical setting. The focus will be on nursing interventions for persons with alterations involving the respiratory, cardiovascular, neurological, genital/reproductive, and gastrointestinal systems, as well as those interventions required for persons experiencing multi-system failure. Interventions will be discussed in theory, applied in case scenarios, and in clinical settings. Prerequisites: NU 224, NU 230, NU 232, NU 240, and NU 260.

**NU 352 Challenges Along the Journey: Intervention for Alterations in Regulatory and Protective Mechanisms: 6 semester hours**

This course will prepare students to meet the challenges associated with providing holistic care for adults and children experiencing acute and chronic illnesses involving alteration in regulatory and protective mechanisms. The initial focus will be on health promotion, growth and development, children's response to illness, and family support. Nursing interventions for persons across the lifespan will be a central theme. The clinical judgment skills required to prioritize and delegate care appropriately will be introduced and then integrated throughout the course. Interventions for persons with fluid, electrolyte and acid-base imbalance, impaired immunity, infection, and cancer, as well as those required for alterations in the endocrine, renal, and musculoskeletal systems will be included. Interventions will be addressed in theory and applied in case scenarios and/or a variety of clinical settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

**NU 360 Nursing Clinical Internship: 1 semester hour**

This elective course will provide nursing students with oversight by a Mount Mercy faculty member while they participate in an established internship offered by a health care facility in Iowa. The student will be permitted to perform as a nursing student during the internship starting at the Junior level under the supervision of the clinical agency staff. Students will be expected to apply for the internship on their own and verify that they have been accepted by the clinical agency.

**NU 404 Nursing Program: 6 semester hours**

Escrow credits for RN-BSN Program.

**NU 405 Nursing Program: 6.5 semester hours**

Escrow credits for RN-BSN Program.

**NU 406 Nursing Program: 6.5 semester hours**

Escrow credits for RN-BSN Program.

**NU 411 Professional Preparation: 1 semester hour**

The course will help students to gain an understanding of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, recommended testing and study strategies, anxiety-reduction techniques, and the overall licensure procedure. It involves activities to assist students in their preparation for their professional roles as registered nurses and for successful completion of the NCLEX-RN. Students will work with the faculty to develop and carry out individual plans to prepare for the exam. They will be introduced to the responsibilities associated with obtaining and maintaining a professional license and communicating with professional licensing boards and organizations. To be completed in the final semester of the nursing program.

**NU 425 Pathophysiology, Assessment & Genetics RNs: 3 semester hours**

Building on the educational foundation and experiences of the registered nurse student this course focuses on pathological and genetic conditions encountered in clinical assessment and practice across the life span. Emphasis is placed on regulatory and compensatory mechanisms as they relate to commonly occurring diseases. Specific disease processes are examined incorporating the role of development physiology, embryologic, genetic, and environmental factors in the epidemiology of disease.

**NU 441 Independent Study: 1 semester hour**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 442 Independent Study: 2 semester hours**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 443 Independent Study: 3 semester hours**

Independent studies are open to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

**NU 465 Integrating the Journey: Complex Concepts and Clinical Immersion: 6 semester hours**

This course supports the transition from nursing student to the role of professional nurse in an immersion experience in a clinical setting. The student, working with a registered nurse (RN) preceptor, develops clinical judgment skills to prioritize and delegate care for multiple patients. This course integrates evidence, collaboration with the interprofessional team, and the person's perspectives in planning, implementing, and evaluating outcomes of care. There is an emphasis in quality and safety in caring for clients with multiple systems pathologies and/or critical incidents. Prerequisites: NU 230, NU 320, NU 330, NU 350, NU 352.

**NU 470 Extending the Journey: Population Based Nursing: 3 semester hours**

This course engages students to focus on population based nursing and community health, through local, state, regional, national, & global health perspectives. Population health management will include systems thinking, crisis preparedness, and collaborative partnerships to address vulnerable population needs and achieve equitable population health outcomes. Prerequisite: Prelicensure nursing students: NU 224, NU 230, NU 232, NU 240 and NU 260; Prerequisite or co-requisite of NU 350 or NU 352.

**NU 471 Professional Aspects of Nursing: 4 semester hours**

This course is organized around issues that are key to the success of professional nurses in today's constantly changing health care environment. Course content will address leadership and management, evidence-based practice, professional development, legal issues, quality & safety and current trends and issues in nursing. Prerequisite: Prelicensure nursing students: NU 224, NU 230, NU 232, NU 240, and NU 260; Prerequisite or co-requisite of NU 350 or NU 352. RN-BSN Prerequisites: NU 242, NU 230.

**NU 472 RN-BSN Practicum Seminar: 3 semester hours**

The course focuses on the clinical application of various skills covered in the RN-BSN courses. Clinical experiences will provide opportunities for application of population and community health concepts in community health settings and the application of leadership, management, professional development, legal issues, and evidence-based practice in a variety of professional settings. Prerequisites: NU 470 and NU 471.

## Philosophy (PL)

### Courses

**PL 141 Logic: 3 semester hours**

This course offers a combination for skills in a critical thinking, introductions to two types of formal logic, and a survey of informal logical fallacies, all with the aim of finding uses for those skills in real life. The goal for the class is to develop the ability to distinguish between successful and unsuccessful arguments by learning the structure for good thinking and evaluation the quality of evidence used to support an argument. There are no prerequisites.

**PL 251 Introduction to Western Philosophy: 3 semester hours**

This course introduces students to the origin of the western philosophical tradition. It traces the development of Western philosophy for Socrates to its first Christian expressions and examines the contribution made to Western culture by the philosophers of the classical period, especially Plato and Aristotle. Discussions focus on applying the insights of classical philosophers to contemporary issues. Both primary and secondary sources will be used. Prerequisite: sophomore standing.

**PL 261 Introduction to Philosophy of the Human Person: 3 semester hours**

This course is an introduction to the philosophy of human nature. It examines some major theories that treat the nature of the human person. Such key issues as knowledge, freedom, immortality, and person are discussed. Pre requisite: sophomore standing.

**PL 269 Introduction to Ethics: 3 semester hours**

This course is an introduction to the philosophical discipline of ethics. Among the topics covered are: the nature of ethical inquiry, theories of happiness, an analysis of moral activity, the growth of personal moral character, differing approaches to normative evaluation (such as duty ethics and consequences ethics), and selected moral problems. Prerequisite: sophomore standing.

**PL 270 Introduction to Asian Thought: 3 semester hours**

This is an introductory survey of the general philosophical themes of Indian, Chinese, and Japanese thought. Classical and contemporary sources will be studied. Prerequisite: Sophomore standing.

**PL 310 Special Topics: Applied Ethics: 3 semester hours**

This course applies ethical theories to areas of work-related and social morality. We will examine the ethical responsibility of professional and several codes of professional ethics. We also will analyze select problems from the areas of business ethics, biomedical ethics, environmental ethics or other areas of contemporary interest. This course may be repeated if the area of application differs. Prerequisite: PL 269 or its equivalent.

**PL 322 Philosophy of Art & Beauty: 3 semester hours**

This course explores areas in aesthetics from a philosophical point of view, with an emphasis on relating aesthetics consistently to other philosophical concepts. Areas of discussion can include whether or not there is an objective basis for claims about art and beauty, definitions of art and beauty, qualities of an artist, and various aesthetic theories throughout the history of philosophy and art. Prerequisite: Completion of the core curriculum requirement in philosophy.

**PL 360 Special Topics in the History of Philosophy: 3 semester hours**

This course is an examination of important philosophical problems or issues. Course content will vary according to student interest. This course with different content may be repeated. Prerequisite: completion of the core curriculum requirement in philosophy.

**PL 371 Contemporary Thought: 3 semester hours**

This course is a critical study of how philosophers today have attempted to comprehend our humanness and our place in the universe. This course emphasizes the insights of contemporary philosophers into the unique problems of our time. Prerequisite: completion of core curriculum requirement in philosophy.

**PL 375 Faith and Reason: 3 semester hours**

This course examines issues in the philosophy of religion and application of the techniques of philosophical investigation to problems in Judeo-Christian and ecumenical theologies. Topics include argumentation for and against God's existence,. Various conceptions of the Godhead, the problem of Evil, the problem of truth and religious language, the question of the afterlife, a philosophical perspective on the nature of faith, Devin Revelation and religious experience. Prerequisites: Completion of the Core curriculum requirements in both philosophy and religious studies and at least a junior standing.

**PL 400 Senior Independent Research and Writing: 3 semester hours**

This is the capstone course for the major in philosophy. Students are required to write a philosophical paper on a topic chosen in consultation with the instructor as an integral part of the capstone experience. Students are also required to do independent research using both primary and secondary sources and to apply their own philosophical reflection in writing a major paper. This course is open only to students majoring in philosophy. Prerequisite: Permission of the instructor.

**PL 445 Philosophy Independent Study: 3 semester hours**

Independent study under faculty guidance of selected topic. Prerequisite: Permission of instructor.

## Physical Science (PH)

### Courses

**PH 100 Discovering Physics Laboratory: 1 semester hour**

Students will perform a variety of chemistry and/or physics laboratory experiments. Students will be able to define problems clearly, analyze data properly and draw appropriate conclusions. Based on their laboratory experiments, the students will then be able to construct inquiry-based laboratory exercises using appropriate resources.

This course fulfills the requirement of the Natural World domain for transfer students who have not taken a laboratory based natural science course before transferring to Mount Mercy. This course is also for education majors who need additional credit hours for their endorsement areas. This course can be crosslisted with CH 100.

**PH 114 Natural Science-Physical: 4 semester hours**

This course is designed for students whose major interests lie outside the field of science. It provides a basis for appreciating the contributions of science to modern society through the development of an understanding of some of the basic laws and theories of physics, chemistry, and astronomy. No previous chemistry or physics is required. Weekly three hour lecture and two hour lab.

**PH 115 Introduction To Earth Science: 4 semester hours**

This is an introductory course in earth science that covers geologic origins, history and evolution of the earth along with basic identification of minerals. Topics included are: origins and history of the mineral layers, plate tectonics, geologic time, fossil record, and landform regions in Iowa. Field trips will be included, probably on weekends. Weekly three hour lecture and two hour lab.

**PH 151 Principles of Physics I: 4 semester hours**

The first of a 2-semester introductory physics sequence using algebra and trigonometry; covers mechanics, fluids, heat and thermodynamics, vibrations, waves, and sound. Fall semester, weekly three hours of lecture and two hours of laboratory. Prerequisite: C or better in MA 139 or more advanced mathematics course.

**PH 152 Principles of Physics II: 4 semester hours**

This course is a continuation of PH 151 that covers electricity and magnetism, optics, relativity, and selected topics in modern physics. Spring semester, weekly three hours of lecture and two hours of laboratory. Prerequisite: C or better in PH 151.

**PH 445 Independent Study: 3 semester hours**

The course to be designed by the student in consultation with the instructor on a subject of special interest to the student. This course cannot be used as one of the three upper division electives.

# Political Science (PO)

## Courses

### ***PO 100 Power & Justice: 3 semester hours***

This course pursues the answer to a general political question such as “What is equality?” or “What is justice?”. The class discusses that question and reads works of other political thinkers—ancient and modern—related to that topic. More concretely, the course considers the ways in which that issue influenced the Framers of the American government, and compares that to how other countries have handled that issue differently with the specific institutions they have created. For example, the course may look at how the United States Congress attempts to provide for equal representation differently than the German Bundestag or the Chinese National People's Congress. Finally, the course examines how countries interact with each other militarily and economically to address potential cooperation and conflict among countries. Through this ongoing dialogue, students are introduced to the four major subfields of political science: political philosophy, American politics, comparative politics, and international relations.

### ***PO 101 Introduction To Political Philosophy: 3 semester hours***

This course is an examination of main ideas, methods, and perspectives of some of the major Western political theorists from Plato to the modern period. Drawing upon study of the original texts, the course aims to convey an understanding of political philosophy as a tradition of inquiry into fundamental questions of human nature, the origins of ethical codes, the role and limitations of government, and social justice. The course also encourages assessment of the relevance of the theories studied for understanding and evaluating politics today.

### ***PO 102 Government and Politics Around the World: 3 semester hours***

This course aims to illustrate the diversity of political life, institutional alternatives, and differences in political processes and policy outcomes in the context of foreign countries representing different cultures and regions of the world and different stages of development. The course introduces basic methods and concepts of comparative study and examines similarities and differences in such areas as political parties, elections, executive and legislative institutions, as well as economic, social, and welfare policies.

### ***PO 103 Introduction to International Relations: 3 semester hours***

An introduction to the basic principles underlying the interaction between nation states, such as war, trade, alliances, balance of power, and international law. Students will become familiar with major theories of international politics and will evaluate these theories in the context of major events in international politics, including the collapse of the Soviet Union, the global financial crisis, terrorism, environmental degradation, and the rise of new international structures such as the European Union.

### ***PO 111 Introduction To American Politics: 3 semester hours***

A broad survey of American politics, including political behavior of the American electorate, the theory and practice of constitutional government, the structure and functioning of American political institutions, and contemporary issues.

### ***PO 112 Globalization and Human Survival: 3 semester hours***

This course is an introductory examination of some problems that confront all people today and will require global attention and cooperation for their amelioration. Some problem areas considered include war, peace and security, ecology and resources, and poverty and development. The course also highlights the interconnectedness of the emerging global problems, considers various proposals, which have been made for addressing them, and treats the complications arising from differences of culture and values.

### ***PO 201 The Presidency: 3 semester hours***

This course is an examination of the office, powers, and roles of the American presidency, the relationships of the presidency with other elements of the American political system and issues and problems raised by the presidency's performance today. Recommended: PO 111.

### ***PO 202 Congress: 3 semester hours***

An examination of the powers, activities, and functions of the American Congress, the relationships of Congress with constituents and other elements of the American political system leading up to an analysis of issues and problems raised by Congress' performance today. The course highlights the tension that exists between Congress as a representative assembly and as a national policy-making institution. Recommended: PO 111.

### ***PO 203 The U.S. Supreme Court and the American Judiciary: 3 semester hours***

This course is an introductory course to the structure and characteristics of the U.S. legal system at both state and federal level, with special consideration given to the interaction between law and politics. The course will cover topics such as the evolution of the judiciary and its effects on the other branches of government, the institutional structure of the Supreme Court and of the state and federal courts, models of judicial decision-making, as well as the role of judges, lawyers, and litigants in the judicial process. Recommended: PO 111.

### ***PO 204 Political Parties, Voters and Elections: 3 semester hours***

The core elements of any democratic political life are political parties and election; this course examines both. Topics to be discussed include the causes and evolution of the U.S. two-party system, voting for President and Congress, how voters decide, voter turnout, and the electoral foundations of divided government. Recommended PO 111.

### ***PO 205 History of American Political Thought: 3 semester hours***

An examination of writings by selected political theorists throughout American history. Two goals of the course are identification of the distinctive features, themes, and preoccupations of American political theory and assessment of the relevance of the theories studied for understanding and evaluating American politics today. Recommended: PO 101 and PO 111.



***PO 265 Politics and Film: the Art of the Message: 3 semester hours***

This is not a popcorn and movies class; it is a course to introduce students to a range of political films and to develop their skills in understanding and analyzing their political significance and influence. Film has a broad and persuasive appeal to a significant cross-section of the public. Whether through intentional documentary, dramatic renderings of historical events or timely issues, fictional drama dealing with big issues, or though satire, the cinema has been a powerful medium in influencing public views on the events, people, and places that make up our complex political world. The purpose of this class is to introduce the student to the portrayal of that complex political world through film, its effect on the thinking and attitudes of the public, and ultimately its role in shaping public policy and decision-making.

***PO 270 Environmental Politics: 3 semester hours***

This course examines relationships between political forces and environmental change, doing so at the national and international level. We analyze underlying issues central to addressing environmental concerns, such as the tragedy of the commons problems, capitalism, and multilateral diplomacy. And we consider a variety of environmental issues, such as climate change, waste management, and water scarcity. For some parts of the course, students will negotiate in simulations in which they take on the roles of actors with conflicting interests (e.g. countries, international interest groups, and NGOs), and try to formulate tenable solutions to specific problems.

***PO 301 Constitutional Law I: Structure of Government: 3 semester hours***

Learn the principles, doctrines and controversies regarding the basic structure and division of powers in American government as defined through the text of the Constitution and its interpretation by the Supreme Court. Specifically, we inquire about the exercise of judicial review, the scope of congressional powers, the nature of executive prerogatives, as well as the tug of war that characterizes the balance of power among these the three branches of government and the balance of authority between the national and state governments. The Constitution is primarily a legal document, but the historical and political context of constitutional interpretation is inseparable from the legal analysis, so the course will explore each of these areas in detail. Prerequisite: sophomore standing or consent of instructor; PO 111 or PO 203 recommended but not required.

***PO 302 Constitutional Law II: Civil Rights and Liberties: 3 semester hours***

This course introduces students to the constitutional principles that govern the relationship between individuals and the state. It explores the concept of national citizenship and examines the limits on governmental action imposed by the Due Process and Equal Protection Clauses of the Fourteenth Amendment, as well as by the First Amendment. The student will be expected to learn about freedom of speech and press, freedom of assembly, guarantee of the free exercise of religion, privacy, discrimination, and capital punishment. The primary goal of the course is to discuss our rights, therefore, emphasis is on the Constitution and the United States Supreme Court cases, which delineate the legal doctrines relevant to defining the Constitution's guarantees of liberty. Prerequisite: sophomore standing or consent of instructor; PO 111 or PO 203 recommended but not required.

***PO 307 Political Science Research Methods: 3 semester hours***

Students will learn the basic qualitative and quantitative research methods used in the social sciences. The course will begin with an introduction to the foundations of scientific research, hypothesis construction and testing, along with the strengths and weakness of different methodological approaches. Students will use a statistical analysis program (SPSS) to create and manipulate data sets. This computer assisted data analysis will permit students to understand and report basic descriptive statistics, a variety of difference of means tests, bivariate correlations, and basic multiple regression analysis. Students will also learn to read and understand literature from academic journals in the social sciences, including (but not limited to) political science, political/social psychology and political sociology. This course has no prerequisite courses. Familiarity with algebra is a plus, but not a requirement. Prerequisites: PO 111, PO 102 or PO 103 or consent of the instructor).

***PO 311 American Foreign Policy: 3 semester hours***

This course provides analysis and evaluation of American foreign policy since 1945, the institutions and processes involved in its making and the historical and cultural factors affecting it. Prerequisite: PO 111 or PO 103.

***PO 312 Politics of International Economic Relations: 3 semester hours***

Analysis of reciprocal relations between global politics and economics, examining such topics as North/South conflict, the emergence of multinational non-state actors, problems of global resource allocation, the institutional framework of international development, and the growing interconnectedness of a global economy. Prerequisite: PO 103 or an introductory course in economics.

***PO 313 International Law and Organization: 3 semester hours***

This course provides analysis of the history, role, and future of international law and organizations in the social, economic, and political development of the world community. Prerequisite: PO 103 or permission of instructor.

***PO 314 Contemporary Political Ideologies: 3 semester hours***

This course provides a comparative study of conservative, liberal, socialist, religious, fascist, and other ideologies prominent in contemporary national and world politics. Prerequisite: sophomore standing.

***PO 326 Politics and Public Policy: 3 semester hours***

An analysis of the different policy-making processes incorporated in the American political system and the different kinds of political actors, patterns of conflict, and outcomes found in each. The course also treats policy-making, current policies, and policy debate found in several major areas of public policy, such as business regulation, civil rights, and economic, defense, welfare, and health policies. Prerequisite: PO 111 or equivalent.

***PO 335 State and Local Government: 3 semester hours***

The course deals with the theories, principles, and practices of the state and local governments in the United States with an emphasis on Iowa. The topics include scope and functions of the state local government, capacity, federalism, institutions, participation, public administration, and budgetary matters. Prerequisite: PO 111.

**PO 353 Politics and Economic Policy in the United States: 3 semester hours**

The course is designed to develop an understanding of the politics of economic policy making and the institutional infra-structure of policy implementation in the United States. The course aims at exploring the complexities of fiscal, monetary, regulatory, and distributive policies in the United States. Prerequisite: PO 111 or consent of instructor.

**PO 359 Advanced Studies in Law and Politics: 3 semester hours**

Seminar-style course designed to employ various academic perspectives and methodologies to the study of legal issues, shedding light on both the understanding of law as well as debates central to other disciplines. The course is designed to offer a great deal of flexibility to adapt its content to current and contentious issues relevant to law, society, and politics. The scope of legal concerns ranges from the local (states and communities), to the national, and to the global (regions and international bodies). The course topics change from semester to semester and may be repeated with change of content (maximum 9 credit hours). The course does not require prior knowledge of the specific areas or topics covered and is open to all majors. Prerequisites: PO 111, PO 102, PO 103 required, or consent of the instructor.

**PO 368 Welfare States: Advanced International and Area Studies: 3 semester hours**

Seminar-style course designed to offer an interdisciplinary, internationally focused study of timely and relevant issues not generally covered in existing courses. Major topics in comparative and international politics will be analyzed in the context of selected nations within distinct geographical areas of the world in order to gain understanding of the institutions and dynamics of the area. Areas to be studied include: Western and Eastern Europe, South America, Asia, and the Middle East. The course topics change from semester to semester and may be repeated with change of content (maximum 9 credit hours). The course does not require prior knowledge of the specific areas or topics covered and is opened to all majors.

**PO 399 Special Topics in Political Science: 3 semester hours**

This course is an examination of a specific area of political science. Course content will vary according to student interest. This course, with different content, may be repeated.

**PO 406 Major Political Problems: 3 semester hours**

This course provides an examination of a general problem or issue in politics today. Course content and subtitle will vary. The course may be repeated with consent of the instructor.

**PO 425 Public Service Internship: 3 semester hours**

A supervised introduction to public service through placement in a public agency. It develops an understanding of agency functions and of employees in the public sector. Prerequisite: It is open to non-majors upon completion of PO 111.

**PO 441 Seminar In Political Research: 3 semester hours**

This course is a seminar having variable content and emphasizing oral and written presentation of independent study and research done by participants. Required for political science majors. Prerequisites: sophomore standing and PO 307.

**PO 445 Independent Study: 3 semester hours**

Directed readings and research in political science. Topics to be determined by the student and instructor.

## Psychology (PS)

### Courses

**PS 101 Introductory Psychology: 3 semester hours**

This first course gives a broad overview of the field of psychology. Major areas studied include the physiological basis of thought and action, perception of the environment, learning, motivation, behavior disorders, and behavior in groups. Though basic concepts and principles are stressed, the student is introduced to a variety of approaches to the subject matter of psychology. The student also becomes acquainted with some of the methods psychologists use to answer questions about behavior and mental processes. Students may have the opportunity to serve as research participants. Prerequisite for all other psychology courses. (Offered fall and spring semesters).

**PS 201 History and Systems of Psychology: 3 semester hours**

A study of the historical, philosophical, and conceptual foundations of contemporary psychology.

**PS 205 Psychology Of Adjustment: 3 semester hours**

The focus of this course is on the study of the problems and processes of psychological adjustment to the stresses, conflict, anxieties, and frustrations of life today. This course focuses on several topics in depth: Stress and stress management, self-esteem, communication, relationships, and work adjustment. Student participation is required. (This course does not count toward the major. It counts toward the holistic health domain of the core curriculum).

**PS 210 Stress Management: 3 semester hours**

This multidisciplinary course examines stress from physiological, psychological, and sociological perspectives. Topics include the mind-body relationship, stress and disease, sociocultural inequities in stress/health, occupational stress, exercise and stress, and a multitude of interventions (e.g., breathing, progressive muscular relaxation, meditation, imagery, assertiveness training). This course may also include a number of physical activity days (e.g., yoga, recreational games, weight training).

**PS 214 Psychology of the Middle School Student: 3 semester hours**

This class will examine the social, emotional, physical and cognitive development of children in middle school. Students in this course will learn about the unique needs, abilities, and interests of middle school-aged students as they experience conflicting societal expectations and options. Prerequisites: PS 101 and PS 224. (Students cannot receive credit for both PS 214 and PS 215).

**PS 215 Adolescent Psychology: 3 semester hours**

The focus of this course will be on the social, emotional, physical, and cognitive development of persons aged 13-20. The course will examine how the concept of adolescence has changed over the years, and how families, peers, school, and the culture influence adolescent development. In addition, the course will examine in depth a number of problems facing today's teenager like drug use, sexual activity, and violence. Prerequisite PS 101 and PS 224. (Students cannot receive credit for both PS 214 and PS 215).

**PS 221 Social Psychology: 3 semester hours**

Social psychology focuses on human social relationships. This course studies the influence of others on individual behavior and attitudes, various sorts of interaction between individuals, and behavior of people in groups. Topics include conformity, helping behavior, persuasion, social cognition, attitude formation and change, aggression, sex roles, prejudice, and attraction. Prerequisite PS 101. (Offered fall and spring semesters).

**PS 224 Developmental Psychology: 3 semester hours**

This course provides a comprehensive overview of normal human development throughout the entire life span. Similarities and differences in the normal biological, cognitive, social and emotional development of humans will be studied. Prerequisite: PS 101. (offered fall and spring semesters).

**PS 227 Cognitive Psychology: 3 semester hours**

The purpose of this course is to provide an overview of the field of cognitive psychology. The course summarizes experimental research in cognitive psychology, discusses the major theories in the field, and attempts to relate the research and theories to cognitive tasks that people, like you, encounter in everyday life - for example, reading, driving, studying, judging advertising claims, evaluating legal testimony, solving problems on the job, and making healthcare decisions. Includes.

**PS 259 Health Psychology: Health & Wellness Applied: 3 semester hours**

Health psychology is devoted to understanding psychological influences on how people stay healthy, why they become ill, and how they respond when they get ill. This course will explore the interface between biopsychological theory/research and health-related issues (e.g., stress, coping, behavior change) among healthy and clinical cohorts (e.g., cancer, diabetes, chronic pain). Prerequisite: PS 101.

**PS 306 Clinical Psychology and Mental Health: 3 semester hours**

This course is an overview of disorganized states of human functioning, including disorders of mood, thought, and behavior. This course follows the DSM system of classification, while explaining disorders from various perspectives. Prerequisites: PS 101 and at least two other psychology courses. (Offered fall semester).

**PS 319 Classic Theories of Personality: 3 semester hours**

The study of major personality theorists who did most of their theorizing prior to 1970 including early key psychoanalysts, behaviorists, trait theorists, and humanist. The focus will be on the theories of individual theorists. Topics include normal and abnormal psychology functioning, personality development, and research done on these theories. Representative assessment devices will be demonstrated and selected research will be noted. Along with textbook, students will be asked to read selected portions of theorists own writings. Prerequisite: PS 101. (Offered fall semester).

**PS 325 Statistics for Psychology: 4 semester hours**

This course is an introduction to fundamentals of statistical analysis in the applied area of psychology and related social sciences. Students will learn to analyze data, interpret the results of research using basic statistical methods, and understand the conceptual foundation, appropriate use, and limitations of these statistical methods. Topics include descriptive statistics, estimation, hypothesis testing, t-tests effect size, power analysis, bivariate correlation/regression, analysis of variance, and nonparametric tests. Use of statistical computer software is integrated throughout the course. Prerequisite: PS#101 and junior standing. Students should have the equivalent of one year of high school algebra before enrolling in PS#325. Completion of MA#135 (Basic Statistics) before PS#325 is strongly recommended. (Offered fall semester).

**PS 345 Research Methods for Psychology: 4 semester hours**

This course is an introduction to the scientific research methods used in psychology and related social sciences. Students will learn about the science of psychology, experimental and non-experimental methods of investigation, and ethics in psychological research. Students will demonstrate knowledge and skills necessary to formulate research questions and hypotheses, develop research designs, operationalize variables and gather data in an ethical manner, analyze data using statistics, interpret results of statistical analyses, and write a scientific paper in APA style. Students must enroll in PS#345 the semester immediately following PS#325. Prerequisite: PS#101 and PS#325 (with a letter grade of at least a C). (Offered spring semester)..

**PS 349 Industrial/Organizational Psychology: 3 semester hours**

This course involves a general orientation to the field and is designed to familiarize students with application of psychological principles and theory in the workplace. Topics include methods of investigation, job analysis, employee selection, training, performance appraisal, employee motivation and job satisfaction. Prerequisites: PS 101. (Offered winter term).

**PS 371 Counseling Theories and Application: 3 semester hours**

This course introduces students to various aspects of the counseling field. The course will focus on professional and ethical issues in counseling, and on major theoretical approaches to individual counseling. Attention will be given to evidence-based practice in counseling. Various approaches to counseling will be demonstrated. Prerequisites: PS 306 and SW 245 and junior or senior status (Offered spring semester).

**PS 385 Cognitive Neuroscience: 3 semester hours**

This course includes the study of mental processes based on information processing and cognitive neuroscience models. Topics include methods of investigation, visual and auditory processing, language, speech, working memory and long-term memory, autobiographical memory, executive processes, and consciousness. A brief introduction to affective and social neuroscience is included. Prerequisites: PS 101 and BI 123 or BI 125. (Offered fall semester).

**PS 386 Biological Psychology: 3 semester hours**

This course involves an overview of biological explanations of behavior. The course begins with a description of the dynamic activity of neurons and the basic anatomy of the nervous system. Building upon this foundation, topics include: methods of investigation, drugs and behavior, development and evolution of the brain, sensory and motor processes, waking and sleeping, hunger and thirst, sexual behavior, learning and memory, emotions, mood disorders, and schizophrenia. Prerequisites: PS 101 and BI 125 or BI 126 or Permission of instructor. (offered January term).

**PS 401 Directed Readings in Psychology: 1 semester hour**

This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, PS 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

**PS 402 Directed Readings in Psychology: 2 semester hours**

This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, PS 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

**PS 403 Directed Readings in Psychology: 3 semester hours**

This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

**PS 411 Psychology in Practicum: 1 semester hour**

This course provides a brief opportunity for professional interaction in selected agencies or institutions under the supervision of a field professional. The student could take PS 413 (3 credit hours) at the same agency site in addition to this course, but for no more than four semester hours of internship in total. The amount of credit signifies the amount of time the student is at the agency. PS 411 (1 credit hour) implies being at an agency for three to four hours per week. This course is designated Pass/Fail by the instructor. Prerequisites: (1) permission of the department; (2) sophomore or higher standing; (3) completion of at least three psychology courses; and (4) a minimum of 3.00 in both overall GPA and in all psychology courses. Formal application must be made in the semester prior to the internship (offered fall, spring and summer terms).

**PS 413 Internship in Psychology: 3 semester hours**

This course provides a concentrated opportunity for professional interaction in selected agencies or institutions under the supervision of a professional in the field. The student could take PS 411 at the same agency site in addition to this course, but for no more than four semester hours of internship in total. The amount of credit signifies the amount of time the student is at the agency. PS 413 (3 credit hours) implies being at an agency for ten to twelve hours per week (e.g., 120 hours/semester). This course is designated Pass/Fail by the instructor. Prerequisites: (1) permission of the department; (2) completion of at least five psychology courses; (3) completion of PS 306 and SW 245 [or have permission of the instructor]; (4) a minimum of 3.00 in both overall GPA and in all psychology courses; and (5) junior or higher standing. Formal application must be made in the semester prior to the internship (offered fall, spring and summer terms).

**PS 425 Research Seminar: 3 semester hours**

This course will give students experience with the entire research process. As a class, students will design and implement a research study. In addition, the class will gain experience at analyzing data and preparing the study for presentation at a psychological conference. Prerequisite: Psychology major or minor, junior or senior standing, and PS 325 and PS 345 with a grade of B- or better. This course is offered every couple of years.

**PS 441 Independent Study in Psychology: 1 semester hour**

Prerequisites: PS 325, PS 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section).

**PS 442 Independent Study in Psychology: 2 semester hours**

Prerequisites: PS 325, PS 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section).

**PS 443 Independent Study in Psychology: 3 semester hours**

Prerequisites: PS 325, 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section).

**PS 450 Senior Seminar: 3 semester hours**

This course is designed as the final psychology course for psychology majors. In this seminar, students will review the entire field of psychology and study in-depth a number of topics selected by the class. Through discussion, guest lectures, and student presentations, students will have the opportunity to integrate, synthesize and apply the knowledge and skills they have gained from other courses. Prerequisites: Senior psychology major, PS 325 and PS 345. (PS 345 may be waived after consultation with instructor. (Offered fall and spring semesters).

## Religious Studies (RS)

### Courses

**RS 110 Christian Moral Life: 3 semester hours**

'Christian Moral Life' will enable students to think systematically about the Christian (including Catholic) moral life, while more broadly engaging current issues concerning Christian ethics and morality. This introductory course will explore the foundational sources of ethics (Scripture and Tradition), as well as theology, philosophy, and ecumenical conversations. It will show how these foundational sources guide ethical understanding concretely by examining pressing issues of the day. A service learning component will be required. Fulfills the Theology requirement in the Core Curriculum.



**RS 111 Introduction To The Bible: Old Testament: 3 semester hours**

This course provides a survey of the origin, development, and principal themes of the Old Testament to gain a basic understanding of the foundations of Israelite faith. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing various types of Old Testament writings. Fulfills the Theology requirement in the Core Curriculum.

**RS 113 Introduction To The Bible: New Testament: 3 semester hours**

A survey of the New Testament, presented within the historical and cultural perspectives of the first-century Christian communities. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing Paul's letters and the gospels. Fulfills the Theology requirement in the Core Curriculum.

**RS 114 Introduction to Christianity: 3 semester hours**

This course provides an analysis of the phenomenon of Christianity in both its Roman Catholic and Protestant forms in terms of history, major doctrines, rituals and the contributions of seminal theologians. Fulfills the Theology requirement in the Core Curriculum.

**RS 115 Introduction To World Religions: 3 semester hours**

This course provides a consideration of each of the great religions in the context of contemporary society. Variations in the structure, organization, and function of the religions are systematically examined. Fulfills the Theology requirement in the Core Curriculum.

**RS 176 Liturgical Worship: 3 semester hours**

An analysis of the origin and development of Christian liturgies, designed to place in perspective the current liturgical reforms taking place in Catholicism and other Christian churches. Practical approaches for implementing various liturgical rites and expressions are presented.

**RS 181 Introduction to the Bible: 3 semester hours**

This introductory survey of both Testaments of the Bible includes the basic elements of historical and critical Biblical studies as well as treatment of the Bible's major theological themes. Topics include inspiration and inerrancy, a survey of critical methods and an introduction to the various schools of Biblical interpretation. The theological portion of the course will consider such themes as election, covenant, promise, kingdom, justice, salvation, and faith.

**RS 211 Who Is Jesus?: 3 semester hours**

An exploration of results of modern historical study of the gospels, which provide a better picture of the facts of Jesus' life that Christians have had for the past 19 centuries. This course also analyzes the significance of such historical information for evaluation past and present expressions of Christian belief in Jesus as Lord and Savior. Prerequisite: Fulfillment of core curriculum requirement in Theology.

**RS 217 Catholic Biomedical Ethics: 3 semester hours**

'Catholic Biomedical Ethics' will study biomedical and health care ethics in light of Catholic theology and the philosophical tradition of natural law. The course will cover basic principles of moral theology and ethics as tools for understanding the moral nature of health care itself. Flowing out of these principles, the course will investigate a series of particular biomedical issues including beginning-of-life and end-of-life questions in and through the foundational Christian claim of intrinsic human dignity. The course will provide students with both a speculative understanding of these issues and knowledge necessary to meet adequately the challenge of ethical questions for those pursuing employment in health care and related fields. Fulfills the Theology requirement in the Core Curriculum.

**RS 238 Sacraments And Worship: 3 semester hours**

A consideration of the sacramental or incarnational approach to worship and to the other elements of Christian faith and practice: Christology, ecclesiology, morality, and ascetical practice. The course will include an analysis of the origin and development of Christian liturgies, designed to place in perspective the current liturgical reforms taking place in Catholicism and other Christian churches.

**RS 284 Topics in Religious Studies: 3 semester hours**

Students will explore a particular topic in the western religious tradition. The topics can be in areas such as the following: the writings of an important thinker (e.g. Thomas Aquinas or Martin Luther), or the religious dynamics of a historical period (e.g. the impact of the reformation or Vatican II on Christian doctrine, practice and organization), or the development of theological or moral doctrines or religious practices (e.g. Women in the Church), or a particular topic in the academic study of the Bible using modern methods of interpretation (e.g. a single book like Genesis, a set of books like the letters of Paul, or a biblical theme like "Covenant" or "Prophecy". This course may be taken a second time with a different topic. Prerequisites: Fulfillment of core curriculum requirement in Religious Studies.

**RS 312 Modern Christian Thought: 3 semester hours**

An examination of how Roman Catholic and Protestant Christian theologians have responded to the many challenges presented by the modern world. Such challenges include those posed by the Enlightenment, historical consciousness, modernism, the Industrial Revolution, totalitarian regimes, and socio-economic disparity. The course will also consider theological responses to modern forms of atheism, socio-economic criticisms (Marx), psychological criticisms (Freud), gender inequality, ethnic and racial injustices and the awareness of other religious traditions. Prerequisite: fulfillment of core curriculum requirement in Theology and Philosophy.

**RS 370 Church in Contemporary Society: 3 semester hours**

'Church in Contemporary Society' critically examines how the Church engages different cultures through sacramental life and social mission for the spiritual and material wellbeing of all persons. Key understandings to be explored include the Church's role in public life in general, the Church as a Eucharistic community, the Church as the people of God, the Church as one, holy, catholic and apostolic, the Church as sacrament, and the Church in solidarity with the poor. Prerequisite: fulfillment of the core curriculum requirement in Theology.

**RS 400 Senior Thesis: 3 semester hours**

This is the senior thesis course for the major in Theology. Students are required to do independent.

**RS 445 Independent Study: 3 semester hours**

Directed readings and research; topics determined by the student and faculty member.

**RS 461 Senior Field Instruction: 0 semester hours**

Field instruction includes educationally directed practical experiences. Guidance by an experienced catechist or pastoral leader will be arranged and supplemented by weekly individual and group conferences with a faculty member. Students will be expected to do related readings and recording of field experiences. Students will spend eight hours a week in their field placement. The course will be graded pass/fail and must be taken concurrently or subsequent to RS 370. Prerequisite: Permission for the department chairperson.

## Service Learning (SL)

### Courses

#### ***SL 164 Service Learning-An Immersion Approach: 3 semester hours***

In this travel course, students will immerse themselves in a service learning experience. During the winter term, students will spend the first few days of class learning about the importance of service through life and preparing for departure to San Juan, Texas. The class will then spend two weeks doing various service projects in Texas and Mexico. The service experiences will range from building houses for those in need, to working at a free health clinic. Students will have some discretion regarding the type of service experiences they wish to perform. In addition, students will read, discuss and reflect on, through group sessions and writing, Robert Cole's book *The Call of Service*. Students will also be required to maintain a daily journal of reflections, participate in group discussions regarding daily activities, and prepare a group presentation of their experiences. This course will have additional expenses.

#### ***SL 165 Service Learning Abroad: 3 semester hours***

This course will combine solid preparatory readings, discussions, and presentations on the host country and culture with an immersion experience in a different country and culture. Students will increase their multi-cultural sensitivity as they work together on a service project which will require them to interact appropriately with members of their host community. As students live and work in an unfamiliar country and society, they will have the opportunity to experience the interconnectedness of global issues such as international trade and immigration. Students will gain a better understanding of ecological and resource issues not only through their academic assignments, but also through experiencing daily life in a country where resources may be more limited.

## Social Work (SW)

### Courses

#### ***SW 100 Social Welfare: A World View Travel Course: 3 semester hours***

All countries have some form of social welfare. The policies, program structure, and availability of resources may vary, but the issues of concern are often shared. Some of these universal issues include homelessness, mental illness, juvenile delinquency, aging and long-term care, child maltreatment and domestic violence. A social worker's understanding of the US social welfare system will be enhanced by exploring how other countries view social welfare problems, and work toward their solutions. This course is built as a travel course that will tour cultural and historical sites throughout selected countries, visit social service agencies, and attend lectures and complete reading specific to the country's system of social welfare. In addition to visiting social service agencies, students will participate in a service project. The majority of student time will be directed toward experiential opportunities. Fulfills the social work elective. Additional travel costs apply. Credit can range from 1 -3 semester hours.

#### ***SW 115 Introduction to Social Work and Social Welfare: 3 semester hours***

This course is an introduction to the array of people, programs, and organizations whose intent is to respond to human needs of various kinds and intensity. It deals with both professional and non-professional activities. The course provides a basic framework for understanding the ideology and operation of human service systems. In addition, the student will develop a beginning understanding of the relationship between social policy and various approaches to human service programming to meet the intent of those policies. Through exposure to the service system in Linn County and this area of the state, the student will become informed about the service needs that exist and the responses to those needs. Social Work majors who believe they have completed and equivalent to this course should contact the instructor to discuss whether they are required to take this course. (offering winter term.).

#### ***SW 202 Marriage & the Family: Intimate Relationships: 3 semester hours***

This course examines intimate partner relationships and families as expressed throughout time and place in contemporary American society. It provides an analysis of intimate partnerships and families over the life course as social institutions with changing functions and structures. Attention will be given to intimate partnerships and the dynamics of interpersonal relationships across diverse groups and social settings. Students will gain insight into the influences of religion, politics, culture, education, and economics on individual and family-level well-being.

#### ***SW 210 Substance Abuse: 3 semester hours***

This course describes commonly abused drugs and specific mental illnesses, how they interact, and the resulting impact on individuals, families, and communities. The course will introduce theories of the addictive process, prevention and treatment options for both substance abuse and mental illness, and the dilemma of dual diagnosis. This course is not intended to provide specific counseling of therapeutic skills, but a general knowledge base essential to social work and other disciplines. Prerequisite: SO 122, PS 101 and at least sophomore status. Exemption from prerequisites by consent of instructor.

#### ***SW 225 Aging In America: 3 semester hours***

This course constitutes an overview of gerontology, including the major theories used to explain the physiological, psychological, and sociological aspects of aging. As the one inequality all people face, the study of aging and ageism - known as social gerontology - examines the transformations in the life course of older adults and the impacts on those they encounter. Drawing from an historical perspective, the course explores current issues and trends related to finances and retirement, health, living environments, social justice, and politics. Prerequisite: SO 122.

#### ***SW 226 Social Welfare Policies and Programs: 3 semester hours***

This course examines the development of major social welfare policies and programs in the United States. It seeks to sharpen the student's ability to analyze the relationship of policy to social program, and the economic, political and ideological influence on policy and programs in the fields of housing, health, mental health, substance abuse, unemployment, and corrections are studied. Prerequisite: PO 111 and sophomore status.

**SW 232 Social Work Practice with Individuals: 3 semester hours**

This course combines readings, lectures, discussions, classroom exercises, and experiential activities to develop students' competencies for generalist social work practice. Students examine the person-in-environment framework, ecosystems model, strengths and empowerment perspectives, and cultural humility as guiding principles for generalist practice. They gain knowledge about the Social Work profession's values and Code of Ethics with opportunities to demonstrate how these are applied to ethical dilemmas in practice. Students also develop skills in constructing professional relationships, talking with clients, assessing client situations, planning for change, implementing change, and evaluating outcomes.

**SW 235 Family Child Welfare: 3 semester hours**

This course analyzes the dilemmas and issues that confront child welfare practitioners as they carry professional roles. It will provide a theory base from which to proceed in service delivery, emphasizing the special work done in family preservation and out of the home care. Legal, social, and economic-political developments that influence this field of practice are included. Recommended: PS 124, SW 226.

**SW 245 Basic Helping Skills: 3 semester hours**

This is an experientially-based course focusing on the values, knowledge, and skills necessary to work in the helping professions. The course provides a model of helping, including communication and basic interview techniques for working with individuals, families, and groups. Class format offers role-plays, simulation exercises, audio-visual feedback, discussion and lecture. The course is open to all majors. First priority goes to students who need this course to complete a requirement for their major. Prerequisite: PS 101 and sophomore status.

**SW 265 Diversity in America: 3 semester hours**

This course takes a broad view of diversity in contemporary America. Students will explore how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity that will be discussed as the intersectionality of factors include but are not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Emphasis will be given to developing an understanding of the concept of intersectionality, a sensitivity to the experience of historically minoritized populations, and an appreciation of the unique identities, lived experiences, and different cultures in the United States. First priority is reserved for students who need this course to complete their major.

**SW 300 Human Behavior and the Social Environment: 3 semester hours**

The emphasis of this course is to provide the student with a social systems framework for analyzing and understanding the transactions between humans and the systems in their environment. Students will be expected to draw on content they have had in prerequisite courses, applying it to the framework. Their information base also will be supplemented by reading and discussion. Although the content of this course is developed within a social work framework, it is relevant to many students. Prerequisites: PS 101, SO 122, BI 123 (or equivalent), PS 124.

**SW 310 Human Sexuality: 3 semester hours**

This course examines cutting edge scholarship on the sociology of sex, gender, and sexuality. Because these are major organizing principles of contemporary social life, we will examine gender and sexuality from multiple levels of analysis including the meaning and experience of the body, self, and identity, social groups and networks, as well as social organization within our major social institutions. We also discuss how gender intersects with other social statuses, such as race, ethnicity, social class, sexuality, and nationality to reproduce inequalities and power relations. Prerequisites: SO 122, SO 155, SO 183, or SO 200.

**SW 315 Methods of Social Research: 3 semester hours**

Provides an understanding of a scientific approach to knowledge building with an emphasis on teaching students to be critical consumers of research. Examines quantitative and qualitative methods and applications used in social sciences research including data analysis, program evaluation, and ethics and diversity in social worlds. Prerequisite: junior status; recommended SO 122.

**SW 320 Social Work Practice with Families and Groups: 3 semester hours**

Students will study effective generalist social work practice with and on behalf of families and groups. The purposes of social work at these levels and related worker roles and tasks will be emphasized. Theories of intervention will be examined for their contribution to an eclectic knowledge base. A strengths-based orientation focused on equity and inclusion in to practice with diverse populations is emphasized. Prerequisites: SW 232, SW 226 and present enrollment in or prior completion of SW 245 and SW 300.

**SW 330 Social Work Practice with Organizations and Communities: 3 semester hours**

This course examines social work practice with large systems. Students employ anti-oppressive and anti-racists lenses while learning change models that are specific to working with organizations and communities. Each system is studied to understand its internal organization and functioning, and its linkages with other community systems. Special attention is also given to the role of politics; the effect of politics on social workers, clients, and human service agencies; the social worker's fit with political activism; and the strategies to affect change within the political arena. Students use their critical thinking skills to analyze, formulate, implement, evaluate and advocate for change in organizational, community, and social policies; to acknowledge the presence and etiology of social, racial, economic, and political injustices; and to recognize change opportunities that provide for empowerment of oppressed groups. Prerequisites: SW 232, SW 226, SW 300, PO 111, and current enrollment or prior completion of PO 326.

**SW 361 Foundation Field Instruction: 6 semester hours**

This educationally directed, field-based course is designed to provide an introduction to the application of theory to social work practice. Students will have an opportunity to experience both direct and indirect service with individuals and large and small systems. Students will spend 12 hours per week in the field placement where they will be supervised by an agency staff member and a Social Work faculty member. Students will be expected to do related readings, assignments, and recording of service delivery experiences. A concurrent seminar will meet two hours per week. This course is graded pass/fail. Prerequisites: SW 226, SW 232, SW 245, SW 300, and PO 326.

**SW 435 Senior Seminar: 3 semester hours**

An examination of current issues in Social work practice and social welfare policies with emphasis on integration of field experience and content covered in courses required for the social work major. Topics researched are analyzed in light of the major themes and content areas developed throughout the social work curriculum. Prerequisite: Successful completion of all other courses required for major.

**SW 445 Social Work Independent Study: 3 semester hours**

Limited to social work majors.

**SW 461 Advanced Field Instruction: 10 semester hours**

This educationally-directed practical experience builds on the junior field instruction and allows students to increase their ability to practice social work in a community agency. Students will spend 24 hours per week in the field placement where they will be supervised by an agency staff member and a social work faculty member. Students will be expected to do related readings, assignments, and recording of service delivery experiences. A concurrent seminar will meet two hours a week. The course is graded pass/fail. Prerequisites: SW 320, SW 361, and full acceptance into the major; prior completion or concurrent enrollment in SO 215.

**SW 462 Senior Field II: 4 semester hours**

This course is an educationally directed field experience in some aspect of generalist social work practice. It will involve the student in a social service agency for 12 clock hours per week per term. Students will be expected to do related readings, recording of case or agency experiences, and meet with agency supervisors and department faculty for educational guidance. This course is graded pass/fail. This does not substitute for SW 461 and must be taken concurrently or subsequently to SW 461. It does not satisfy the elective requirement for the major. Prerequisite: permission of department faculty.

## Sociology (SO)

### Courses

**SO 122 Introduction to Sociology: 3 semester hours**

This course introduces students to sociology, the core issues of the discipline, and the way sociologists analyze social behavior. In addition to mastering basic concepts and principles, students will learn a great deal about American society and how to analyze ordinary experience from a sociological perspective. (Offered fall and spring semesters).

**SO 155 Social Problems: 3 semester hours**

This thematic course introduces the student to a sociological understanding of various social issues such as inequalities of class, gender and race; problems of work and unemployment, economic restructuring and downsizing; environmental problems; homelessness and poverty; and inadequacy of the health care system to name a few. Students will have the opportunity to critically evaluate the root causes of social problems both at the national and global levels, analyze and interpret data, and work within groups to develop skills for problem solving and social policy planning.

**SO 176 Deviant Behaviors: 3 semester hours**

This course examines various theories and explanations of deviant behavior, ranging from individual to societal-level instances of non-conformity, such as: crime, mental illness, and the way we label individuals - and behaviors - as such. In addition, the course provides a sociological understanding of crime: what we consider criminal, our responses to it, and its impacts on society. Prerequisite: SO 122 or SO 155.

**SO 183 Introduction to Cultural Anthropology: 3 semester hours**

This course focuses on the study of human behavior within various social contexts, as well as the development of a wide array of cultural traits and belief systems in human communities. By studying distinctive forms of social relations and universal and particular aspects of human culture, students are exposed to the fallacies of cultural and racial superiority of western societies over the rest of the world, particularly primitive cultures.

**SO 200 Introduction to Gender Studies: 3 semester hours**

This course introduces students to the interdisciplinary field of Gender Studies. It is designed to help students develop a critical framework for thinking about questions relating to gender and the ways that gender is constructed and institutionalized. The course will provide social, cultural, historical, and political perspectives on gender and its construction. We will explore the intersections among gender, race, class, sexuality, nation, and ability in multiple settings and contexts. Taking an interdisciplinary approach to a variety of questions, we will consider the distinctions between sex and gender, feminist theories, the making of masculinity, sexuality and the body, the gendered economy, intersectionality, health and science, and the challenges of feminist activism across nations.

**SO 202 Marriage & the Family: Intimate Relationships: 3 semester hours**

This course examines intimate partner relationships and families as expressed throughout time and place in contemporary American society. It provides an analysis of intimate partnerships and families over the life course as social institutions with changing functions and structures. Attention will be given to intimate partnerships and the dynamics of interpersonal relationships across diverse groups and social settings. Students will gain insight into the influences of religion, politics, culture, education, and economics on individual and family-level well-being.

**SO 225 Aging in America: 3 semester hours**

This course constitutes an overview of gerontology, including the major theories used to explain the physiological, psychological, and sociological aspects of aging. As the one inequality all people face, the study of aging and ageism - known as social gerontology - examines the transformations in the life course of older adults and the impacts on those they encounter. Drawing from an historical perspective, the course explores current issues and trends related to finances and retirement, health, living environments, social justice, and politics. Prerequisite: SO 122.

**SO 235 Social Inequalities: 3 semester hours**

This course provides an analysis of various forms of social stratification and inequality through an interdisciplinary approach, grounded in sociological theory. Examination of dimensions of inequality include: race, class, gender, status and political parties, and the way in which economic and political systems shape access to wealth and resources in the United States and abroad. Prerequisite: SO 122 or SO 155.

**SO 240 Medical Sociology: 3 semester hours**

This course is a study of the medical profession as a societal institution in regard to the effects of the norms and beliefs of society. Areas analyzed include the social factors involved in the physical and mental health areas, the norms and roles of health care professionals in the treatment process, environmental and occupational health, non-physician providers, and cross-cultural reforms in response to the health care crisis. Prerequisite: SO 122 (Offered alternate years).



**SO 251 Sociological Theories: 3 semester hours**

This course attends to the basic theoretical issues in sociological theory, including an analysis of the key theorists Marx, Weber and Durkheim. This course also provides an overview of modern social theories such as conflict, structural functionalism, symbolic interactionism, and postmodernism. Prerequisite: SO 122.

**SO 310 Human Sexuality: 3 semester hours**

This course examines cutting edge scholarship on the sociology of sex, gender, and sexuality. Because these are major organizing principles of contemporary social life, we will examine gender and sexuality from multiple levels of analysis including the meaning and experience of the body, self, and identity, social groups and networks, as well as social organization with in our major social institutions. We also discuss how gender intersects with other social statuses, such as race, ethnicity, social class, sexuality, and nationality to reproduce inequalities and power relations. Prerequisites: SO 122, SO 155, SO 183, or SO 200.

**SO 315 Methods of Social Research: 3 semester hours**

Provides an understanding of a scientific approach to knowledge building with an emphasis on teaching students to be critical consumers of research. Examines quantitative and qualitative methods and applications used in social sciences research including data analysis, program evaluation, and ethics and diversity in social worlds. Prerequisite: junior status; recommended SO 122.

**SO 330 Global Race Relations: 3 semester hours**

This course includes an in-depth examination of major conceptual views and theoretical perspectives on race and ethnicity. Within a critical historical and comparative framework, the course will trace the roots of modern race relations in the United States as well as in other countries, including Canada, Brazil, Northern Ireland, Palestine, and Israel, and South Africa. Recent theories of race relations that link colonialism and capitalist development to racism, prejudice and discrimination also will be discussed. Prerequisite: SO 122.

**SO 342 Sociology of Mental Health & Illness: 3 semester hours**

Sociology of Mental Health & Illness examines sociological theories and research pertaining to the definition, experience, and treatment of mental disorders. Sociological research on mental health and illness has a wide scope; therefore, this course will focus on three primary areas within sociological research: the definition and measurement of mental illness, social origins of mental health and illness, and personal, community, and societal-level responses to mental illness. Prerequisite: SO 240.

**SO 343 Global Health: 3 semester hours**

This course will explore the unequal distribution of health and illness around the world. It will focus on four major areas: global health issues; sociological perspectives on global health disparities; comparative healthcare systems; and professional approaches to national and cross-national health problems. Prerequisite: SO 240.

**SO 344 Gender & Health: 3 semester hours**

Gender & Health introduces students to various ways in which the social construction of health and illness - particularly surrounding gender and gendered assumptions about bodies - impacts an individual's health. Topics discussed include: the gendering of health issues, gendered hierarchies in healthcare, and issues of inequality and empowerment in health and medicine. This course is taught from a critical feminist perspective. Prerequisite: SO 240.

**SO 400 Special Topics in Sociology: 3 semester hours**

This course will expose students to a variety of topics of sociological significance which are not usually discussed in regular departmental course offerings. Topics may vary and include: sociology of war, peace, and justice; movies and society; popular culture; the political economy of modern architecture and planning; and sociology of development and underdevelopment. Students may complete more than one topics course in consultation with an academic advisor. Prerequisite: SO 122.

**SO 420 Social Movements: 3 semester hours**

The purpose of this course is to offer an introduction to social movement studies. We review the main approaches developed in this field, including collective behavior theory, resource mobilization theory, political process theory, new social movement theory, collective action framing and culture, and contentious politics. We will discuss the ways in which emotions, organizations, resources, politics, discourses, and symbols facilitate and/or hinder protests and social movements; as well as, apply these ideas to a number of domestic and global social movements and revolutions. Prerequisite: SO 122 or SO 155, offered alternate years.

**SO 430 Internship in Sociology: 3 semester hours**

Majors who are juniors or seniors are required to fulfill the requirements for an experiential learning and field experience in sociology. In consultation with their faculty advisor, students shall assess their academic and vocational qualifications, develop a resume, and conduct a search for an internship position. Information on available internship sites will be available both at offices of career development and the sociology department chair. During the field experience, students will have a structured plan of reading, writing journals and reports, and a term paper. The objective of the term paper is to relate relevant sociological principles to the field experiences. Internships should be arranged in advance with a departmental faculty sponsor. Prerequisite: SO 122 or SO 155.

**SO 441 Senior Seminar: 3 semester hours**

A capstone course which allows students to do independent research and explore a topic of their choice, and also involves students in the examination of and discussion of cutting-edge issues in sociology. Open to non-majors with instructor consultation. Prerequisite: SO 122 or SO 155 and senior status.

**SO 445 Independent Study in Sociology: 3 semester hours**

With approval of their advisor and the department coordinator, juniors or seniors may schedule an independent study course in a sociological topic of their interest. No more than two independent study courses may be scheduled during the last two years of study. Credit is variable (1-3 semester hours), depending on the scope of the topic. Prerequisite: SO 251 and SO 315.

## Spanish (SP)

### Courses

**SP 100 Elementary Spanish I: 3 semester hours**

Elementary Spanish provides students with an introductory knowledge of Spanish through a communicative approach. Assessment focuses on basic principles of grammar, vocabulary, listening comprehension, and oral expression. Learning exercises acquaint students with cultural context. Prerequisite: None. (Note: Students with 3-4 years of high school Spanish should enroll in SP 200 and take a placement test.).

**SP 101 Elementary Spanish II: 3 semester hours**

This course is a continuation of SP 100 and its communicative approach. Assessment focuses on basic principles of grammar, vocabulary, listening comprehension, and oral expression. Learning exercises acquaint students with cultural context. Prerequisite: 1-2 years high school Spanish, SP 100, and a placement test.

**SP 103 Spanish for Health Professions: 3 semester hours**

Intended for students who have no background in the Spanish language, this course facilitates effective communication between patients and their healthcare providers (nurses, doctors, medical staff), through emphasis on basic, practical language needed to communicate with Spanish-speaking patients and their families in various settings. Building basic language fluency at the same time as medical terminology with cultural competency woven throughout, students will learn to gather and share basic information such as greetings, goodbyes, patient intake, discussion of symptoms, location of pain and injuries, body parts, numbers, time, doses, and units of measure. Focus is on learning and becoming comfortable with basic medical Spanish phrases and medical Spanish vocabulary. Prerequisite: None.

**SP 120 Accelerated Spanish Review: 3 semester hours**

This course is designed for students with previous study of Spanish but insufficient preparation to advance to Intermediate Spanish. Students with one year of secondary school Spanish should enter this course. This class is also appropriate for students with two years of secondary school Spanish, for those for whom some time has elapsed since their earlier study of Spanish. This course provides review and elementary college-level preparation in Spanish grammar, vocabulary, speaking, and writing and for students who speak a Romance language. Prerequisite: a placement test.

**SP 200 Intermediate Spanish I: 3 semester hours**

Intermediate Spanish includes an intensive review of basic grammar. Students build on elementary knowledge through conversation, idiomatic expression, and writing exercises. Selected readings provide insight into key aspects of Hispanic culture and literature. Prerequisite: SP 101, 3-4 years high school Spanish, and program placement exam.

**SP 201 Intermediate Spanish II: 3 semester hours**

This course is a continuation of SP 200 and includes intensive review of basic grammar. Students build on elementary knowledge through conversation, idiomatic expression, and writing exercises. Selected readings provide insight into key aspects of Hispanic culture and literature. Prerequisite: SP 200; or program placement exam.

**SP 205 Linguistics & Second Language Acquisition: 3 semester hours**

This course examines second language (L2) acquisition from a linguistic perspective and compares first and second language acquisition. Factors contributing to L2 variation, including linguistic universals, transfer, age, input, and affective considerations are studied. The course also examines a range of variables and strategies that teachers might need to teach students who use English as a second or additional language.

**SP 220 Spanish for the Profession: 3 semester hours**

This course is geared toward developing Spanish language skills for various professions including business, health, social work, education and criminal justice. The course emphasizes cultural knowledge to improve professional work in the United States Hispanic Community. Pre-requisite SP 201 and placement test.

**SP 240 Spanish Conversation: 3 semester hours**

The course in Spanish conversation builds competency in oral expression through daily use. Classroom exercises emphasize individual oral participation, group activities, and student presentations in Spanish. Prerequisite: SP 201 or placement exam. Native speakers are not eligible for credit in SP 240.

**SP 260 Spanish Conversation, Film and Culture: 3 semester hours**

The main objective of this course is to provide students the possibility to converse while expanding their vocabulary and widening their cultural perspective on Latin America and Spain through the study of film. Conducted in Spanish. Prerequisite: SP 201 proficiency.

**SP 300 Spanish Grammar & Composition: 3 semester hours**

This course provides intensive instruction in written composition and grammatical expression. Students review and expand their knowledge of principles acquired at the elementary and intermediate levels. Prerequisite: SP 201; or program placement exam.

**SP 310 Advanced Communicative Spanish Abroad: 3 semester hours**

Designed to give students practical, in-class communication exercises in comprehension, speaking, reading and writing. Classroom activities are coordinated with homework activities that directly stress communication. The foreign setting serves as a living language laboratory.

**SP 320 Spanish Phonology: 3 semester hours**

Phonology involves systematic study of the sounds and articulations that comprise spoken Spanish. Coursework includes the study of regionalisms, dialects, and the lingual characteristics needed to produce native and near-native accents. Non-native speakers build fluency through extensive practice in developing a more authentic Spanish accent. Prerequisite: SP 201 or 240.

**SP 325 Independent Study: 3 semester hours**

The study topics of this course will be arranged by the instructor and the students. An independent study gives the Spanish minor the opportunity to pursue authors, genres, and literary periods not developed in regular courses.

**SP 331 Introduction to Hispanic Literature: 3 semester hours**

The introduction to Hispanic literature permits students to apply and refine their language skills through reading, analysis, and discussion of contemporary literary and cultural texts. The study of basic literary genres also introduces students to key aspects of Hispanic civilizations and cultures across several centuries. Taught in Spanish. Prerequisite: SP 300 or program placement test.

**SP 350 Spanish Study Abroad: 6 semester hours**

The course listing offers credit for supervised coursework in Spanish pursued abroad. Consult program faculty about course equivalency with other Mount Mercy Spanish courses. Coursework should be at a level appropriate to the student's language training. A maximum of 6 hours of SP 350 apply toward the minor. Repeatable. Prerequisite: program approval.

**SP 369 Hispanic Culture & Civilization: 3 semester hours**

The course surveys Hispanic civilizations and links them to cultural developments over time. Course meetings will integrate art, film, history, music, and literature to familiarize students with cultural contexts that evolved in Spain and Latin America. Nations of emphasis vary. Students enrolled for credit in the Spanish program will complete assignments in Spanish. Prerequisite for credit in Spanish program: SP 201 proficiency. (English speakers should check for cross-listing as HI 369).

***SP 370 Race, Class and Gender in Latin American Film: 3 semester hours***

This class will offer an exploration of race, class and gender in Latin American film and will examine the strategies that have shaped long-standing and recent ways of making film. It will also study how the cinematic medium has represented and at times helped steer debates on cultural difference, political resistance, and social as well as economic transformation. It provides both a general introduction to Latin American film culture and detailed background to some of the hemisphere's central discussions on the complex and often perplexing interactions of race, ethnicity, class and gender on the big screen. No prior knowledge of film studies or Latin American history is expected. This course is taught in English.

***SP 425 Spanish Internship: 3 semester hours***

The internship involves the use of Spanish skills in workplace or social service settings. Students should average 10 hours per week at their internship. The internship also involves limited academic work that is arranged between the student and supervising faculty. A maximum of 6 hours of SP 425 will apply toward the minor. Repeatable. Prerequisite: SP 200 and program approval.

# Faculty

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**Dr. Richard Barrett, 2016-**

Associate Professor of Political Science  
B.A., University of Chicago  
J.D., Yale Law School  
Ph.D., University of California - San Diego

**Dr. Dawn Behan, 2008-**

Professor of Education  
Director of Graduate Programs in Education  
B.A., University of Northern Iowa  
M.A., Ph.D., University of Iowa

**Dr. Ryan Bezy, 2010-**

Professor of Biology  
Department Chair  
B.A., DePauw University  
Ph.D., Indiana University - Bloomington

**Dr. Michael Carlin, 2024-**

Assistant Professor of Theology  
B.A., Williams College  
M.A., Fordham University  
Ph.D., Catholic University of America

**Dr. Thomas Castle, 1990-**

Associate Professor of Business  
Provost  
B.B.A, M.B.A., Ph.D., University of Iowa

**Dr. Lydia Christoffersen, 2020-**

Assistant Professor of Nursing  
B.S.N., Mount Mercy College  
M.S.N., Mount Mercy University  
D.N.P., Morningside University

**Dr. Natasha Clark, 2022-**

Assistant Professor of Nursing  
B.S.N., Coe College  
M.S.N., Frontier Nursing University  
D.N.P., University of Iowa

**Dr. Bryan Cross, 2013-**

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Department Chair  
Director of Honors Program  
B.S., University of Michigan - Ann Arbor  
M. Div., Covenant Theological Seminary, St. Louis  
Ph.D., St. Louis University

**Dr. Ann Davidshofer, 2020-**

Associate Professor of Nursing  
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B.S.N., Upper Iowa University  
M.S.N., Mount Mercy University  
D.N.P., Morningside University

**Dr. Christopher DeVault, 2009-**

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B.A, Wake Forest University  
M.A., Georgetown University  
Ph.D., University of Miami

**Dr. Dennis Dew, 2009-**

Professor of Psychology  
B.S., John Carroll University  
M.A., Ph.D., Loyola University-Chicago

**Dr. April Dirks, 2008-**

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**Dr. Sarah Fowler, 2023-**

Assistant Professor of Nursing  
B.S., Iowa State University  
B.S.N., Chamberlain University  
M.S.N., Graceland University  
D.N.P., Morningside University

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M.S., University of Wisconsin-La Crosse  
Ph.D., Rocky Mountain University of Health Professions

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**Dr. Catherine Homard, 2021-**

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M.S.N., Drake University  
Ph.D., Walden University

**Joni Howland, 1995-**

Associate Professor of Social Work  
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**Dr. Alesia Hruska, 2007-**

Professor of Biology  
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Assistant Professor of Sociology  
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**Kelli Kai, 2025-**

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**Sarah Kersevich, 2023-**

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**Dr. David Klope, 2001-**

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**Jennifer Kramer, 2019-**

Assistant Professor of Education  
B.A., University of Northern Iowa  
M.A., Mount Mercy University

**Dr. Chad Loes, 2001-**

Professor of Criminal Justice  
Department Chair and Director of Student Outcomes Research  
B.A., Mount Mercy College  
M.A., Western Illinois University  
Ph.D., University of Iowa

**Dr. Rebecca Louison, 2022-**

Assistant Professor of Psychology  
B.S., M.A., Ph.D., Mount Mercy University

**Dr. Douglas McPhee, 2021-**

Assistant Professor of Marriage and Family Therapy  
Director of Graduate Programs in Marriage and Family Therapy  
B.S., M.S., Utah State University  
Ph.D., Texas Tech University

**Christa Nelson, 2020-**

Assistant Professor of Business  
B.L.A., University of Missouri - Kansas City  
M.B.A., Jones International University

**Dr. Joseph Nguyen, 2010-**

Professor of Chemistry  
B.S., Creighton University  
M.S., Indiana State University  
Ph.D., University of Kansas

**Kelli O'Neil, 2023-**

Assistant Professor of Exercise Science  
B.A., Central College  
M.A., University of Iowa

**Dr. Joy Ochs, 2001-**

Professor of English  
B.A., University of Wisconsin-Madison  
M.A., Ph.D., University of Michigan

**Dr. Edy Parsons, 2005-**

Professor of History  
B.S., M.A., Ph.D., Iowa State University

**Cathy Penn, 1988-**

Associate Professor of Nursing  
B.S., Mount Mercy College  
M.A., University of Iowa

**Dr. Jennifer Rasmussen, 2007-**

Professor of Education  
Department Chair  
B.A., University of Northern Iowa  
M.A.T., Nova Southeastern University  
Ph.D., University of Northern Iowa

**Dr. Jodee Reed, 2014-**

Associate Professor of Nursing  
Director of Mercy Leadership Program  
B.S.N., Mount Mercy University  
M.S.N., Allen College  
Ed.D., Clarkson College

**Dr. Lacey Ritter, 2021-**

Assistant Professor of Sociology  
Department Chair  
B.A., University of Northern Iowa  
M.A., Minnesota State University - Mankato  
M.S., Ph.D., Florida State University

**Anthony Rose, 2024-**

Assistant Professor of Business  
B.S., Mount Mercy University  
M.B.A., University of Iowa

**Dr. Josue Santiago Vera, 2021-**

Assistant Professor of Biology  
B.S., University of Puerto Rico-Ponce  
M.S., University of Puerto Rico-Mayaguez  
Ph.D., University of Puerto Rico-Piedras

**CarrieAnn Scroggins, 2021-**

Assistant Professor of Business  
B.B.A., M.S.L., Mount Mercy University

**Dr. Ritu Shandilya, 2023-**

Associate Professor of Computer and  
Data Science  
B.S., Khalsa College  
M.C.A., Shobhit Institute of Engineering and  
Technology  
M.Tech., Shobhit University  
Ph.D., Iowa State University

**Heide Sletteland, 2022-**

Assistant Professor of Education  
B.A., Luther College  
M.A. Ed., Graceland University

**Dr. Kaylee Small, 2020-**

Assistant Professor of Nursing  
M.S.N., Walden University  
D.N.P., Morningside University

**Lisa Smith, 2009-**

Assistant Professor of Education  
B.A., Dana College  
M.A., University of Northern Iowa

**Ny-Oka Sokol, 2024-**

Assistant Professor of Business  
B.B.A., Mount Mercy University  
M.B.A., University of Iowa

**Dr. Heather Sowada, 2017-**

Associate Professor of Marriage and Family Therapy  
B.A., M.A., Mount Mercy University  
Ph.D., University of Iowa

**Rogan Stoops, 2022-**

Assistant Professor of Business  
Director of Graduate Programs in Business  
B.S., M.B.A., Mount Mercy University

**Dr. Robert Todd, 2015-**

Professor of Mathematics  
B.S., M.S., Ph.D., University of Iowa

**Dr. Anna Waterman, 2012-**

Professor of Biology  
B.A., M.A., Ph.D., University of Iowa

**Dr. Andrew Whitters, 2024-***Assistant Professor of Nursing**Director of Graduate Programs in Nursing**B.S.N., Mount Mercy University**F.N.P., D.N.P., University of Iowa***Madison Woods, 2023-***Assistant Professor of Nursing**Department Chair**B.S.N., Mount Mercy University**M.S.N., Allen College***Dr. Alivia Zubrod, 2025-***Assistant Professor of Psychology**B.S., Mount Mercy University**M.A., University of Northern Iowa**Ph.D., University of Montana*

# The Good Book



## Welcome

### Welcome to Mount Mercy!

The Good Book is a guide to the policies and principles that shape and regulate our community, one that is dedicated to the pursuit of knowledge and excellence. The policies and regulations articulated in this handbook have been developed over time to serve the Mount Mercy University community as it pursues its academic endeavors of teaching and learning.

We have found these policies to serve both the institution and the individual student well. As a member of this community we expect that you will understand and abide by these principles and policies, helping assure an environment in which all can thrive.

This handbook also provides you with additional information to help you achieve success while you are a member of the Mount Mercy community. We have many services in place that we hope you will utilize. Our faculty and staff stand ready to help and look forward to working with you as you pursue your educational goals.

## Mission and Goals

### Mount Mercy University Mission and Goals

Mount Mercy is a Catholic University that provides student-focused education in the spirit of the Sisters of Mercy and welcomes people of all beliefs to join our community in pursuit of baccalaureate and graduate education and compassionate service to those in need. We strive for excellence in accomplishing our mission through four interdependent goals:

#### Using reflective judgment

The ability to think clearly and carefully, argue coherently, and evaluate competing truth claims critically are fundamental to a college education.<sup>1</sup> Reflective judgment requires a knowledge of basic fact, examination, and evaluation of assumptions; adequate justification for drawing a conclusion; and understanding the implications of drawing that conclusion. With these skills,

individuals can solve problems creatively and integrate knowledge across disciplines.

### Engaging in strategic communication

Strategic communication requires selecting from a range of options to accomplish a chosen goal in an ethical manner.

<sup>2</sup> These options include construction and interpretation of messages in the written, oral, and aesthetic forms using appropriate technology.

### Serving the common good

The common good is at the heart of Catholic social teaching. Because people are social by nature, every individual's good relates necessarily to the common good, the sum of social conditions that allows all people to reach their human potential more fully.<sup>3</sup> It includes respect for, and ethical interaction with, every person and the natural environment and, in the spirit of the Sisters of Mercy, service for the well-being of all humanity and action in the cause of justice in the world.

### Promoting purposeful living

A liberal education enables students to achieve a greater degree of freedom upon which to act purposefully. Since development of purpose entails planning for life based on a set of priorities,<sup>4</sup> Mount Mercy University provides opportunities for spiritual growth, intellectual engagement, vocational clarity, social development, physical well-being, emotional maturity, and responsible community leadership.

1 P. M. King, and K. S. Kitchener, *Developing Reflective Judgment: Understanding and Promoting Intellectual Growth and Critical Thinking in Adolescents and Adults* (San Francisco: Jossey-Bass Publishers, 1994).

2 S. Morreale, R. Rubin and E. Jones, "Speaking and Listening Competencies for College Students"; available from National Communication Association website, [http://www.natcom.org/Instruction/assessment/CollegeComp/college\\_competencies.htm](http://www.natcom.org/Instruction/assessment/CollegeComp/college_competencies.htm); Internet; accessed 07 March 2005.

3 Catechism of the Catholic Church (Washington, D. C.: United States Catholic Conference, 2000), sections 1905-1912.

4 Arthur Chickering and Linda Reisser, *Education and Identity* (San Francisco: Jossey-Bass Publishers, 1993), 50.

## Our Values

*As members of the Mount Mercy University community, grounded in the tradition of the Sisters of Mercy and our Catholic identity, we are committed to:*

**Lifelong learning and education of the whole person** We believe that education is a lifelong experience where learning empowers the whole person, intellectually, spiritually, emotionally, and physically.

**Pursuit of truth and dignity** We foster free inquiry in a compassionate culture where our dedication to faith, truth and Mercy supports the dignity of each person within the human community.

**Commitment to students** We acknowledge and affirm that our students' needs are central to decisions that affect community life.

**Justice** We advocate for equality by actively creating just and healthy relationships in our learning community and in our global society.

**Gratitude** We celebrate with humility all gifts and talents bestowed by God and faithfully share these blessings with the wider community.

**Hospitality** We accomplish our work in the spirit of Catherine McAuley's graciousness and inclusion that welcomes all people and perspectives.

**Service** We instill a sense of responsibility and caring that calls us to serve the common good.

Approved by Board of Trustees April 28, 2007  
Amended by Board of Trustees August 17, 2010

## Mission and Ministry

The Department of Mission and Ministry has particular care for the mission, goals, vision, and values of Mount Mercy. It identifies and reflects the key aspects of Mount Mercy's Catholic Identity and Mercy Mission: celebrating the heritage, mission, and Mercy charism of the Sisters of Mercy who founded the University.

The Department strives to promote Mount Mercy's Catholic Identity through expressive articulations of faith and service, infusing Mercy into core aspects of students' lives and empowering them to discover and articulate this meaning for themselves. Additionally, the Department includes Campus Ministry, Service & Justice, and Mission Integration; each of these groups collaborates in celebrating the rich legacy of the Sisters and working to develop a culture of "living Mercy" on the Hill and beyond.

All work to create a welcoming atmosphere where all faiths and beliefs can come together and be celebrated in meaningful ways. Hospitality, which is at the heart of our Catholic Mercy university, invites people from all backgrounds, faith traditions, and perspectives to be valued in the collaborative pursuit of intellectual, spiritual, and holistic personal growth. (moral, ethical, love, service, justice)

## Departments

### Academic Center for Excellence (ACE)

ACE provides academic support services for students to develop scholastic confidence through the strengthening of academic skills and habits. Providing a quality learning and studying environment, ACE is Mount Mercy's one-stop academic center for students. Working collaboratively with faculty members and other resources on campus we assist students with identifying university supports to provide the guidance, encouragement, and foundation needed to be successful at Mount Mercy and beyond.

### Access and Disability Services

The Access & Disability Services Office, located in ACE, is a resource for students who are seeking accommodations based on an identified disability or chronic medical condition. Students who may be eligible for an accommodation plan are encouraged to reach out to the Access & Disability Services Coordinator to set up an appointment to learn more about the accommodation process.

ACE resources and support services are available without cost to all currently enrolled students.

Content and Writing Tutors are available on a walk-in basis throughout the week to assist students. Flexible appointment scheduling is also available as needed. For more information, go to ACE ([mtmercy.edu](https://www.mtmercy.edu)) (<https://www.mtmercy.edu/info-for/current-students/academic-support/ace/index/>).

### Admissions

The Admissions Office works with students looking to gain entry to MMU as a student in any of the undergraduate or graduate level programs.

### Athletics

Mount Mercy's intercollegiate athletic programs are open to all students and are designed to develop leadership, self-discipline, and sportsmanship in the academic environment of a small, independent university. Facilities include the Hennessey Recreation Center, the Rinderknecht Athletic Complex and the Robert W. Plaster Outdoor

Sports Complex. Teams are members of the Heart of America Athletic Conference, and the programs are governed by the rules of the National Association of Intercollegiate Athletics (NAIA). Men compete in basketball, baseball, golf, soccer, cross country, bowling, indoor/outdoor track and field and volleyball. Women compete in basketball, softball, volleyball, golf, cross country, soccer, bowling and indoor/outdoor track and field, and lacrosse. Competitive cheer & dance is a coed sport.

## Campus Music

Music Ensemble opportunities are open to all Mount Mercy students regardless of major. Choral Ensembles available for credit or non-credit include the University Choir, Jazz Choir, and Show Choir. Instrumental ensembles available for credit or non-credit include the University Band and Jazz Band, with additional performance opportunities in our Pep Band. All ensembles perform regular concerts both on and off campus, with the University Choir, Show Choir and University Band alternating on yearly tours. Choral participation is also available in the Music Liturgy Ensemble that sings for Sunday evening Masses. Smaller instrumental ensembles are also available.

## Copy Services

Copies can be made at the Mount Mercy Copy Center located in the lower level of Busse Library.

## Dining Services

Mount Mercy's meal plans offer 12 hours of continuous dining service each weekday to provide students with maximum flexibility in fulfilling their dining needs. The cafeteria is open from 7:00 a.m. until 7:00 p.m. during the week. Weekend cafeteria hours begin with brunch at 10:30 a.m. and last until 6:00 p.m. at night. Students on Meal Plans will be asked to scan their ID cards. Non-board plan customers may pay with cash, credit cards, or purchase Declining Balance dollars online or at the Dining Service Office. All meals are provided in an all-you-can eat format and enable students to make food choices that best suit their preferences and lifestyles. The breakfast hours are filled with options such as cooked to order omelets, as well as eight cold cereals, assorted bagels, 100% fruit juices, and fresh baked pastries. Lunch and dinner service hours feature a home zone, presentation, and grill service lines. Also included in our home zone service line are vegan and vegetarian entrées.

During the week, a presentation cooking station is provided and serves popular items like fajitas, made to order pasta dishes, stir fries and Caesar salads topped with chicken. These presentation entrees are made to order and our guests get to choose their toppings, ingredients and selections to fit their own unique tastes. Extended dining options always include a 24-topping salad bar with two kettle fresh soups, a selection of lettuces, dressings, and salads prepared fresh daily. A full deli bar provides the choice of several meats, cheeses, breads, and sandwich spreads such as tuna or egg salad.

For Dining Service Menus and Information please visit <https://mtmercy.campusdish.com/> or download our CampusDish App for your Smartphone.

Dining Services will allow students to take a meal to-go if students are unable to make a mealtime. If Mount Mercy-sponsored activities prohibit them from participating in a mealtime on campus, they can stop in early and make their own to-go meal. The to-go policy is an either-or policy. You are not allowed to eat in the cafeteria for a meal and then take an additional to-go for that same meal period. Contact the Dining Service management team for any special dietary needs. A complete guide to dining services is provided to new students



and additional copies are available in the Dining Service Office, University Center.

Additional retail dining options are provided at the Hilltop Grille and our Catering Dept provides services for all special events on campus.

***\*The hours listed below are subject to change. Many aspects of our service model, hours, locations, and customer experiences have changed throughout the Covid 19 pandemic, we have increased our to-go options in the cafeteria, and adjusted hours however our hope is that in the '23-24 academic year we can return to a more traditional experience for all guests. For a up to the minute list of locations and hours of operation, please visit <https://mtmercy.campusdish.com>.***

## Location Hours

**McAuley Cafeteria** Located between Regina and McAuley Halls, next to the University Commons

Monday–Friday: 7 AM–7 PM

- Hot Breakfast 7:15 AM–9:15 AM
- Hot Lunch 11 AM–1 PM
- Hot Dinner 4:45–7 PM

Saturday Brunch: 10:30 AM–Noon

Saturday Dinner: 4:30 PM–6 PM

Sunday Brunch: 10:30 AM–Noon

Sunday Dinner: 4:30 PM–6 PM

**The Hilltop Grill** Ext. 1572

Located adjacent to the Dining Room

Monday - Friday: 8 a.m. - 4 p.m.\*

## Residential Meal Plans

Meal Plan purchases and access are tied to your Mount Mercy student photo ID and an ID is what a student will use to "swipe" to gain access to the cafeteria or utilize their Declining Balance in the Hilltop Grille.

## VIP Meal Plan

***This is the assigned meal plan for residential students who live in McAuley or Regina Hall.***

The VIP All Access meal plan gives you unlimited access to the Dining Hall, \$100 Declining Balance dollars to use at any dining location and 5 guest passes in the fall/spring semester.

## Mustang Meal Plan

***For students that live in Andreas or Lower Campus and have access to suite kitchens.***

The Mustang meal plan gives you 7 meals to use per week at the Dining Hall, \$125 Declining Balance dollars to use at Hilltop Grille and 3 guest passes in the fall/spring semester.

## Commuter Meal Plans

## 20+ Meal Plan

For \$120.00 you receive 20 board access swipes into the McAuley Cafeteria. Cuts the cost of an all-you-can-eat meal in the café to \$6.00 per entry.

## \$200 Declining Balance Plan

Add \$200 Declining Balance to your student ID card and receive an additional 10% bonus of \$20 to use in either the Hilltop Grille retail location or all-you-can-eat Cafeteria. Any student, faculty or staff member can add the \$200 DB to their student/employee IDs at any time during the Academic year.

## Library Services

Busse Library is physically open Monday through Friday during spring and fall semesters. It is open virtually 24/7 online with access to electronic resources through Brightspace (<https://brightspace.mtmercy.edu> (<https://brightspace.mtmercy.edu/>)). The building is 65,000 square feet, providing access to nearly 84,000 volumes. There are 35 computers on the Reference Area, 20 PCs in the downstairs Computer Classroom, and a Mac computer lab. Additional details on library collections, services, and personnel can be found via the university website ( (<https://www.mtmercy.edu/info-for/current-students/academic-support/busse-library/index/>)Busse Library ([mtmercy.edu](https://www.mtmercy.edu/info-for/current-students/academic-support/busse-library/index/)) (<https://www.mtmercy.edu/info-for/current-students/academic-support/busse-library/index/>)).

## Mail Services

The Campus Store is a fully functioning mail center that receives and ships ALL university mail and packages. Students will receive an email notification when mail or package(s) are ready for pick-up, and department mail will be delivered and outgoing mail collected daily during business hours.

## Registrar's Office

The staff members in this office oversee registration, grade submission, transcript ordering, enrollment verification, transfer credit evaluation and graduation. They also handle veteran and athletic certification. If you have any needs you can email them at [registrar@mtmercy.edu](mailto:registrar@mtmercy.edu).

## FERPA

Annually, Mount Mercy informs students of the Family Educational Rights and Privacy Act of 1974. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearing process. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. For more detailed information or questions concerning the Family Education Rights and Privacy Act, please contact the Registrar's Office.

More information » (<https://www.mtmercy.edu/info-for/current-students/registrar/ferpa/>)

## Financial Aid and Student Accounts Office

For any concerns or questions about financial aid or billing you can contact the Financial Aid Office, located in Warde Hall, room 112. Students can call ext. 1845 or email [finaid@mtmercy.edu](mailto:finaid@mtmercy.edu) for support and assistance. They work with prospective students, current students, and graduates to make the financial aid process as user-friendly as possible.

Every student who applies for financial aid will receive an award package, also known as an award offer. The award offer will list all

Institutional, State and Federal grants and scholarships you are eligible for as well as federal student loans. The award offer includes a Direct Cost section which can assist you in determining if you have a balance due to the university.

If you have any questions regarding billing or payment options, you should also contact a student accounts representative within the Student Accounts team. Financial Aid Counselors are available to assist you with budgeting for expenses and answer any questions you may have regarding the financial aid process.

Prior to graduating, any student who has borrowed on Federal loans while attending Mount Mercy will be required to attend an exit counseling session. This session will explain how to pay back loans, what can happen if you default on your loans, loan consolidation and much more. It is mandatory for all graduating students to attend an exit counseling session. The Financial Aid Office will notify you of dates and times these sessions are offered.

## Campus Ministry

Campus Ministry, located in Busse Center, seeks to provide holistic support, empowerment, and hospitality to all on campus. Campus Ministry includes the Chapel of Mercy, the offices of the Mission & Ministry staff, and the Campus Ministry Lounge. The Chapel of Mercy invites prayer, quiet reflection, and worship. The lounge offers space for studying, relaxing, gathering, and enjoying a comfortable cup of tea or hot cocoa. A variety of student-focused activities are hosted by Campus Ministry throughout the year to empower students in their pursuit of fulfilling relationships with God, others, and self.

As a Catholic Mercy university, we promote purposeful living through our Mercy values and Catholic Identity, which is rooted in the Catholic Intellectual Tradition and Catholic Social Teaching. The Catholic Intellectual Tradition promotes innovative thinking, probing inquiry, supportive interaction, and celebration of the diversity and inherent dignity of all. All are encouraged to share their unique, valuable perspectives and experiences in collaborative pursuit of Truth, Beauty, and Goodness. Furthermore, Catholic Social Teaching articulates principles to assess our current realities and empower us to respond to the needs before us. At Mount Mercy, all are invited to actively participate in service and justice through engaging with the Critical Concerns of the Sisters of Mercy: Racism, Non-Violence, Women, Immigration, and Care for the Earth.

Campus Ministry Offers:

- Mass and Confession
- Off-Campus Retreats
- Weekly student-led Bible Studies
- Interfaith Opportunities
- Domestic and International Service Trips
- Prayer and Eucharistic Adoration
- Local Service Projects
- Social Events
- Music Ministry
- Liturgical Ministry
- Advent & Lent Faith Sharing
- Spiritual Direction
- Peer Minister Support and Student Leadership Opportunities

Find us on Facebook @Mount Mercy Mission & Ministry and on Instagram @mmu\_campus\_ministry

## Student Governance and Communication

### Student Government Association

The Student Government Association (SGA) represents the Mount Mercy student body and serves as the umbrella organization for other campus recognized student organizations. It is the official voice of the student in Mount Mercy governance. Membership is open to all Mount Mercy undergraduate students, and SGA members serve on institution-wide committees and provide students' viewpoints to faculty and staff. Officers are eager to hear from all students and to assist them in every way possible. The SGA office is located in the University Center and can be reached at [sga@mtmercy.edu](mailto:sga@mtmercy.edu).

Recognized student clubs and organizations are overseen by SGA. For Mount Mercy policies pertaining to them, go to the SGA page (<https://www.mtmercy.edu/undergraduate/campus-life/activities/student-government/>) on the Mount Mercy University website.

### MMU Times Student News Media

The Mount Mercy Times is a key source of information about campus events and issues. A student staff is responsible for writing, editing, advertising, and business management of the online newspaper, available 24/7 at [mmutimes.org](http://mmutimes.org) (<https://mountmercytimes.home.blog/>). The Times office is located in the Lower Busse Center. If you have ideas for a Times article, you can email the editor at [times@mtmercy.edu](mailto:times@mtmercy.edu). The Times website features "Times TV" news reports, photo galleries and other multimedia content, including news stories, features and opinion articles. Any student at MMU, regardless of major, is eligible to join the staff of the Times. See the Times online at Mount Mercy Times – An Online Student News Organization (<https://mountmercytimes.home.blog/>).

## Student Services

### Dean of Students Office

The Dean of Students is committed to helping all students at Mount Mercy University reach their fullest potential in and out of the classroom. MMU's Dean of Students oversees the Student Services department and coordinates individualized support for students by providing a variety of student support services along with opportunities to reflect, engage, serve and live a life of purpose on and off-campus. The Dean of Students oversees the conduct process, supports the Title IX process, and all departments found on this page. The Dean of Students Office is located in the Student Services suite on the second floor of the University Center.

### CARE

The CARE team is Mount Mercy's behavioral intervention team. CARE stands for Campus Assessment Resource and Education. Living, learning, and working at Mount Mercy can be stressful and sometimes the reason behind someone who is disruptive, threatening or irrational. The CARE team provides assistance to the University community to help assess and find solutions for managing distressing, disturbing, or disruptive, and dangerous behaviors. Mount Mercy is committed to providing a quality learning environment. Faculty, staff, friends and family will often be the first to encounter a person who is in distress. Encouraging and helping the student to seek assistance with the appropriate campus and community resources is important. Possible topics of concern for your friend, classmate, teammate or colleague:

- Abusive relationships
- Aggression
- Anxiety
- Bias/Hate Crimes
- Bullying
- Demanding behaviors
- Depressions
- Disruptive behaviors
- Discrimination
- Disordered eating
- Grief
- Harassment
- Hazing
- Domestic/Dating violence
- Learning disabilities
- Self Harm (example: cutting)
- Sexual assault
- Substance abuse
- Suicide

If you are concerned about someone, consider submitting a CARE report. Ask yourself:

- Is this person's behavior distressingly out of the ordinary?
- Is this beyond my skill level?
- Is the behavior getting worse?
- Does the behavior place anyone at risk?
- Have I attempted to intervene with little success?

If you answered yes to any of these questions submit a CARE report (<https://www.mtmercy.edu/care-form/>) and the CARE Team will work to provide support and assistance to the person in need!

## Career Services

Contact the Director of Career Services at ext. 1620 for personal coaching and access to tools and resources that support your professional growth. From identifying how your natural aptitudes align with different majors and careers and creating resumes, cover letters, Handshake, and LinkedIn profiles to preparing for interviews and helping with graduate school applications—Career Services is available to you throughout the internship and job search process as well as to Mount Mercy alumni.

Handshake, known as the #1 way for college students to find jobs and internships, is an online career service and job search tool available to all students and alumni.

To log in, go to [mountmercy.joinhandshake.com](http://mountmercy.joinhandshake.com) (<http://mountmercy.joinhandshake.com/>) and access local and national internship and job opportunities as well as personalized job recommendations based on your skills, majors, and interests.

Career Services is located in the Student Services suite of the Sisters of Mercy University Center. Make an appointment or drop-in to discuss what's next in your professional journey.

## Center for the Common Good

The Center for the Common Good works to:

- Advocate for, respect, celebrate, and uphold the inherent dignity and worth of all people. We do this by upholding the inherent dignity and worth of each and every member of the campus community and ensuring that everyone feels safe in their identity and welcome and engaged on campus. We work with campus and

community resources to ensure that Mercy hospitality extends to all people on our campus.

- Empower all in accessing resources and services that promote integral human development, as well as holistic individual and community well-being. This center is responsible for leading the implementation of our Culture, Community, and Inclusion Strategic Action Plan. It is also responsible for multicultural student and international student persistence initiatives such as a vibrant calendar of critical concerns and culturally rich programming, mentoring student organizations, and being up-to-date on changes to relevant federal and state policies.
- Engage in social justice and peacebuilding practices on campus and beyond. In accordance with our mission and Mercy values, the Center for the Common Good will help to promote the formation of mercy-oriented and justice-seeking students who can collaborate with local and global partners.

If you have any questions, please contact our Student Services Office (University Center Room 240).

## Counseling Services

Counseling Services provides confidential counseling to enrolled students. Counseling Services are intended to be short-term and solution-focused in nature. Students and Counseling Services staff will work together to establish appropriate goals. The Counseling Services office is located in the University Center, UC 210, just across from the McAuley elevator. The Director of Counseling Services' Office is located in the Student Services suite on the upper level of the University Center. A licensed counselor or graduate intern assists students in setting/attaining goals and problem solving, and provides support and encouragement to students. Students utilize the service for assistance with a variety of personal and interpersonal issues\*, such as stress management; interpersonal conflict; depression/anxiety; building healthy relationships; assertiveness and self-worth; homesickness; dating or marital relationship issues; sexuality; indecision about future/career; general mental wellbeing; and more. Since the services provided are short-term in nature, the provider will also facilitate referrals when necessary. Counseling Services also works with a variety of community partners and occasionally have additional resources available to students. To make an appointment or for more information about our community partners, visit the MMU Counseling Services (<https://www.mtmercy.edu/campus-life/health-wellness/counseling-services/>) website.

*\*MMU Counseling Services does not prescribe or manage medications.*

## Event Services

Event Services is the centralized event planning office for Mount Mercy University. We coordinate the scheduling of all university facilities for university & student events, meetings, conferences and public functions. We partner with the campus community and public to create the highest quality events that promote University initiatives. Our dedicated team collaborates with various campus departments and offices to assist and advise on event planning, logistical coordination, facility layout, implementation and audio/visual support. For more information on how to start planning your event, go to: Event Services ([mtmercy.edu](http://mtmercy.edu)) (<https://www.mtmercy.edu/contact/events-services/>)

## POSTING POLICY

Mount Mercy recognizes the importance of promoting sanctioned campus events and activities in fostering an involved and informed campus community. At the same time, Mount Mercy recognizes that an attractive and well maintained physical campus environment is

essential to the overall advancement of the institution. Therefore, it is necessary that printed posters, fliers, banners, signs, notices and other displays appearing throughout campus will be posted or displayed in a manner that does not detract from the physical appearance of the campus or result in damage to building surfaces.

All types of notices – posters, fliers, banners, signs, sidewalk chalking, window writing, or any other form of promotion of an activity on or off campus – must conform to the regulations noted below. Mount Mercy reserves the right to refuse requests for posting of information by any group or individual and may remove any materials at any time. All postings must be consistent with the mission, policies and procedures of Mount Mercy.

1. All posters, fliers, banners, signs, and other materials (notices) for posting or display must be approved, individually stamped, and posted by Event Services, regardless of the individual, office or group originating the posting and regardless of the subject matter. The only exception shall be postings appearing on specifically designated department/office bulletin boards.
2. All notices must be submitted to Event Services at least 3 business days prior to an event or requested posting date and include the following information:
  - a. Event name
  - b. Event location
  - c. Date and time of event
  - d. Sponsoring group or individual
3. All notices must contain correct spelling, grammar, and punctuation
4. Notices will not be posted on any surface that could be damaged or leave residue from adhesive or any other method used in posting: windows, doors, stair steps, hand railings, on elevators, vending machines, trees, water fountains, exterior building surfaces, vehicles, tunnel walls or painted walls/surfaces
5. Unauthorized postings may result in an individual or group being billed for damages and labor for repairs
6. Only official Mount Mercy notifications will be the exception to the posting locations
7. Persons submitting material for posting should prepare 21 posters; 15 for Residence Life and 6 for Student Activity Boards
8. Posted notices will be removed by Event Services after the event has taken place. Notices may be posted for a maximum of two (2) weeks prior to the event.
9. Information on notices must be expressed clearly and, if in non-English, must also include English translation
10. Notices of alcohol or drug-related events are prohibited
11. Notices that include obscenities or slanderous material are prohibited
12. A notice promoting an event that is unlawful or violates Mount Mercy regulations may not be posted
13. Notices advertising off-campus housing are prohibited
14. Mount Mercy is a private institution and not a public forum, thus reserves the right to limit and/or exclude notices regarding political candidates or statements. Such notices must adhere to the policies related to hosting political candidates/groups on campus.
15. Use of any bulletin board or authorized space in any building on campus does not constitute an endorsement or guarantee of any product, service or information by Mount Mercy
16. A notice should not physically cover or block already posted materials

17. Stickers, scotch tape, duct tape, double-sided tape, packing tape, and similar materials are prohibited for any type of posting as they damage or leave residue on surfaces. Tacks or staples may be used on bulletin boards and other like surfaces.

18. Event Services will determine the appropriate method of securing notices

Groups or individuals who do not follow these policies may lose posting privileges. Any damages resulting from improper posting will result in repair costs. Any use of a fraudulent approval stamp will result in temporary loss of privileges and/or a fine.

Unusual or special displays falling outside of the above guidelines will need special approval from Event Services and must be displayed in an appropriate, safe and non-disruptive manner.

## Health Services

Health Services at Mount Mercy supports the physical and psychological needs of students, faculty and staff on campus. A physician assistant is available to students, faculty, and staff to help with specific health needs and to assist in maintaining and improving your overall well-being.

Mount Mercy University Health Services is staffed by a licensed Physician Assistant (PA) who is a provider contracted through Mercy Medical Center in Cedar Rapids. Physician Assistants have a graduate degree, advanced education and clinical training. They are licensed to practice by the Iowa Board of Physician Assistants.

Mount Mercy University Health Services is a comprehensive outpatient clinic which can meet the most basic health needs of students. Health Services offers general acute health care services to the campus community. The services provided in Health Services are available to all Mount Mercy University students and faculty/staff. These include but are not limited to first aid and care of minor physical injuries, illness assessment, dental concerns, over the counter medications, covid testing, consultation and referral services. Medical problems that are beyond the scope of Health Services staff are referred to appropriate off campus facilities.

## Office hours

**Emergency care is provided by Health Services during regular hours:**

Monday–Friday

11:00 AM-1:00 PM (hours subject to change)

Call 319-286-4439 to confirm hours

Office: University Center 240F

Office email: [healthservices@mtmercy.edu](mailto:healthservices@mtmercy.edu)

Medical Services can be obtained via appointment (view MercyCare Health at Mount Mercy (<https://www.mercycare.org/locations/mercycare/profile/mercycare-mount-mercy/>) for scheduling info) or walk in. Our care is provided by our contracted provider/physician assistant. During college holidays and breaks, our offices will be closed.

**Need Emergency Care after hours or on the weekend? Contact:**

- Ambulance: 911 (if calling from campus phone, dial 9+911)
- Public Safety: 319-363-1232 Ext 1234 (always contact Public Safety for emergencies)
- Mercy Medical Center: 319-398-6041
- Unity Point Hospital: 319-369-7105
- Ask-a-Nurse: 1-800-593-1414

24/7 video visits (<https://www.mercycare.org/services/video-visit/>) are also available outside of office hours through MercyCare Health at Mount Mercy (<https://www.mercycare.org/locations/mercycare/profile/mercycare-mount-mercy/>).



First aid kits and AED's are maintained in all residence halls and other various locations. Please ask a Resident Assistant (RA) for assistance or call Public Safety at 319-363-1323 Ext 1234.

## How We can help

Below is a comprehensive list of our supplies, provisions, forms, and external resources.

**Note:** If the student requires more specialized care requiring imaging studies, labs, point of care testing to include UA, strep, mono or flu the patient's insurance is utilized. Patients must have a MyChart (<https://mychart.mercycare.org/MyChart/Authentication/Login/>) account to schedule a visit, which can be created at the MercyCare Health at Mount Mercy (<https://www.mercycare.org/locations/mercycare/profile/mercycare-mount-mercy/>) website. These visits will be billed to your personal health insurance.

## Medications and Health Care Supplies

A limited selection of over the counter medications and supplies such as throat lozenges, antihistamines, cold medications, Tylenol, ibuprofen, antacids, ace bandages, ice packs and menstrual products are available in health services. These services are complimentary.

## Provisions and Available Services

- Health promotion
- Assessment, evaluation, diagnosis and treatment of minor illness/injury
- Diagnosis of medical conditions
- Diagnostic tests (strep, mono, covid, flu, STI screening, pregnancy, urinalysis, blood sugar screening)
- Prescriptions for medications when appropriate
- Initial evaluation for mental health conditions with referrals
- Physical exams (pre-employment, athletic requirement or pre-nursing)
- Reference materials on a variety of health topics
- Medical referrals as necessary

## Prescriptions, Labs, and Imaging Studies

Prescriptions will be sent to the student's choice of pharmacy. Labs and/or imaging studies: will be obtained at a local lab, urgent care or hospital.

The costs for these prescriptions and studies will be the responsibility of the patient and billed to insurance. It is the responsibility of each student to carry some form of medical insurance. Many students are covered by family health insurance as long as they are in school. Students must check to be certain they have medical coverage and know the procedures for using their insurance.

## Emergency Contacts, Immunizations, Health Insurance and Medical History Forms

Our confidentiality policy: All health records are maintained strictly confidential and securely filed. Information is released only when a student's permission is given by written consent.

Emergency Contacts, Immunizations, Health Insurance and Medical History forms: incoming students are required to submit this information during the admissions process. **Failure to provide this information will result in cancellation of your registration.**

Night or weekend emergencies: Students should seek treatment at one of the local urgent care clinics or Emergency Departments. Public Safety Officers can be contacted after hours 319-363-1323 ext. 1234.

## External Resources

### Emergency Departments:

- Mercy Medical Center (<https://www.mercycare.org/>): 701 10th Street SE, Cedar Rapids | 319-398-6041 Open 24/hr
- Hiawatha Medical Park (<https://www.mercycare.org/services/emergency-department/hiawatha/>): 1195 Boyson Rd NE, Cedar Rapids | 319-832-3950 Open 24/hr
- Unity Point Hospital (<https://www.unitypoint.org/cedarrapids/default.aspx>): 1026 A Avenue NE, Cedar Rapids | 319-369-7105 Open 24/hr

### Urgent Care Clinics:

- Mercy Care North (<https://www.mercycare.org/locations/>): 5264 Council Street NE, Cedar Rapids | 319-221-8444
- Mercy Care South (<https://www.mercycare.org/locations/>): 2815 Edgewood Road SW, Cedar Rapids | 319-396-9097
- Mercy Care Marion (<https://www.mercycare.org/locations/>): 3701 Katz Drive, Marion | 319-373-3022
- PCI Specialty Care Now (<https://www.pcofiowa.com/locations/pci-medical-pavilion-2/>): 275 10th St. SE, Suite 1120, Cedar Rapids | 319-247-3333
- UI Health Care Urgent Care (<https://uihc.org/locations/cedar-rapids-10th-street-se/>): 411 10th St. SE, Suite 2300, Cedar Rapids | 319-731-1430
- Unity Point Clinic-Marion (<https://doctors.unitypoint.org/provider/Urgent+Care+++Marion/1296722/>): 2992 7th Ave, Marion | 319-730-8300
- Unity Point Clinic-Westside (<https://doctors.unitypoint.org/provider/Urgent+Care+++Westside++Cedar+Rapids/1296723/>): 2375 Edgewood Road SW, Cedar Rapids | 319-396-1983
- Unity Point Express-Lindale (<https://doctors.unitypoint.org/location/unity-point-clinic-express-lindale/LOC0000065835/?sort=name>): 153 Collins Road NE, Cedar Rapids | 319-826-2972
- Unity Point Express-Pecks Landing (<https://www.unitypoint.org/locations/unitypoint-clinic---express-pecks-landing/>): 1940 Blairs Ferry Rd, Suite 104, Cedar Rapids | 319-393-0178

## Residence Life

The mission of Residence Life is to enhance students' academic success, personal development, and safety through the implementation of programs and services.

### Staff

The Residence Life Team works together to provide an optimal residential experience for students. Their duties include supervising operations of the residence halls, suites, and apartments, providing programs for residents, promoting an educational environment, and helping resident students contribute to and enjoy their membership in the Mount Mercy community. Residence Life staff members live in on-campus housing and serve in an on-call rotation to be accessible in times of crisis.

## Resident Assistants

Resident Assistants (RAs) live on each residence hall floor. They are students selected on the basis of leadership experience, scholarship, and desire to assist others. RAs work with students to make residential life an enriching and educational experience. They are specially trained and are knowledgeable in many areas, including crisis response, effective listening, community buildings, mediation, programming, and the policies and procedures of Mount Mercy and the Residence

Life program. If they are unable to assist you, they will refer you to an appropriate resource.

Student staff members are available every day for general assistance, maintenance concerns, and emergencies. An RA is on-call each evening and may be contacted by phone. Mount Mercy also maintains an administrator on-call schedule to provide additional support to the on-campus student body, Resident Assistants, and Public Safety.

## Housing, Nontraditional and Graduate Programs

Mount Mercy University is a residential institution. All full-time students are required to live in college-owned housing for a total of 6 semesters unless: married, are listed as independent on the FAFSA, have dependents, are of non-traditional age (21 years or older), or are commuting from their legal guardians' homes within 30 miles of main campus.

Graduate housing is offered. Please note that Mount Mercy does not allow cohabitation, nor do our facilities offer married student or family housing. If you have questions or are interested in graduate housing, please contact [reslife@mtmercy.edu](mailto:reslife@mtmercy.edu).

## Student Success Programs

### Project Connect

Project Connect is a free, early move-in program that equips students from diverse backgrounds with the knowledge, skills, and resources needed to achieve success at Mount Mercy. More information can be found on the Project Connect (<https://www.mtmercy.edu/info-for/current-students/academic-support/project-connect/>) page of the MMU website.

### McAuley Scholars

Participants in the McAuley Scholars program receive the Catherine McAuley Scholarship, a need-based scholarship based on FAFSA eligibility and open to students graduating from Iowa high schools. Additionally, McAuley Scholars will engage with a supportive community alongside staff and peer mentors, who are committed to achieving success through service, mentorship, leadership, professional skill development, and educational opportunities. More information can be found on the Catherine McAuley Scholarship (<https://www.mtmercy.edu/tuition-aid/scholarships/catherine-mcauley-scholarship/>) page of the MMU website.

### mustang mentors

The Mustang Mentors are experienced students who serve as peer mentors to new students as they transition to college at Mount Mercy. They focus on holistic success, so they can answer questions and point you to resources related to academics, wellness, campus engagement, career development, etc. This resource is available to any new student (first-year student or transfer student) and can be requested by contacting Student Services.

## Student Engagement

### Student Organizations

The recognized student clubs and organizations of Mount Mercy University are governed and funded by the Student Government Association (SGA). All guidelines and rules pertaining to the functioning of clubs and organizations can be found on the SGA website ( <https://www.mtmercy.edu/undergraduate/campus-life/activities/student-government/>) Student Government Association ([mtmercy.edu](https://www.mtmercy.edu)) (<https://www.mtmercy.edu/campus-life/activities/student-government/>). A complete list of clubs and organizations can also be found on the MMU website (<https://www.mtmercy.edu/>)

[undergraduate/campus-life/activities/index/](https://www.mtmercy.edu/undergraduate/campus-life/activities/index/)). Each recognized student group has a representative who attends and has a vote in the General Assembly of SGA.

## Student ENGAGEMENT

Student Engagement works with all student organizations and collaborates with campus departments to provide a calendar full of impactful programs for all campus. Student Engagement works to plan, promote, and implement a vast array of opportunities for students to engage with the campus and Cedar Rapids Community. There are constantly events happening on campus that are designed to meet the diverse needs of our student body. Upcoming events are promoted through emails, social media, posters, and on the MMU app. Events can include anything from live music performed by students or professional performers, to inflatable obstacle courses! The sky is the limit when it comes to involvement. If there is something **you** want to see let us know! Email us at [studentengagement@mtmercy.edu](mailto:studentengagement@mtmercy.edu).

Events to look forward to:

- Welcome Back Bash
- Hypnotists
- Comedians
- Mentalists
- Homecoming
- Craft Nights
- BINGO
- Vegas Night
- Senior Celebration

## Academic Policies

### Academic/Administrative Grievance and Disciplinary Procedures

This policy applies to all students enrolled in online or on campus courses. Specific procedures will be modified as appropriate if a student is taking courses from a distance and unable to participate in person.

Grievances may arise in the following areas or situations:

1. Allegations of inadequate supervision or instruction which the student feels hinders his or her ability to function adequately.
2. Disagreement with an evaluation of classroom or clinical performance.
3. Disagreement with faculty's decision regarding discontinuation of progression in the program(s) in question.
4. Disagreement with decision of faculty or administration in other categories that would delay or prohibit progression in the program(s).
5. Disagreements with Mount Mercy administrators and/or Mount Mercy administrative staff members.

### Required Steps Before Initiating a Formal Grievance

1. Within 15 working days of the alleged injustice the student may initiate a conference with the involved person or persons to determine if he/she can resolve the problem(s) at this level. If the student decides not to initiate such a conference, he/she may not initiate a formal grievance.
2. A response from the involved faculty/administrative personnel to the student must be given within five (5) working days.

3. If the student considers the response unacceptable and inconsistent with the alleged injustice, the student is to inform the involved faculty and/or Mount Mercy administrative staff member(s) within five (5) working days that the response is considered unjust.
4. Then, if the student chooses, the student may initiate a grievance conference with the departmental chairperson or supervisor to whom the faculty/administrative personnel involved is responsible. A response to the student from the designated departmental chairperson or supervisor is due within five (5) working days of the latter's receipt of the student's request for a grievance conference.

## Formal Grievance Procedure

1. The formal written "Statement of Grievance" is to be submitted to the Provost within ten (10) working days following the student's grievance conference with the chairperson or supervisor. The student may select an uninvolved faculty member to assist him/her in working through the steps of the grievance procedure.
2. The formal "Statement of Grievance" must include:
  - a. the date(s), time(s) of day, and setting relevant to the alleged injustice and names of the person or persons involved.
  - b. the nature of the problem and alleged injustice.
  - c. a narrative, objective description of events relevant to the grievance.
  - d. the student's previous attempts to resolve the problem and the specific results of those attempts.
  - e. objective assessment(s) with documentation concerning specific aspects of the alleged, initial injustice and subsequent responses from involved faculty member(s) and/or administrative personnel.
3. Within five (5) working days following Step 1 of the formal grievance procedure, the Provost has the responsibility to convene a committee that will hear both sides. This committee shall consist of persons representing the following categories:
  - a. Provost serves, with no vote, as chair of the grievance committee. All other members shall vote.
  - b. one full-time Mount Mercy faculty selected by the student.\*
  - c. one full-time Mount Mercy faculty member selected by involved faculty or administrative staff member.\*
  - d. one student representative, selected by the student, from the same class, specialty, or major field as the student.
  - e. the chairperson or supervisor of the department involved.
  - f. Mount Mercy's Equal Opportunity Officer representative, if different from all of the above.
4. Student shall receive the written recommendation of the committee, postmarked no later than three (3) working days after the final meeting of the committee. Copies of the recommendation shall also be sent to the involved faculty member/staff and the department chairperson or supervisor.
5. The committee chairperson shall also send the committee's recommendation to the President, who shall report in writing, normally within five (5) working days, his decision to the parties concerned. The President's decision is final.
6. In cases where the "Statement of Grievance" occurs towards the end of a term and committee members are not able to convene, the above-mentioned procedure will require special modification by the Provost. This may include but is not limited to modifications in the timeline for responding at each level of the process and may involve a reconfiguration of committee membership so that decisions are rendered in an equitable manner.

- \* The student and the involved other individual have the responsibility for informing the Provost of the name of each person selected by each of them within one (1) working day of the student's distribution of the Statement of Grievance.

## Complaint Process

Students who wish to register a complaint may do so as outlined in the Student Consumer Complaint Process ([https://www.mtmercy.edu/\\_documents/about/compliance-accreditation/Student-Consumer-Complaint-Process.pdf](https://www.mtmercy.edu/_documents/about/compliance-accreditation/Student-Consumer-Complaint-Process.pdf)). Mount Mercy University seeks to resolve all student concerns in a timely and effective manner, and it is expected that students will fully utilize any or all of the University's administrative procedures to address concerns or complaints prior to contacting these agencies.

## Online Programs

Mount Mercy University is approved by the Iowa College Aid Commission for participation in the State Authorization Reciprocity Agreement (SARA) initiative. To learn more about this authorization and programs leading to licensure, visit the Compliance & Accreditation (<https://www.mtmercy.edu/about/compliance-accreditation/>) website to review the sections titled *Educational Requirements for Licensure* and *State Authorization*.

## Academic Integrity

Mount Mercy values integrity and honesty in all aspects of academics and campus life. As part of the academic mission, the institution provides the following Definitions and Procedures for which all students are responsible. The Mount Mercy community encourages all students to carefully consider these definitions, to adhere to these standards, and to ask for guidance if in doubt.

This policy applies to all students enrolled in online or on campus courses. Disciplinary procedures will be modified as appropriate if a student is taking courses from a distance and unable to participate in person.

## Definitions of Cheating, Plagiarism and Academic Misconduct

### Cheating

Cheating is an act or an attempted act of dishonesty that includes but is not limited to the following:

1. Copying:
  - a. any part of another person's work in an examination or for an assignment, with or without their consent, or
  - b. allowing another person to copy any part of your work, on an examination or for an assignment.
2. Using unauthorized materials or technology:
  - a. during an examination. (Examples would be answers passed to you, view of a calculator output, or text messages on a cell phone; however, other instances may apply).
  - b. to complete an assignment. (Examples would include using an AI bot to produce an assigned paper).
3. Collaboration during an assignment or during an examination when prohibited by the instructor.
4. Taking an examination for another person or letting a person take an exam for you.
5. Completing an assignment for another person or letting a person complete an assignment for you.

6. Forging needed signatures on academic work.
7. Altering of grades or other official educational records.
8. Obtaining a copy of an examination without permission from the class instructor.
9. Fabricating or falsifying information or data; or deliberately misrepresenting information for an assignment.

## Plagiarism

Plagiarism is using somebody else's words, expression of ideas, data, images, or other creative products without acknowledgment or attribution. Plagiarism includes but is not limited to the following:

1. Copying, paraphrasing, or blending words, images, or ideas that are not common knowledge without acknowledging the source.
2. Providing false, insufficient or incomplete acknowledgment of sources.
3. Claiming authorship of a work that is not one's own or that is the result of unauthorized joint effort, including purchasing, downloading, or otherwise acquiring the work.
4. Improper use of quotations.
5. Incomplete or improper use of citations.

## Academic Misconduct

Academic Misconduct includes acts that are considered unethical, dishonest, deceitful or inappropriate. Academic misconduct includes but is not limited to the following:

1. Attempting to gain an advantage over another individual by preventing access to needed books, materials, or aids.
2. Planning with another individual to commit any act of academic dishonesty.
3. Forging signatures on official institutional documents.
4. Breaking or entering an office or building to attempt to obtain an exam or other materials.
5. Submitting the same work for different classes without disclosure to and approval from the class instructor.
6. Receiving credit on group assignments without contributing.
7. Misrepresenting illness or personal crises, or otherwise intentionally misleading instructors as an excuse for missed or late academic work.

Academic cheating, plagiarism, and misconduct may be referred to collectively as "Academic Dishonesty." There are varying degrees of academic dishonesty. Suggested consequences for infractions are included below in order to promote consistency and equity. Mount Mercy reserves the right to act upon incidents of academic dishonesty that are not explicitly defined in the above policy.

## Procedures

All instructors are expected to cultivate integrity on campus and to affirm Mount Mercy's policy by introducing and discussing the *Definitions of Academic Dishonesty and Misconduct* at the beginning of each course and directing students to sources where the definitions can be found. Instructors should speak to the particular ways that Mount Mercy's Academic Integrity Policy applies to their courses.

## Suspected Violations of the Academic Integrity Policy

All information regarding cases of suspected or confirmed Academic Dishonesty will be dealt with under the standard of preponderance of the evidence and provided to only those with a need to know. Any suspected incident or dispute shall be raised to the appropriate party within a reasonable amount of time from the time of obtaining knowledge of the alleged violation. When allegations of academic

dishonesty involve two or more students, each student will be evaluated on an individual basis. The following defines procedures, responsibilities and timelines for reporting suspected incidences of Academic Dishonesty.

## Faculty Resolution

Mount Mercy strongly encourages faculty members and students to resolve incidents of alleged academic dishonesty. Faculty members have the discretion to resolve cases of suspected academic dishonesty or misconduct on their own, including determining the consequence imposed. Faculty are urged to consult the suggested consequences outlined below. Faculty will check with the Provost Office to determine if the student(s) in question has a pattern of academic dishonesty before resolving a case.

A written record of each incident of academic dishonesty or misconduct **MUST** be given to the student placed on file. The record will detail the suspected academic dishonesty and the outcome. The Provost's Office will collect and retain these reports for purposes of data analysis, pattern monitoring, and notifying the committee when a student has a second offense.

Both the faculty member and the student can call upon the department chair to help in the resolution as needed.

## Academic Integrity Committee Involvement

There are three ways that an incident can be referred to the committee for resolution.

1. Faculty referral - a faculty member can refer an individual case to the committee for a decision at any time by notifying the Academic Integrity Committee chair.
2. Student referral - a student may ask that the committee make a decision on the case after the faculty resolution. To do so, the student should notify the Provost in writing that he/she would like the committee to review the case. This notification needs to occur within one week of the student being informed of the faculty member's decision in the case. The student should provide any relevant evidence and documentation to substantiate his/her case. Names of other students to contact can also be provided.
3. Automatic involvement - On the second or subsequent reported incident for a student, the committee will review the student's offenses. The committee will determine any further sanctions to help the student prevent future infractions.

## For First Academic Integrity Report

1. The faculty member will discuss academic integrity violation and faculty appointed sanctions with the student and send signed copy of the report to the office of the provost.
2. The office of the provost shall notify the student within a reasonable amount of time, in writing, that the report was received. The student has the option to admit charges or request committee involvement. Student will have one (1) week from the day the letter was sent to turn in any extra material. Failure to submit any requests in writing within this time frame will result in the student waiving their right to an appeal.
3. The office of the provost will keep the report on file.

## For Second or Subsequent Report

1. The office of the provost shall notify the Academic Integrity Committee within a reasonable amount of time of receipt of a second or subsequent complaint.
2. The Academic Integrity Committee shall notify the student within a reasonable amount of time, in writing, that the report was received, the student option to voice their side in writing, and the option of



requesting a formal hearing. (See process of hearing below).

Student will have one (1) week from the day the letter was sent to turn in any extra material or request a hearing. Failure to submit any requests in writing within this time frame will result in the student waiving their right to an appeal.

3. The Academic Integrity Committee will decide (within a reasonable amount of time after the student submits any request in writing or waives their right to an appeal) from the options listed below:
  - a. If sanctions, above that were assessed by the faculty member, are warranted. The committee shall refer to the list below for possible consequences.
    - i. Majority vote by the voting members is needed to proceed with sanctions.
  - b. Whether the allegations warrant a hearing
    - i. A vote of one of the voting members will warrant a hearing. (See process of hearing below).
4. The Academic Integrity Committee shall issue a final decision and notify all involved parties in writing.
5. The office of the provost will keep the report and Academic Integrity Committee decision on file.

### If a Hearing is Requested Either by Student or Committee

1. The chair will notify all parties and schedule a hearing within a reasonable amount of time. In the event of a conflicting scheduled, a faculty member may choose not to attend the hearing and allow his/her written materials to state his/her side of the case.
2. The Academic Integrity Committee may gather relevant information to the case and may solicit information from other students in the class or other members of the Mount Mercy community at their discretion or upon request of any person involved in the allegation. At the hearing, the Academic Integrity Committee will meet with all parties and witnesses. The proceeding will be recorded; this record will be available on a need to know basis and maintained in the Office of Academic Affairs.
3. A decision, by majority vote of the voting members present at the hearing, shall be made based on the evidence presented at the hearing, along with other relevant materials gained through investigation by the Academic Integrity Committee. The committee shall refer to the list below for possible consequences.
4. The Academic Integrity Committee shall issue a final decision and notify in writing all involved parties.
5. After receiving the final written decision of the committee, any party who wishes to dispute, may appeal this decision. A written letter summarizing the groups for contesting this decision must be submitted to the Provost within three (3) business days. Within a reasonable amount of time, the Provost shall render a final written decision based upon review of the submitted information, findings, and recommendations. A copy shall be provided to the involved parties, including the Academic Integrity Committee. The decision of the Provost is final.
6. In cases where an allegation of academic dishonesty is submitted toward the end of a fall, winter, or spring semester and members of the Academic Integrity Committee are not able to convene, the above-mentioned procedure will require special modification by the Provost. This may include but is not limited to modifications in the timeline for responding at each level of the process and may involve a reconfiguration of the membership of the Academic Integrity Committee so that decisions are rendered in an equitable manner.

## Resolution Options for Academic Dishonesty or Misconduct

Based upon the gravity of the academic dishonesty, different academic sanctions may be appropriate. For instance, the nature of the incident, and the personal history or prior offenses by an individual student are relevant factors to weigh. A suggested spectrum of offenses and examples are included below. Faculty are urged to consider these suggested sanctions in order to promote consistency and equity.

### Simple offense

Example: Student fails to properly cite sources one or two times in a paper, but the remainder of the paper is cited properly.

Types of Sanctions: The student is given the opportunity to re-do the assignment, or an alternate assignment, for a reduced grade. The student is required to meet with the Director of the Academic Center for Excellence and commit to a plan for improvement.

### Serious offense

Examples: Student is caught looking over at another student's test. Significant parts of a paper are not properly quoted and cited.

Types of Sanctions: The student receives a failing grade for the assignment, but is allowed to continue in the course.

### Aggravated offense

Examples: Student submits an entire paper from the Internet that is not his/her own.

Organized cheating with multiple students.  
Stealing tests.

Types of Sanctions: The student receives a failing grade for the course.

### Repeated offenses (for committee decision only)

Example: Student engages in academic misconduct in more than one course.

*Note:* To monitor this type of misconduct, it is essential that faculty submit Academic Dishonesty Reports for each incident.

Types of Sanctions: Expulsion from Mount Mercy is warranted.

*A more complete list of possible consequences is detailed below, though consequences are not limited to the following list. One or more consequences may be appropriate.*

## Faculty or Academic Integrity Committee Resolution Options

- *Counseling:* The student(s) may be referred to appropriate counseling for assistance and education that will help prevent future incidences of Academic Dishonesty.
- *Educational sanction:* The student(s) may be required to attend an educational program on academic integrity, ethics, or related subject. The student may receive instructions, re-do the assignment with consultation from the instructor, or complete a new, alternative assignment with consultation from the instructor. The student may be responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.
- *Forfeiture of Grade on the Assignment:* For the assignment to be given no credit, and the student(s) may continue the class with zero points for the assignment.
- *Failure of the Course:* The student(s) will receive a grade of F for the course.

## Academic Integrity Committee Resolution Options

- *Exclusion from Mount Mercy facilities or activities:* The student(s) may be prohibited from attending a class, undertaking Mount Mercy employment, entering a building, participating in an extracurricular activity sponsored by the institution, representing Mount Mercy in an official capacity, or using other services provided by the institution. Such exclusion may be for a definite or indefinite period of time.
- *Disciplinary suspension:* The student(s) may be involuntarily separated from Mount Mercy for a stated period of time after which readmission is possible. The Provost shall determine when the suspension will become effective. A student with one or more violations may be suspended from Mount Mercy for an indefinite period of time. A student suspended indefinitely may petition the Provost for reinstatement.
- *Expulsion:* For a serious violation of the Academic Integrity Policy or repeated violations, the student(s) may be dismissed from Mount Mercy permanently.

## Graduate Student Grievance Procedure

This policy applies to all students enrolled in online or on campus courses. Disciplinary procedures will be modified as appropriate if a student is taking courses from a distance and unable to participate in person.

### Grievances may arise in the following areas or situations:

1. Allegations of inadequate supervision or instruction which the student feels hinders his or her ability to function adequately.
2. Disagreement with an evaluation of classroom or clinical performance.
3. Disagreement with faculty's decision regarding discontinuation of progression in the program(s) in question.
4. Disagreement with faculty or administration decision in other categories that would delay or prohibit progression in the program(s).
5. Disagreements with Mount Mercy administrators and/or Mount Mercy administrative staff members.

### Required Steps before Initiating a Formal Grievance

1. Within 15 working days of the alleged injustice the student may initiate a conference with the involved person or persons to determine if he/she can resolve the problem(s) at this level. If the student decides not to initiate such a conference, he/she may not initiate a formal grievance.
2. A response from the involved faculty/administrative personnel to the student must be given within 5 working days.
3. If the student considers the response unacceptable and inconsistent with the alleged injustice, the student is to inform the involved faculty and/or Mount Mercy administrative staff member(s) within five working days that the response is considered unjust.
4. Then, if the student chooses, the student may initiate a grievance conference with the Program Director to whom the faculty/administrative personnel involved is responsible. A response to the student from the Program Director is due within 5 working days of the latter's receipt of the student's request for a grievance conference.

## Formal Grievance Procedure

1. The formal written "Statement of Grievance" is to be submitted to the Provost within 10 working days following the student's grievance conference with the Program Director. The student may select an uninvolved faculty member to assist him/her in working through the steps of the grievance procedure.
2. The formal "Statement of Grievance" must include:
  - a. the date(s), time(s) of day, and setting relevant to the alleged injustice.
  - b. names of the person or persons involved.
  - c. the nature of the problem and alleged injustice.
  - d. a narrative, objective description of events relevant to grievance.
  - e. the student's previous attempts to resolve the problem and the specific results of those attempts.
  - f. objective assessment(s) with documentation concerning specific aspects of the alleged, initial injustice and subsequent responses from involved faculty member(s) and/or administrative personnel.
3. Within 5 working days following step 1 of the formal grievance procedure, the Provost has the responsibility to convene a committee that will hear both sides. This committee shall consist of persons representing the following categories:
  - a. Provost, or her representative serves, with no vote, as chair of the grievance committee. All other members shall vote.
  - b. One full-time Mount Mercy graduate faculty selected by the student.\*
  - c. One full-time Mount Mercy graduate faculty member selected by involved faculty or administrative staff member.\*
  - d. One graduate student representative, selected by the student, from the same class, specialty, or major field as the student.
  - e. The Program Director to be replaced by the department chairperson if the Program Director is the involved faculty member.
  - f. Mount Mercy's Equal Opportunity Officer representative, if different from all of the above.
4. Student shall receive the written recommendation of the committee, postmarked no later than 3 working days after the final meeting of the committee. Copies of the recommendation shall also be sent to the involved faculty member and the Program Director.
5. The committee chairperson shall also send the committee's recommendation to the President, who shall report in writing, normally within 5 working days, his decision to the committee the parties concerned. The President's decision is final.

\* The student and the involved other individual have the responsibility for informing the Provost of the name of each person selected by each of them within 1 working day of the student's distribution of the Statement of Grievance.

## Residence Life Policies

### Residency Requirement

Mount Mercy University is a residential institution. All full-time students are required to live in college-owned housing for a total of 6 semesters unless: married, are listed as independent on the FAFSA, have

dependents, are of non-traditional age (21 years or older), or are commuting from their legal guardians' homes within 30 miles of main campus. All residential students must follow the policies listed below.

### A.1. Abandoned Property

Due to limited space and liability issues, Residence Life is unable to accommodate storage of residents' personal items or room furnishings at any time during the year. Residents may wish to explore professional off-campus storage services to accommodate any additional storage needs. Room furnishings are not permitted to be removed from student rooms.

Mount Mercy University is not responsible for lost, stolen, or damaged property in the residence halls or public areas of communities. Items left in rooms/suites/bathrooms/community lounges will be stored for a minimum of 48 hours and a maximum of 30 days. If the owner is known, they will be contacted via email notifying them that they have 30 days to retrieve their property. If the owner does not return, Residence Life will determine if the items are in a condition to be donated to charity or discarded.

### A.2. Access to Community Space

Residential spaces should feel like home allowing residents to enjoy a reasonable level of the privacy from solicitation and disturbance. Residents should also expect to enjoy the facilities without competing with outside groups for access. Therefore, there is limited space in each hall whereby a recognized student organization or Mount Mercy campus department may partner with a residence life staff member to provide an activity in the hall.

- All organizations who wish to reserve space for meetings and activities should contact the Residence Life department located in Student Services.
- Space around the residence halls is governed by Residence Life policies. Groups may reserve outside space but must first gain permission from Event Services.
- Information tables may be arranged on a limited basis. Any group or office that would like to set up an informational table in the lobby of a hall, must contact Event Services. No tables will be permitted during the opening and closing of the buildings or other high-traffic periods or times deemed inappropriate by the Assistant Director of Residence Life. Recruitment activities are limited to informational tables; members tabling may not approach students walking by but rather must allow students to approach the table freely.

### A.3. Air Conditioning and Heat

Regina and McAuley do not have air conditioning, but each room is equipped with its own heating controls. The process of converting between cooling and heating in McAuley and Regina is fairly extensive and is a matter of timing. The type of heating/cooling system in these buildings requires 2-3 days for a changeover to be completed, which means drastic changes in outdoor temperatures cannot be addressed immediately. In the interim, students are encouraged to open/close windows, add/remove blankets, or see a member of Residence Life for additional suggestions.

Andreas House, and Lower Campus Apartments, have both central air conditioning and heat. Each residence is equipped with its own temperature controls.

In any residence, students are not to obstruct or damage air or heating units or set anything near the wall mounted units as this may interfere with normal operation. Students are not allowed to bring additional air conditioning or heating devices without expressed permission of the Student Services. Air Conditioners require a medical note from the student's doctor citing why it is required.

Housing's general practice for heating and cooling is to provide room temperatures between the range of 68 and 76 degrees. If your heating/AC unit does not seem to be providing this range, please visit Student Services to submit a work order.

### A.4. Appliances and Furnishings

Every residence hall room comes furnished with bed, desk, mattress, closet, and dresser. Please note that Regina and McAuley Hall rooms are not equipped with desk chairs.

Andreas and Lower Campus Apartments also have furnished living rooms with a table, chairs, sofa, and cushioned chair. Lower Campus Apartments also have kitchens equipped with a refrigerator and stove. MMU equipment and furniture may not be removed from its assigned location. This includes taking any MMU property outside.

The electrical system in the halls is not designed to carry heavy loads of electrical equipment. To prevent students from blowing circuits, students are expected to be responsible in their use of appliances/electronics which includes proper and judicious use of multi-outlet strips and surge protectors. All electrical equipment must be UL listed. Compact refrigerators are permitted, but may not exceed 4 cubic feet in size. Only one compact refrigerator per bedroom is allowed. In McAuley, suites may have two refrigerators, as long as they are in separate rooms. In Andreas, and Lower Campus Apartments, refrigerators are provided in the kitchens/kitchenettes. Andreas residents may have one compact refrigerator per bedroom. No additional refrigerators are allowed in Lower Campus Apartments.

#### A.4.i. Furniture

The resident shall not remove any MMU equipment or furniture of the room/apartment/suite or building from its assigned location. Waterbeds and other personal mattresses are not permitted. Lofts other than those issued by the University are prohibited.

#### A.4.ii. Appliances

All electrical appliances must be in good working condition.

#### A.4.iii. Prohibited Furniture, Items, and Appliances

In the interest of student safety and in order to prevent excess damage to our facilities, Residence Life prohibits a number of items, furniture, and appliances from the residence halls.

1. Damaged appliances, e.g. frayed cords, bent plugs, broken safety handles, etc.
2. Fire hazards: Anything with an open flame or that burns (candles, incense, bunsen burners, Sterno canned heat, etc.), fireworks, grills (electric or otherwise), toasters, toaster ovens, hot plates, gasoline/kerosene/propane, blowtorches, any cooking appliance other than a microwave (Pizza Pizzazz, crock pots, Instant Pot, pressure cookers, etc.), space heaters, and any other fire hazard not specifically mentioned here.
3. Smoke/fog machines and other devices not conducive to group living
4. Microwaves over 800 watts
5. Halogen lamps
6. Coffee makers and clothes irons without an automatic shut off
7. 3M Command strips and similar adhesives can only be used in Regina and McAuley.

8. Weapons for more information, see the "Weapons Policy" section.
9. Power tools.
10. Personal upholstered furniture, including futons. Only futons with a detachable mattress and a bed bug cover are permitted.
11. Pets other than freshwater fish. Aquariums over 20 gallons are not permitted. For information on residential accommodations for assistance animals, please see the Assistance/Service Animals section.
12. Electric skateboards or hoverboards
13. Electronic cigarettes, vaporizers, or other devices of this nature
14. Waterbeds and/or personal mattresses
15. Real Christmas trees/wreaths
16. Window air conditioning units, unless as a documented accommodation for a medical need
17. Drones or other devices that can fly and/or be used for recording
- c. **Andreas Hall:** Andreas Hall ends at the security door in the Lundy/Andreas breezeway. Lundy is an area where Assistance Animals are not permitted.
2. **Behavior:** The Handler is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. Assistance Animals must be obedient and manageable.
3. **Disruption:** Approved Animals are not allowed to disrupt others, e.g. barking continuously, growling, etc., nor are they allowed to threaten or intimidate.
4. **Cost:** The Handler is financially responsible for the actions of the approved animal including bodily injury or property damage. The Handler's responsibility includes the cost of damages in their housing assignment, as outlined in the housing and food contract and in the Good Book. The Handler is expected to cover these costs at the time of repair and/or move-out. Residence Life will charge damages to the Handler's student account.
5. **Change of Accommodation:** The Handler must notify MMU Disability Services and Residence Life if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. In order to replace an Approved Animal with a different one, or to return the Approved Animal after notifying MMU that it is no longer needed, the Handler must file a new request for accommodation and complete the residential registration process.

#### A.4.iv. Lounge or Community Furniture

The lounges/lobbies/community areas are meant for the general use and enjoyment of all the residents of that community. This furniture must remain in the lounge or community area.

### A.5. Assistance/Service Animals

Residence Life offers accommodations for residents with assistance animals or services animals. For more information on the accommodation process, please contact the Disability Services Coordinator within the Academic Center for Excellence for assistance. Assistant Animals may not be brought into MMU housing until the registration procedure has been completed and all necessary documentation has been provided. Once approved the handler is responsible for adhering to the following expectations and behaviors:

1. **Approved Areas:** Approved Assistance Animals are allowed only in the Handler's private room, suite, or apartment, and in the Handler's assigned residence hall. Other residence halls and buildings are restricted. Handlers residing in Regina, McAuley, or Andreas must take their Approved Animal to and from the room through the nearest exit; University Center and Lundy should be avoided. Any time the Approved Animal is outside the Handler's assigned residential space, the Approved Animal must be on a leash or harness. Animals that cannot be leashed or harnessed must be kept under the Handler's control at all times.
  - a. **Regina Hall:** MMU defines Regina Hall as the top five floors of the building. The residence hall ends at the security doors, meaning the first floor (campus bookstore, campus game room, etc.) and the basement (campus tunnel, Facilities offices, kitchen and lounge) are areas where Assistance Animals are not permitted. Regina second floor ends at the security door – the second floor balcony of the University Center is an area where Assistance Animals are not permitted.
  - b. **McAuley Hall:** MMU defines McAuley as the top 5 floors of the building. The first floor (ACE, conference room 110, etc.) and the terrace level (McAuley theater, the gallery, Betty Cherry, etc.) are areas where Assistance Animals are not permitted. McAuley second floor ends at the security door – the second floor balcony of the University Center is an area where Assistance Animals are not permitted.
7. **Animal Waste:** Animal waste, including cat litter box contents or similar waste containment systems, must be disposed of properly, e.g. in a sealed bag taken out to the residence hall dumpster. Feces may not be disposed of in common trash receptacles, in toilets or the MMU sewer system. Residents with cats must maintain and regularly clean litter boxes per the litter manufacturer's instructions. *Animal accidents in the residence halls and animal waste on campus property must be cleaned up immediately with the appropriate cleaning products.*
8. **Cleanliness:** Regular and routine cleaning of the residence hall room, suite, litter box, kennels, and cages is required. Animal odor emanating from the room and/or in the residence hall will not be tolerated.
9. **Health Inspections:** Twice a semester, Residence Life conducts Health & Safety Inspections in the residence halls. Handlers' rooms will also be inspected for fleas and ticks. The Handler may be billed for any treatment beyond regular pest management. The Handler is encouraged to pursue preventative treatment for fleas.
10. **Pest Management:** If the Handler suspects or determines that their Approved Animal has fleas or other pests, they must notify Residence Life immediately.
11. **Staff Safety:** Any time the Handler is not accompanied by the Approved Animal, the Approved Animal must be contained in a cage, kennel, or other appropriate enclosure in the Handler's assigned bedroom. In housing assignments with common spaces,



the Approved Animal may not be kept in any common space while the Handler is out.

12. **Overnight Care:** An Approved Animal may not be left in the Handler's room overnight if the Handler is not with them. Approved Animals also may not be left in the care of other residents. If the Handler intends to be out of their room overnight, they are responsible for making plans to accommodate their Approved Animal. If MMU determines an Approved Animal is in a room overnight without its Handler, that animal will be removed from MMU housing and boarded elsewhere at the Handler's expense.
13. **Accommodations and MMU Policy:** Except for those policies specifically relating to the residential accommodation for the Approved Animal, the Handler will be held to all policies outlined in the Good Book.
14. **Escape:** The Handler will notify Residence Life or Public Safety immediately if their Approved Animal escapes.
15. **Liability:** The Handler is liable for any and all actions of their Approved Animal, e.g. bites, scratches, damage to the personal property of others, etc. MMU strongly encourages the Handler to purchase liability insurance for this reason, but does not require it.
16. **Health & Safety of the Animal:** The Handler is responsible for the proper care for their Approved Animal. Reports of neglect or abuse will be investigated by Residence Life and/or Public Safety, examples including but not limited to prolonged confinement in the animal's kennel or failure to properly maintain a litter box.
17. **Contract Fulfillment:** Should the Approved Animal be removed for any reason by the Handler or by MMU, the Handler is required to fulfill his/her housing obligation for the remainder of the housing contract.
18. **Assistance vs. Service:** The Handler may not dress or accessorize their Assistance Animal in a way that may misidentify it as a Service Animal.
19. **Housing Changes:** Residence Life offers all residents the opportunity to switch housing assignments, if space is available. If the Handler switches rooms using this process, or if new roommates plan to move in with the Handler, Residence Life will require signatures confirming that the Handler's new roommates do not object to sharing their space with an Approved Animal.

## Damages

The Handler will be responsible for any damages caused by their Approved Animal. Although normal wear is expected, excess damages resulting from the Approved Animal or its presence will be billed to the Handler's student account at check-out.

**MMU may exclude/remove an Approved Animal if any of the previously mentioned expectations and rules are not met or followed by the Handler.**

## A.6. Bicycles

Residence Life strongly suggests students use a strong krypton-type lock on their bikes. Bicycles may not be stored or parked inside, decks/landings, nor ridden in the residence halls for reasons of safety. Bicycles should only be locked on exterior bike racks.

## A.7. Check-In & Check-Out Process

The check-in and check-out processes must go through the Residence Life department. Students needing to check-in or check-out of their

room should contact a Resident Assistant or anyone in the Residence Life Department for further details.

Upon checking in to a new room, residents will be given a room condition report, and residence keys. At the request of Residence Life, residents may also be required to meet with their RA to sign a Roommate/Suite mate Contract.

Residents needing to leave Mount Mercy must complete the check-out process within 24 hours of their notice of exit, last final exam, or by noon of the last day the halls are open. Any deadline extensions must be approved by the Director of Residence Life. Hall closing information will be provided via email, flyers and floor meetings. Any damage to the room/suite will be charged to the students account. Any failure to follow posted and written information about the checkout process may be assessed additional administrative charges. This includes check-outs during the middle of the year due to room changes, petitioning out of the housing agreement, removal from the halls, etc.

During any moving times, do not drive cars or trucks on grassy areas to load or unload belongings. Such action could cause damage to landscaping and will result in damage charges. Residence Life provides carts for students to use during check-in and out.

## A.8. Cleanliness

Residents are expected to maintain a level of cleanliness in their rooms/apartments/suites and in common areas compatible with reasonable health and safety standards.

A.8.i. The University expects that students will participate in the campus recycling program. Students are expected to bring their trash and recyclables to the designated areas for disposal. Students leaving trash in common areas will be in violation of this policy and subject to disciplinary action.

A.8.ii. Littering is prohibited. As a resident in this community, it is your responsibility to dispose of personal trash in dumpsters or recycling receptacles inside or outside on-campus facilities. For this reason, littering, leaving trash in common areas or locations not designated for waste disposal, is subject to conduct action and applicable removal/cleaning charges.

A.8.iii. With the exception of those living in Regina, students are responsible for bringing their own cleaning supplies. Students who live in Regina will have toilet paper and hand towels provided. Students living in buildings that are suite-styled or rooms with adjoining bathrooms are required to provide their own toilet paper, hand towels, and any other necessary paper products.

A.8.iv. Trash Disposal. Students must dispose of garbage in the appropriate bins and locations. Garbage is not to be left in hallways, on landings, in stairwells, in lounges, in elevators, in lobbies, by the doors, on the ground by dumpsters, or in the trash chute rooms. Room trash is not to be emptied into smaller trash cans that are placed around the buildings. A fee for removal will occur (\$25.00 minimum per bag) if students are found disposing of their trash inappropriately. If no one student is identified for improper trash disposal, the entire floor will be fined. Increasing fines will occur for subsequent offenses.

## A.9. Computer Labs

Twenty-four hour computer lab access is available in Regina and McAuley Hall for residential students.

## A.10. Confiscation

Residence Life may confiscate and remove any items found that are in violation of Residence Life, The Good Book, or Student Code of Conduct policies or deemed unsafe or illegal by designated University

Officials. Certain items are prohibited in the residential areas of the university because of health, fire, or safety reasons; city, state, or federal law; or University policy. When these identified items are discovered, they are subject to confiscation. Public Safety Officers and Residence Life staff have the authority to confiscate items.

In instances when Residence Life has confiscated an item, a notice will be sent to the email of the student in question and the residents of that room should expect to receive further notification. Students that receive these notices are encouraged to seek out their Area Coordinator to receive further information about their individual situation. Items prohibited by college policy for health, fire, or safety reasons, that are not illegally possessed, may be returned to the owner at the end of the term (or earlier by arrangement with the Area Coordinator for their respective area) provided that the item be removed from campus immediately and not returned to the premises.

A.10.i. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are items that cannot be returned.

A.10.ii. Prohibited items as listed in A.4. A.14. and B.6 can be confiscated by and their return is at the discretion of the Assistant Director of Residence Life.

A.10.iii. University property as listed in A.4 that is moved from its original place or is used in a way that is against University policy will be returned to its assigned place. Any students found to be involved in the moving or in the misuse of University property will be subject to the conduct process.

Confiscated items not claimed by the owner by the end of the semester in which the item was seized will be considered abandoned. See A.1. Abandoned Property.

## A.11. Consolidation

In order to be fair and equitable, it is important to assess the proper fees or room assignment based on the payments a student is making. Therefore, Residence Life has developed a consolidation process to reassign students based on occupancy after census day. Residence Life will assess the occupancy of each building, making note of rooms where residents are living alone in a double room. If the space needs to be reallocated, Residence Life may contact the resident(s) and inform them of the following options:

1. The resident may be asked to find another roommate to move into the room by the deadline prescribed by Residence Life.
2. The resident may be moved into another room where a space is available.
3. The resident may be given the opportunity to "buy out" the room at a large single room rate for the rest of the semester based on availability, capacity, and the discretion of Residence Life staff.
4. Students will be given 72 hours to complete a room change if warranted.

\* Residents who do not presently have a roommate may get a roommate at any time and should not take possession of the other part of the room.

## A.12. Getting a New Roommate

Due to graduation or other changing situations of students, space may become available in the Residence Life system in December. Students with a roommate that is not returning for the spring semester will be required to make the room presentable for a new roommate(s). This must be done prior to departure in December for Winter Break. Students may not take possession of the other half of the room. Clean the room and be sure that the other bed, dresser, closet, and so forth is ready for a new student to move in.

## A.13. Cooking

Public cooking facilities are available in Regina, McAuley, and Andreas Halls. These areas must be cleaned and maintained by the residents of the community.

A.13.i. Cleaning: Residents will face cleaning charges or a closing of the facilities if any unsanitary conditions exist or if the facility is abused. Students are permitted to use the kitchens but must provide their own cooking utensils.

A.13.ii. Presence: Students using public-area stoves must remain with cooking food for the safety of all.

A.13.iii. Damage: If any damage is done to the facilities or an inadvertent fire alarm during the course of cooking, the resident will be held responsible for any costs incurred for cleaning, damage, or false alarms.

A.13.iv. Utilization of prohibited appliances.

A.13.v. Grills: Prohibited everywhere except Lower Campus Apartments. When lit, a grill must be attended at all times. Grills are allowed on the patio but they must be small and meet City of Cedar Rapids specifications for apartment units. Under no circumstances are propane tanks permitted.

### Acceptable appliances:

- Microwaves
- Hot air popcorn poppers
- Coffee makers (must have an automatic shut-off option)

### Prohibited appliances\*:

- Open element cooking units
- Indoor electric grills
- Pizza Makers
- Toasters
- Cooking pots and greases
- Fire hazards: Anything with an open flame or that burns (candles, incense, Bunsen burners, Sterno canned heat, etc.)
- Toaster ovens
- Hot plate
- Pizza Pizzazz, Crock Pots, Instant Pot, pressure cookers, waffle maker, etc.

\*Allowed in private, fully functional kitchens

## A.14. Elevators

Regina and McAuley Hall are equipped with elevators for residents' convenience. Please be respectful of this equipment and the safety of others; do not jump up and down, shake, tamper, disable, or overload elevator cars; jumping or misusing the controls may cause malfunctions. Elevators are serviced regularly, but should an elevator get stuck between floors, remain calm and use the call button inside. A staff member will respond to assist with the appropriate evacuation. Do not try to evacuate an elevator on your own or try to pry open the door. Damages should be reported to the front desk immediately. In the case of a fire, do not use the elevator and evacuate the building using stairwells.

## A.15. Emergencies

Residents who witness emergency situations are encouraged to contact Public Safety and/or 911 if appropriate. Residence Life will inform residents of situations that require broad notification by sending staff members to doors, placing messages on digital signage, or posting general hall announcements on bulletin boards. In any of

these instances it is imperative that residents follow any instructions given. Messages are also distributed via **RAVE**, which is a phone and text-based system allowing the university to notify students, faculty and staff when an emergency is taking place on or near campus. The system is only be used in critical situations, including weather emergencies, with potential to affect health or safety.

## A.16. Emergency Contacts

Residents provide emergency contact information in their housing application. There is also a section on the application that can be used to inform Residence Life staff of any health conditions that might require medical assistance. In extreme situations the University may decide to notify emergency contacts for residents, especially in those situations where it has been deemed that a student is in danger.

## A.17. Health & Safety Inspections

Housing staff will enter all rooms/suites each semester for health/fire safety and facility checks. Residence Life staff will give at least 48 hours' notice of room entry for this purpose. Residence Life encourages residents to be home when staff checks the rooms, but it is not necessary. Violations could be but are not limited to:

- A.17.i Tampered fire safety equipment (smoke detectors, sprinkler heads, fire extinguishers)
- A.17.ii. Screens, window & door locks to ensure appropriate use and functionality
- A.17.iii. Overall cleanliness including trash, mold, bugs, etc.
- A.17.iv. Fire hazards including personal effects being placed against heaters & air conditioning units
- A.17.v. Overloaded electrical outlets and power strips without an on/off switch

Residents will receive a notification directly after the inspection to inform them of the observed status of their room/suite. Rooms/suites deemed unacceptable or in violation of Residence Life policies/standards or of state/federal law, will be left a notice identifying the specific violation for the resident(s) to address. Residents of the room in question should expect a follow-up meeting with their RA or RD depending on the severity of the violation.

## A.18. Laundry Facilities

Laundry is offered for free to University residents. Each residential facility has washers and dryers for use by the residents of that facility only. Students are asked to be respectful of the units and timely with the picking up and completion of their laundry to avoid disrespect to the overall community.

## A.19. Mail

The Campus Store is a fully functioning mail center that receives and ships ALL university mail and packages. Students will receive an email notification when mail or package(s) are ready for pick-up, and department mail will be delivered and outgoing mail collected daily during business hours.

## A.20. Maintenance and Repairs

For non-emergency repairs or maintenance needs, residents should submit a work order. If you need help seek out your Resident Assistant. If there is emergency maintenance need during regular business hours, (burst pipe, overflowing toilet, broken window or door, etc.), please contact Public Safety immediately. If an emergency occurs please call the on-call phone numbers posted in the buildings or Public Safety. Violations of this could include but are not limited to:

- A.20.i. Failure to report
- A.20.ii. Damage beyond normal wear and tear. This will result in charges being assessed to the student(s) account(s)

## A.21. Student Contact Information

Students are given the opportunity to confidentially designate emergency contact information at registration. This information is part of the University registration and is protected under FERPA. This information is accessible by Public Safety and Residence Life. Students are given the opportunity to designate a person to notify in a missing person investigation. This information will not be disclosed outside of a missing person investigation. This policy is discussed at beginning semester Housing meetings, included in the annual Campus Security Report, sent to students by University e-mail, and included on the Public Safety and Dean of Students websites.

## A.22. Posting Policy

Personalizing the space in rooms is encouraged. However, Residence Life requires that this be done in a manner that does not cause damage, does not violate State law, University policy, or is deemed to be defamatory and/or degrading to members of the University community. Room décor must take into consideration all roommates' tastes.

### Approved posting methods

- Poster hanging products such as a product produced by 3-M called Command are only permitted in Regina and McAuley
- Pin nails only in Andreas, and Lower Campus Apartments.

Violations of the posting policy include but are not limited to:

- A.22.i. Affixing decorations to ceilings
- A.22.ii. Attaching to or blocking any fire safety equipment including smoke detectors, sprinkler heads, and exit signs.
- A.22.iii. Impeding access to hallways, doorways, stairs, corridors, or other equipment.
- A.22.iv. Covering more than 10% of a room's wall space by combustible decorative materials including but not limited to:
  - paper
  - posters
  - streamers
  - polyester materials
  - lights
- A.22.v. Hanging rugs, bed sheets/spreads or tapestries
- A.22.vi. Real Christmas trees or wreaths
- A.22.vii. Postings on exterior of room doors (the side that faces hall corridors) have items/messages that could be construed as bigoted, demeaning, degrading, or victimizing in a discriminatory manner.

Other questions about what is permitted should be referred to your Resident Assistant or Area Coordinator

## A.23. Roommate Conflict & Contracts

Residence Life recognizes that conflicts arise within any group living situation and encourages residents to try and work out these differences for themselves. Students experiencing conflict must work with their Resident Assistant (RA) to seek successful resolution. Violating items agreed upon by roommates/suitemates will result in a violation of the housing agreement and additional action may be required.

## A.24. Room Change Requests

Residence Life has found that many roommate differences can be resolved through mediation, eliminating the need for a room change. Should mediation not resolve the roommate issues and if the resident's account is current, space is available, and eligibility requirements are met, students may request a room change. Room changes will not

be considered during the first two weeks OR the last two weeks of each academic semester in order to create hall rosters and complete administrative procedures; however, Residence Life will attempt to accommodate requests during other times. Students wanting to request a room change should set up a meeting with their Area Coordinator.

## A.25. Room Entry

Residence Life respects students' right to privacy. However, there are times during which Residence Life staff may enter a student's room or suite without notification. These include:

- A.25.i. When an immediate threat exists to the health, safety or property of students or occupants of the room
- A.25.ii. To secure space during breaks and conduct routine safety inspections
- A.25.iii. To make necessary or desirable repairs and perform routine or other maintenance
- A.25.iv. For other purposes as deemed necessary or desirable by the University. Residence Life staff will knock and announce their presence prior to entering a student's room. However, it is within the rights of Housing Staff to enter as deemed necessary.

## A.26. Solicitation & Commercial Enterprises

Entry into Residence Life facilities for any solicitation and/or commercial enterprises will be considered trespassing and will result in removal of involved parties by Public Safety Officers. At a minimum, parties will be removed and maybe be excluded from campus and/or arrested. Any solicitors should be reported to a Residence Life staff member or Public Safety immediately. Students or student organizations wishing to raise donations for charity through social/community programs or other means may obtain permission from their Assistant Director of Residence Life.

- A.26.i. Students are not permitted to operate or promote a business (including their own privately-owned enterprise) from their residence hall room, common spaces, or other Residence Life spaces.
- A. 26.ii. Students may not use housing facilities to host parties for the purpose of promoting private businesses or engaging in sales of products.
- A.26.iii. The University does not allow door-to-door solicitation of funds, products, services, or donations for charity in Residence Life facilities. This also includes companies/businesses attempting to give away free items/samples.

## A.27. Windows/Landings/Breezeways

Windows/landings/breezeways are subject to all Residence Life community standards.

- A.27.i. At no time should any article be thrown or dropped out of windows as this could result in serious injury.
- A.27.ii. Students should also not throw things into windows from the ground as this could damage the facility and lead to injury.
- A.27.iii. Residents should not place themselves in open windows, hang out of windows, or enter/exit the building via windows due to safety concerns.
- A.27.iv. Removal of window screens from the windows is prohibited.
- A.27.v. Windows should not be used to post materials.
- A.27.vi. Storing/leaving trash or other flammable materials on the landing/deck/patio is prohibited.

## B.1. Access To Residence halls

Each resident is assigned keys when checking into the room/apartment/suite and is responsible for their return upon termination of residence. Students who do not return their keys upon termination of their housing contract are subject to a fine determined by Residence Life.

Loss of keys will result in charges for replacement of keys and lock.

In the event a student locks themselves out of their residential room they can call the Department of Public Safety or Residence Life for assistance. The student is required to provide proof of residency with a photo id. The student will be charged for the lock out. The first lock out is free. Second lock out is \$5.00. Third and subsequent lockouts are \$10.00.

Duplication or lending of keys or proximity cards is prohibited.

## B.2. Alcohol

Mount Mercy allows students who are 21 years of age to drink alcohol in their Andreas, or Lower Campus Apartments housing assignments, but their alcohol consumption is still governed by Mount Mercy policy as outlined in the Good Book.

According to the Iowa Code, persons who are 21 years of age may use and possess alcohol, but may not give alcoholic beverages or resell them to persons who are under age (21). Providing alcohol to students under the age of 18 is considered contributing to the delinquency of a minor and providing alcohol to students between the ages of 18 – 21 will be considered as providing to students under the legal age, and will be charged as such.

## Alcohol Usage on Campus

B.2.i. Underage Consumption/Possession: Students who are not 21 years of age are not allowed to consume or possess alcohol, including "low-alcohol" beer. Alcohol can be consumed only by students 21 year of age or older, under the conditions listed in the University alcohol policy printed in this policy.

Underage students at Mount Mercy who possess or use alcohol are subject to disciplinary action by the institution and/or local law enforcement. Underage possession and use may result in civil or criminal penalties. Mount Mercy may report violations of these regulations to civil authorities. Parents or legal guardians may be notified concerning violations of underage possession, use, or provision to others of alcohol or any illegal substances, as provided for under the Campus Disclosure Act of 1998.

B.2.ii. Regina & McAuley: Regina and McAuley are dry halls. Regardless of age, no one may possess, consume, or transport alcohol in Regina and McAuley. This restriction includes both sealed and open containers.

B.2.iii. Container Size: Multi-liter containers are not allowed on Mount Mercy property. Examples of multi-liter containers include but are not limited to kegs, pony kegs, and boxed wine.

B.2.iv. Public Consumption/Open Containers: Possession of or consumption from open containers is prohibited in public areas. For the purposes of alcohol policy enforcement, a room/apartment/suite may be considered a public area if the door entering the room/apartment/suite is open. Alcohol beverage containers may not be used for decorative purposes by underage students. Open containers are defined as any alcohol container on which the seal has been broken or which cannot be enclosed, e.g. cups. Once the seal has been broken, a container is considered open even if the cap/cork/etc. has been replaced.

B.2.v. Excessive Consumption: Excessive alcohol consumption and/or the resulting irresponsible behavior are inconsistent with



the goals and mission of Mount Mercy. Any/all individuals present during the following alcohol policy violations may be found guilty of a behavioral violation and subject to disciplinary action by Mount Mercy, regardless of age.

B.2.vi. Behavior that encourages excessive consumption:

All drinking games (whether with alcoholic or non-alcoholic beverages) are prohibited in residential facilities.

B.2.vii. Alcohol Disposal: In the event that alcohol is consumed or possessed in violation of University policies, all alcohol containers will be emptied. The University may limit the number of persons in rooms, suites, or apartments for the purposes of safety and health of campus residents.

B.2.viii. Disruptive behavior: Students that are permitted to possess and consume alcohol on campus must do so in a respectful and responsible manner. Breaking any Student Code of Conduct policy while drinking alcohol will also result in a housing alcohol policy violation. As such, the privilege of possessing and consuming alcohol on campus may be revoked if this happens.

B.2.ix. Alcohol storage and consumption in Andreas, and Lower Campus Apartments is restricted in certain cases.

- If any underage residents or guests are present, alcohol may not be visible or consumed.
- If any underage residents live in a suite/apartment/house, alcohol may not be consumed or stored in the common living areas at any time.
- If only one roommate in a room is of legal age, alcohol cannot be stored or consumed in the bedroom at any time.
- Occupants of a suite/apartment/house who are not of legal age may not enter any bedroom where alcohol is visible or being consumed.
- Alcohol containers are not allowed outside the resident areas, e.g. parking lots, hallways, or patios.
- Storage of alcohol containers cannot be visible from outside of the suite/apartment/house.

## Permissible Alcohol Use

Only students over 21 years of age may possess or consume alcohol. They must be in a private residence hall space, not a lounge, hallway, or lobby.

Responsible alcohol consumption requires that a person's actions are not disruptive, damaging, or threatening to themselves, others, or anyone's property. When alcohol use is permitted, it is always a privilege, never a right.

## Allowable Quantities

Each resident, who is twenty-one or older, is allowed to possess one of the following:

Students are not permitted to possess or use common sources of alcohol or devices intended for the rapid consumption of alcohol including, but not limited to: funnels; kegs; alcohol misting devices. Such items may be considered aggravating circumstances when considering appropriate sanctions.

## Host Liability

When a guest who has consumed alcohol on the host's premises does harm to himself, to a third party, or University or individual property, the host can be held liable. If the host supplies alcohol to a guest, then the host will be held responsible for injuries or damage to the guest or to third parties caused by the guest's alcohol-influenced actions. If the host supplies alcohol to a minor, the host will also be responsible

and liable for supplying alcohol to a minor, which is in violation of Iowa State Law.

## Consumption and/or Possession of Alcohol by a Minor

Under Iowa State law, no one under 21 years of age is permitted to be in possession of any type of alcohol container. There are serious penalties for anyone under the age of twenty-one who purchases or attempts to purchase alcohol by misrepresenting their age or by falsifying identification. Minors may not be present in a room where alcohol is being consumed, even if the minor is not drinking and others in the room are of legal drinking age.

## Drinking, Substance Abuse, and Driving

Driving under the influence of alcohol or other drugs is against the law. Possession of open containers in motor vehicles on campus property is prohibited. Violators are subject to disciplinary action and will be referred to the Iowa State Police. Documented conviction of DUI charges may result in loss of campus vehicle privileges.

## Substance Abuse

All community members are encouraged to become informed about substance abuse and its harmful effects. It is a serious problem that may require professional assistance and treatment. Students in need of assistance can seek information and confidential guidance at the Student Services office. Staff in this office can also make referrals to outside agencies within the community.

If a student is worried about a friend, and this concern affects living habits, they are encouraged to seek help, both personally and for the other person while maintaining confidentiality.

## Andreas, and Lower Campus Apartments:

1. In order to encourage a safe environment and mitigate risk, there may be no more than sixteen (16) people in an Andreas suite or nine (9) people in a Lower Campus apartment.
2. Communities with All Residents Of Age: Alcohol may be possessed/consumed anywhere in the suite. While alcohol is being consumed, the number of alcohol containers (empty or not) may not exceed the number of people consuming alcohol. Empty containers must be properly disposed of prior to opening another container. When the alcohol is in the open and/or being consumed, everyone present must be of legal age. If a minor is present, everyone present at the time will be held to Mount Mercy alcohol policy. Alcohol consumption by residents (or guests) of age will be considered as a contributing factor if other violations are taking place.
3. Communities with Residents of Mixed Ages: If there are both of-age and underage people living in the same suite/apartment/house, roommates who are of legal drinking age may consume, possess, and store alcohol in their private bedroom only. While consuming alcohol, or while alcohol is visible, the bedroom door must remain shut. The number of open alcohol containers present (empty or not) may not exceed one container per individual of legal drinking age in the bedroom where alcohol is being consumed. Empty containers must be properly disposed of prior to opening another container.
4. Guests: Guests who are of legal age may be present when alcohol is being consumed as long as the number of individuals in the suite, apartment, or house does not exceed the maximum limit (see 7.a. above).

## B.3. Cohabitation

Cohabitation is strictly prohibited and defined as the continued presence of someone staying in a room/suite that is not assigned to them, using the room as if it were their own, or staying beyond a reasonable visiting time. Only those students who are leased the room/apartment/suite/house may live there. Mount Mercy strictly prohibits co-habitation. Guests are allowed on a short term basis, limited to 72 hours per month. Roommate rights need to be considered at all times in respect to visitors/guests. Frequency of guests may be reviewed by Residence Life.

## B.4. Door & Building Security Equipment

All residents are expected to aid in maintaining the safety and security of all housing communities.

- B.4.i. Allowing unknown individuals into residential facilities, even if they look familiar is prohibited.
- B.4.ii. All residents are provided an ID card which grants them access to the building to which they are assigned. Residents who lose their ID are responsible for having it replaced at the Information Desk in the University Center.
- B.4.iii. Propping, unlocking, barring, or leaving open an exterior door for any amount of time is prohibited and jeopardizes the safety of the members of the community.
- B.4.iv. Tampering, damaging, inhibiting the use of or improper use of building security equipment which includes: doors, door locking hardware, door exit hardware, electronic door monitoring equipment, proxy readers, swipe readers and cameras is a violation of Residence Life regulations.

## B.5. Fire Alarms

In accordance with federal law, during the course of the academic year, a planned fire alarm will occur twice per semester in each building. Residents will not be notified as to when these will occur. These planned alarms are intended to familiarize all residents with the exits, sounds, lights, and procedures for evacuating a building.

All students and guests are required by law and University policy to leave the facility and meet at the designated gathering location for the building in alarm when an alarm sounds. Students who fail to evacuate a building, or take an unreasonable length of time to exit the building will be subject to University disciplinary action. Regardless of cause, all alarms should be treated as if real. If assistance to evacuate is required, please contact the Assistant Director of Resident Life at the beginning of the year.

### Evacuation

Fire safety plans will be reviewed by Residence Life Staff members and copies of plans will be posted in buildings.

If an alarm sounds, students should consider the following:

1. Put on a coat and hard-soled shoes. Take keys, student id and a towel to prevent smoke inhalation.
2. Close windows.
3. Check the doorknob and door before exiting. If either is hot, do not open the door, but exit through a window instead (only if it can be done safely) or summon help.
4. If the knob is cool, exit cautiously, and close and lock the door.
5. Walk quickly to the closest exit in the area and stay 100 feet away from the building.
6. Never use elevators during a fire or fire alarm.
7. Do not re-enter the building until told it is safe by a hall staff member (even if the alarm has been silenced). Residence Life

staff will assist in the basic evacuation of the facility and will help to coordinate re-entry into the building when appropriate authorities provide clearance. It is essential that residents take responsibility for their own evacuation.

### Safety

Tampering, damaging, or inhibiting the use of fire safety equipment which includes: smoke/heat detectors, alarms, sprinklers, fire doors, pull stations and fire-extinguishers is a violation of state law as well as University regulations. Students may not block access to fire and safety equipment with personal belongings or furniture. Sanctions for violating any policy concerning fire alarms may include removal from Residence Life, suspension from the University, fines, and/or criminal prosecution.

## B.6. Flammable Materials

Furniture, decorations and other items that increase the flammability of a room/apartment/suite may be prohibited at the discretion of the Assistant Director of Residence Life. Below is a list of items that are prohibited:

- Candles/Incense: Open flames, including candles and incense are prohibited in all campus housing areas. Candles which have never been lit may be used for decorative purposes; however, candles on which the wick has been burnt will be confiscated.
- Electronic cigarettes or vaporizers: Use or possession
- Explosives: Fireworks of every kind, including firecrackers and bottle rockets, are prohibited.

## B.7. Guest & Visitation

Residential living spaces are rented to Mount Mercy students only.

The University may limit the number of persons in rooms, suites or apartments for the purposes of safety and health of campus residents.

In all living areas, residents assume responsibility for the behavior of their guests, including ensuring that behavior is consistent with university policies. A guest shall be defined as a person who is not assigned to a room, suite, apartment, or building they are visiting.

The host is responsible for the behavior of all guests and may be held accountable for their behavior. Guests should in no way become a nuisance to the roommate(s) or the community. Residents may not host anyone who is known to be trespassed from Mount Mercy University facilities. Roommate(s) have the right to object to current or future visits and staff will mediate any concerns by the presence of guests. Violations of the guest and visitation policy could include but are not limited to:

- B.7.i. All guests failing to comply with policies and other applicable university rules.
- B.7.ii. Failing to have identification on them at all times and/or refuse to present it if asked by a Mount Mercy University staff member.
- B.7.iii. Residents are required to register all overnight guests. Guest(s) are required to provide photo identification. Students can register their guest(s) by emailing the Residence Life office with the guest(s) full name and the length of their stay. All roommates/suitemates must be copied to the email so that Residence Life can confirm that they have approved of the guest(s).
- B.7.iv. Guests must be escorted at all times by their host. They must be escorted in and out of the building and remain with the resident during their time in the building. A residents ID card is never to be given to a guest for any reason. Guests without an escort will be asked to leave the building. Never agree to escort someone you do not know personally.

B.7.v. Visitation hours: Regina and McAuley visitation hours are from 8:00 AM until 11:00 PM. No visitors of the opposite gender are allowed in Regina or McAuley rooms after 11:00 PM. Overnight guests of the same gender are allowed, but must be registered and carry a pass with them at all times. The Director of Residence Life is authorized to extend these hours upon individual request.

Overnight Guests: Overnight guests are allowed only with the approval of your roommate(s). Guests, as defined above, who stay in anytime between the hours of 11:00 PM and 7:00 AM, are considered "Overnight Guests." No more than two persons may occupy the unit as overnight guests at any time. The total number of days a guest can stay is not to exceed three (3) days over the course of a single month. All guests staying must be registered with Residence Life 24 hours in advance of their arrival, by the host they are visiting.

## B.8. Personal Property Disclaimer

The University assumes no liability for any loss or damage to the personal property of the resident and does not carry insurance on the personal property of the resident. Each resident should determine if their personal property is covered by parents' homeowner's policies; if not, they should purchase whatever personal property insurance he or she desires.

## B.9. Pets

Residents are allowed to have fresh water fish in their rooms.

Tank size shall not exceed 20 gallons. No animals that breathe atmospheric air or live in salt water are permitted. Pets must receive roommate approval before being brought to campus housing. The only exception to this standard is an animal specially used for a medically documented purpose.

B.9.i. Possession of an unauthorized pet (anything besides fish) is prohibited and will result in conduct action up to and including removal from housing.

B.9.ii Roommates (non-pet owners) may also be held responsible for violating this policy. It is critical residents communicate with each other to ensure pets (aside from fish in a 20 gallon tank) are not present in on campus residential facilities.

A fine of \$100.00 will be charged for a first time violation of the pet policy. This fine is subject to being doubled for subsequent violations. Consistent violations may result in removal from student housing.

## B.10. Property Damage and Vandalism

Intentional, negligent, or attempted acts resulting in Mount Mercy University property damage or vandalism are prohibited. Mount Mercy University strives to keep all facilities and university property in excellent condition. Students help by holding accountable those residents and/or guests who choose to damage or remove community property. Students that know of any damage or theft should contact a Residence Life staff member or Public Safety Officer immediately. Damages that are not considered normal wear and tear, such as peeled paint from posters, broken or missing furniture, stained carpet, broken windows, etc., will be billed to students and, when necessary may be referred to Cedar Rapids Police Department for criminal charges. This includes, but is not limited to, the following:

- Damage, vandalism, destruction, abuse, or fraudulent use of Mount Mercy University and private property.
- Damage, vandalism, destruction, abuse, or fraudulent use of Mount Mercy University services including computer and telephone services.

## B.11. Quiet Hours & Noise

Residence Life seeks to provide an environment free from unreasonable levels of noise in which residents can pursue their educational goals, sleep, and study. It is essential that students monitor their own noise levels and consider the larger community when engaging in activities that create loud noise. Courtesy hours are in effect when quiet hours are not. During courtesy hours, residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents' and staff requests for quiet. Even during courtesy hours noise should not be heard more than two (2) doors away. In addition, every resident will take part in a negotiation of additional quiet hours at the beginning of each semester for that floor/living area. Residents not agreeing with their floor may request alternative accommodations, as available, from Residence Life.

### Quiet hours:

- Sunday - Thursday 10pm until 9am
- Friday & Saturday 12am until 9am
- All other hours are courtesy.

### Courtesy Hours:

- Noise should be reduced to minimum and not heard outside the room or above or below resident rooms.
- Amplified music, noise out of a window or speakers directed outside of a room is not allowed unless part of an official Residence Life sponsored event. Contact Residence Life for permission to use amplified music at a level beyond that which is proper for an individual room.
- Residents may play musical instruments during courtesy hours as long as it is not distracting. Practice rooms are located at the terrace level of McAuley hall for extended needs.
- Residents should be cooperative and respectful when any community member asks another member to lower their music, TV, voices, etc.

### 24 Hour Quiet Hours

During finals week, all of the halls/suites/houses will have expanded quiet hours to create an enhanced study atmosphere. Students should maintain an extraordinary level of quiet at all times during this time period and plan on taking any "loud activities" out of the residence halls. Students who do not comply may be required to leave the residence hall.

## B.12. Smoking Policy

Beginning July 1, 2008, Mount Mercy began enforcing the State of Iowa's Clean Air Act signed into legislation April 15, 2008. Smoking is prohibited on all Mount Mercy property including: buildings, parking lots, and vehicles owned or leased by Mount Mercy, regardless of location. This policy applies to all indoor and outdoor air space, including athletic facilities. The law also prohibits smoking in personal vehicles on Mount Mercy property. This makes smoking cigarettes, cigars, e-cigarettes, and vaporizers in any prohibited place a violation. For more information, please visit [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

## B.13. Sports in Residential Spaces

Residents may not engage in any sports in the hallways, stairwells, lounges, rooms or any other interior public areas. This includes bouncing balls, throwing a Frisbee, nerf guns, water guns, water balloons, footballs, etc. In addition, residents may not ride bikes,

wheeled vehicles (unless for medical purposes) or any types of skates or skateboards within housing facilities or on public benches, tables, stair railings and concrete walls.

## B.14. Weapons Policy

In addition to items prohibited under Section 2: General Standards of Conduct of the Student Code of Conduct, any device/object used as a weapon are forbidden in Residence Life. This also includes, but is not limited to: pellet or BB guns, air soft guns, paintball guns, sling shots, arrows, axes, machetes, nun chucks, throwing stars, knives, brass knuckles, blow guns, daggers, cross bows, ornamental weaponry, hunting devices, stun guns, tasers, or any other device that could be used as a weapon. Weapons will be confiscated by a Residence Life staff or a Public Safety Officer and will be addressed through the conduct process.

## Code of Conduct

### Section 1: Overview

#### Purpose

Members of the Mount Mercy University community support the University's mission and embrace the core principles of reflective judgment, strategic communication, the common good, and purposeful living. When members of the University community violate our shared principles, the Code is used to affirm our principles through adjudication. The Student Code of Conduct defines minimum expectations for student behavior at Mount Mercy University and outlines the processes for students to bring a complaint, procedural due process, and appeal procedures.

#### Authority

The Student Code of Conduct is not a code of criminal law; criminal law concepts, processes, and procedures do not apply to it. The University will take appropriate action when student conduct runs contrary to the University mission or a clear and distinct university interest, regardless of whether a criminal offense has occurred. The University reserves the right to take necessary and appropriate action to protect the health, safety and well-being of the University community and its members.

Students and student organizations are subject to the provisions of local, state, and federal law and to all legal and judicial authorities as part of their responsibilities to the larger society. If a visitor or guest of a university student or organization does not comply with university policies and/or with local, state, or federal law, the student or organization may be subject to University sanctions, as well as to the provisions of local, state, or federal law. Those who believe a crime has occurred should inform Public Safety and/or a local law enforcement agency. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

#### Standard of Evidence

The standard of evidence that will be used to determine violations of the Student Code of Conduct is preponderance of the evidence. Preponderance of the evidence means that the evidence given (including complaint, response, witness statements, physical evidence, university documents and interview notes) is enough to suggest that a circumstance is *more likely than not* to have occurred as described.

## Equal treatment

The University has an obligation to apply its rules equally to all students. This does not mean, however, that the University is required to refrain from engaging in the conduct process with some students because there are others who cannot be identified, or who are not similarly charged. Procedural fairness incorporates adequate notice of the charges, the opportunity for a fair hearing, and the right of appeal.

## Nondiscrimination

For purposes of this Policy, the following characteristics are considered protected and, to the extent permitted by applicable law, individuals cannot be discriminated against based on these characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

## Freedom in the Classroom

### A. Campus Expression

Students enjoy freedom of speech and expression on campus and at University-sponsored off-campus events or activities. Civil discourse, characterized by mutual respect for individuals and for opposing viewpoints, is an inherent responsibility of all members of the University community.

Free speech and expression does not include illegal activity or activity that endangers or threatens to endanger the safety of any member of the community, or any of the University's physical facilities, or any activity that disrupts or impedes the functions of the University or threatens such disruption or hindrance.

Offensive expression on matters including but not limited to race, color, ethnicity, religion, gender, disability, or sexual orientation is inappropriate in the Mount Mercy community and will be treated as harassment.

### B. Classroom Expression

Students enjoy freedom of speech and research, of legitimate classroom discussion, and of advocacy of alternative opinions to those expressed in the classroom.

Students will be evaluated on knowledge and academic performance and not on the basis of personal or political beliefs.

### C. Public Speakers

Students may invite and hear speakers of their choice on subjects of their choice, subject to the limitation that the University may withhold approval of an event or a speaker if holding such an event or providing a forum for the speaker is determined to be contrary to the mission of the University.

### D. Campus Publications and Communications

The student press enjoy reasonable editorial freedom. This freedom carries with it the obligation to operate responsibly according to journalistic and broadcast ethics, consistent with the University's mission and any applicable legal regulations. Student editors and managers will not be suspended because of student, faculty, administration, alumni, or community disapproval of reasonable editorial policy or content.

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community,



students are encouraged to develop the capacity for critical judgment and to engage in a sustained search for truth. Freedom for the individual is defined as the right to act or speak, so long as it does not adversely affect the rights of others. Believing in this concept, Mount Mercy University will protect freedom of action and freedom of speech for students, so long as it is not of an inflammatory or demeaning nature, is truthful and accurate and does not interfere with the students' living and study conditions. It shall constitute a disruptive act for any member of the campus community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of University facilities, the rights and privileges of other members of the Mount Mercy community, or student conduct proceedings.

## Good Standing

The awarding of a degree from Mount Mercy University is conditioned upon a student's good standing with the University and satisfaction of all university graduation requirements. "Good standing" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct and complied with all sanctions imposed as a result of any misconduct. Mount Mercy University may deny the awarding of a degree if the student is dismissed from the university based on misconduct.

## Communication with the University

University email is Mount Mercy's primary means of communication with students. Students are responsible for receiving and reading all communication delivered to their University email address.

## Responsibility for Guests

Students and student organizations are responsible for the conduct of guests and must use their best efforts to ensure that guests comply with the Student Code of Conduct and other University policies. This includes but is not limited to guests attending university-sponsored events on or off university property, visitors to residence halls, or attendees of activities sponsored by recognized student organizations.

## Section 2: General Standards of Conduct

Any student who commits any of the following acts of misconduct shall be subject to disciplinary action by Mount Mercy. A student's presence at an incident where a violation is occurring and the student's behavior shows he/she did not choose to remove him/herself from the situation, and may be considered to be a **passive participant** to that violation even if he/she did not directly participate in the violation.

### 2.a. Disorderly Conduct

Conduct that disrupts the orderly process of Mount Mercy or is immoral, lewd, or indecent according to commonly accepted standards. A violation may include, but is not limited to, any conduct that an individual knowingly engages in an unreasonable manner such as to alarm or disturb another and/or to provoke a breach of the peace. Behavior that disrupts or obstructs any University activity, including but not limited to teaching, research, administration, residential living, proceedings, recreational activities, guest speaker presentations, and cultural events. Additionally, it includes any behavior that causes a substantial disruption to the living or learning environment of the campus or residence halls/apartments.

2.a.i. Disorderly Conduct I may include, but is not limited to:

1. Intentional or reckless obstruction that unreasonably interferes with freedom of movement for either pedestrians or vehicles on university premises
2. Disruptions that can be reasonably traced to a specific individual or location
3. Throwing objects or playing sports within residential facilities. (Individuals and/or residential communities may be held financially responsible for repairing damages, painting costs, and general maintenance related to hall sports.)
4. Disruptive noises that can be reasonably traced to a specific individual or location
5. Strong odors that can be reasonably traced to a specific individual or location

2.a.ii. Disorderly Conduct II may include, but is not limited to:

1. Conduct that a reasonable person would find offensive such as lewd, indecent, obscene, or profane actions
2. Disturbing, disrupting, or obstructing the peace, or assisting or encouraging another person to do so
3. Actions that incite and counsel others to deny to other students and members of the Mount Mercy community their right to attend and/or implement authorized programs and functions of the institution
4. Abuse of self or others through physical/emotional abuse, threats, intimidation, violence, and/or other conduct which threatens or endangers the health or safety of any person, including one's self
5. Acts, or threats, of physical assault or abuse
6. Forcible detention
7. Threatening behavior (that may or may not include discriminatory acts which intentionally denigrate any category of residents are prohibited.)
8. Alcohol poisoning or drug overdose
9. Public intoxication, or being visibly under the influence of alcohol or drugs, including any prescription drugs not prescribed to the student
10. A repeated violation of lesser regulations.

### 2.b. Unauthorized Activity

A violation may include, but is not limited to, any unauthorized entry - either physical or electronic, either actual or attempted- into any University facility, building, or computer system. Additionally, actual or attempted unauthorized use of electronic or other devices to make an audio or video record of any person without prior knowledge or consent, when such a recording is likely to cause injury or distress to the subject of the audio or video record. Doing so is a violation of the individuals rights and may be subject to legal as well as civil action. This policy prohibits, but is not limited to, the following:

2.b.i. Unauthorized entry into or occupation of any Mount Mercy room, building or area of the campus, including such entry or occupation at any unauthorized time, or an unauthorized or improper use of any Mount Mercy property, equipment or facilities.

2.b.ii. Actions that obstruct or deny access to services or facilities of Mount Mercy or intentionally incite and counsel others to deny individuals their right of ingress or egress throughout the campus.

2.b.iii. Improper or unauthorized entry or exit of a University building, facility, or campus residence (e.g. entering or exiting a University building through a window) Leaving or entering a residence hall or Mount Mercy housing or assisting others to do so in any manner except the proper manner.

2.b.iv. All Mount Mercy University students, faculty, and staff are issued an identification card. This card can be programmed to grant access to approved buildings. This card is linked to individuals directly. Misuse, abuse, or lending this card to others is prohibited and can result in access being revoked.

2.b.v. All Mount Mercy employees and students, who have meal plans, must swipe their university issued identification card in order to gain access to the McAuley Dining Center. A commuter student must either use their Declining Balance, commuter meal plan, or cash or credit card to enter the cafeteria. Failure to swipe or bypass of the barriers and turnstile will result in a dining violation ticket of \$50 per offense with a maximum of 3 offenses before they will be referred to student conduct. Sanctions for violating any policy concerning dining may include exclusion from the McAuley Dining Center and other dining services, suspension from the University, additional fines, and/or criminal prosecution.

## 2.c. Demonstrations

Demonstrations on the campus or within the interior of any Mount Mercy building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons, and to prevent damage to property.

All demonstrations must be approved in advance by the Dean of Students.

## 2.d. Theft

Theft, misappropriation, or misuse of Mount Mercy property, or private property on campus, including illegal entrance to the McAuley Dining Center, theft of food, and/or possession of stolen property. A theft violation may include, but is not limited to, taking or attempting to take another's property—personal, public or institutional—without his/her express permission. This includes, but is not limited to, physical, electronic, and intellectual property. Sanctions for violating any policy may include, suspension from the University, fines, and/or criminal prosecution.

## 2.e. Harassment and bullying

Physical or emotional abuse through actions, intimidation, or threats of another person during daily university life or at any Mount Mercy-sponsored or supervised function or event.

2.e.i. Harassment is any behavior intended to create - or could reasonably be expected to result in - a hostile, intimidating, or offensive environment that would undermine an individual's ability to work, learn, or fully participate in University life. Harassing conduct may be verbal, written, electronic, or physical in nature. Mount Mercy University considers three parameters when investigating a harassment complaint:

1. Severity of the alleged behavior or action(s)
2. Persistence of the alleged behavior or action(s)
3. Pervasiveness of the alleged behavior or actions(s)

Violations of this conduct code could include, but are not limited to:

- Unwelcome or inappropriate contact
- Unwelcome or inappropriate communication, whether in person, via email, via whiteboard on a bedroom door, or other means of interaction
- Unwelcome or inappropriate sexual advances
- Create a hostile curricular or co-curricular environment for a student.

2.e.ii. Harassment becomes **bullying** when the intent of the action is to cause, or is perceived as causing, distress or intimidation to one or more students. Bullying interferes with another student or students' ability to be fully immersed and engaged as contributing members of

the campus community. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person knows has the potential to:

- Harm a student.
- Damage a student's property.
- Place a student in reasonable fear of harm to his or her person or property.
- Create a hostile curricular or co-curricular environment for a student.

## 2.f. Act of Dishonesty

Misrepresentation of any material fact to any member of the faculty or staff of Mount Mercy or to any office, department, or committee thereof, or willful misrepresentation to anyone within or without the Mount Mercy community of his or her status or academic performance with the institution or of the support, sponsorship or approval of Mount Mercy of the services or activities of any person, group or organization. Violations can include, but are not limited to:

2.f.i. Failure to comply with directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to accurately identify oneself to these persons when requested to do so.

2.f.ii. Failure of any student or student organization to appropriately address a known or obvious violation of the Student Code of Conduct or state or federal law that poses a risk to the health and safety of any person.

2.f.iii. Providing false information, altering or misusing Mount Mercy documents and records, instruments, or property (eg. Identification cards/keys); possession of government-issued identifications that have been altered or that belong to another person

2.f.iv. Misrepresentation of any material fact to any member of the faculty or staff of Mount Mercy or to any office, department, or committee thereof, or willful misrepresentation to anyone within or without the Mount Mercy community of his or her status or academic performance with the institution or of the support, sponsorship or approval of Mount Mercy of the services or activities of any person, group or organization.

2.f.v. Fleeing the scene of an incident while an investigation or inquiry is in progress

2.f.vi. Refusing to Comply with MMU Conduct Process. A violation may include, but is not limited to:

- Failure to obey any notice from a university Conduct Board or university official to appear for a required meeting.
- Willful falsification, distortion, or misrepresentation of information during the student conduct process.
- Disruption or interference with a university conduct proceeding.
- Filing fraudulent charges or initiating a university conduct code proceeding in bad faith.
- Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of the university conduct system prior to, and/or during the course of, any university student conduct proceeding.
- Harassment (verbal, physical, through use of technology) and/or intimidation of a member of a university Conduct Board or student conduct administrator prior to, during, and/or after any university conduct proceeding.
- Verbal, physical, or technological harassment, intimidation, and/or retaliation against a person for their exercise of rights

under the Student Code of Conduct or participation in the student conduct process as a complainant, respondent, or witness.

- Failure to comply with any sanction(s) imposed pursuant to a student conduct proceeding.
- Influencing or attempting to influence another person to commit an abuse of the university conduct process.

## 2.g. Alcohol & Controlled Substances

### Alcohol

Mount Mercy is committed to maintaining a safe and healthy environment for members of the University community by promoting a drug-free environment. Mount Mercy does not encourage consumption of alcoholic beverages, nor does Mount Mercy promote the use or abuse of them. In keeping with the federal Drug Free Schools and Communities Act of 1989, and with other federal legislation, Mount Mercy has established policies and programs which address the use and abuse of alcohol. Such policies are a requirement for the receipt of federal financial assistance, including financial aid to students. Mount Mercy students are considered to be responsible individuals who are expected to behave in accordance with state and local law and the Mount Mercy alcohol policy. Mount Mercy respects students' privacy and autonomy, assumes they will behave legally and responsibly, and will not use unjustified means to verify compliance. When violations of law or policy come to the attention of school officials or agents, however, justified sanctions will be imposed and repeat or more serious violations will be dealt with more severely.

Under state law, the legal age for possession or drinking of alcohol is 21. State law prohibits public intoxication; consuming alcohol in public places not covered by a liquor control license; driving or being a passenger in a motor vehicle with an unsealed receptacle containing an alcoholic beverage in the passenger area of the vehicle; giving or selling an alcoholic beverage to anyone intoxicated; and possession of an alcoholic beverage under legal age. Violation of federal, state, and local laws as well as University policies concerning the use of alcoholic beverages or drugs will be covered under this policy.

Mount Mercy allows students who are 21 years of age or older to drink alcohol in their Andreas, or Lower Campus Apartment housing assignments, but their alcohol consumption is still governed by Mount Mercy policy as outlined in the Good Book.

2.g.i. Underage Consumption/Possession: Students who are not 21 years of age are not allowed to consume or possess alcohol, including "low-alcohol" beer. Alcohol can be consumed only by students 21 year of age or older, under the conditions listed in the University alcohol policy printed in this policy. Underage students at Mount Mercy who possess or use alcohol are subject to disciplinary action by the institution and/or local law enforcement. Underage possession and use may result in civil or criminal penalties. Mount Mercy may report violations of these regulations to civil authorities. Parents or legal guardians may be notified concerning violations of underage possession, use, or provision to others of alcohol or any illegal substances, as provided for under the Campus Disclosure Act of 1998.

2.g.ii. Regina & McAuley: Regina and McAuley are dry halls. Regardless of age, no one may possess, consume, or transport alcohol in Regina and McAuley. This restriction includes both sealed and open containers. Students age 21 and over with a documented medical need for a single room who are assigned to Regina or McAuley may request, in writing, permission to possess, consume, and transport alcohol into their room. Permission is not guaranteed.

If permission is granted, the same standards as other rooms that are permitted to have alcohol will apply.

2.g.iii. Container Size: Multi-liter containers are not allowed on Mount Mercy property. Examples of multi-liter containers include but are not limited to kegs, pony kegs, and boxed wine.

2.g.iv. Public Consumption/Open Containers: Possession of or consumption from open containers is prohibited in public areas. For the purposes of alcohol policy enforcement, a room/ apartment/ suite may be considered a public area if the door entering the room/ apartment/ suite is open. Alcohol beverage containers may not be used for decorative purposes by underage students. Open containers are defined as any alcohol container on which the seal has been broken or which cannot be enclosed, e.g. cups. Once the seal has been broken, a container is considered open even if the cap/cork/etc. has been replaced.

2.g.v. Excessive Consumption: Excessive alcohol consumption and/or the resulting irresponsible behavior are inconsistent with the goals and mission of Mount Mercy. Any/all individuals present during the following alcohol policy violations may be found guilty of a behavioral violation and subject to disciplinary action by Mount Mercy, regardless of age.

2.g.vi. Behavior that encourages excessive consumption: All drinking games (whether with alcoholic or non-alcoholic beverages) are prohibited in residential facilities.

2.g.vii. Alcohol Disposal: In the event that alcohol is consumed or possessed in violation of University policies, all alcohol containers will be emptied. The University may limit the number of persons in rooms, suites, or apartments for the purposes of safety and health of campus residents.

2.g.viii. Disruptive behavior: Students that are permitted to possess and consume alcohol on campus must do so in a respectful and responsible manner. Breaking any Student Code of Conduct policy while drinking alcohol will also result in a housing alcohol policy violation. As such, the privilege of possessing and consuming alcohol on campus may be revoked if this happens.

2.g.ix. Alcohol storage and consumption in Andreas, and Lower Campus Apartments is restricted in certain cases.

- If any underage residents or guests are present, alcohol may not be visible or consumed.
- If any underage residents live in a suite/apartment/house, alcohol may not be consumed or stored in the common living areas at any time.
- If any room owner is not of legal age, alcohol cannot be stored or consumed in the bedroom at any time, regardless of whether or not the underage roommate is present.
- Occupants of a suite/apartment/house who are not of legal age may not enter any bedroom where alcohol is visible or being consumed.
- Alcohol containers are not allowed outside the resident areas, e.g. parking lots, hallways, or patios.
- Storage of alcohol containers cannot be visible from outside of the suite/apartment.

### Andreas, and Lower Campus Apartments:

1. In order to encourage a safe environment and mitigate risk, there may be no more than sixteen (16) people in an Andreas suite or nine (9) people in a Lower Campus apartment.
2. Communities with All Residents Of Age: Alcohol may be possessed/consumed anywhere in the suite. While alcohol is being consumed, the number of alcohol containers (empty or not) may not exceed the number of people consuming alcohol.

Empty containers must be properly disposed of prior to opening another container. When the alcohol is in the open and/or being consumed, everyone present must be of legal age. If a minor is present, everyone present at the time will be held to Mount Mercy alcohol policy. Alcohol consumption by residents (or guests) of age will be considered as a contributing factor if other violations are taking place.

3. Communities with Residents of Mixed Ages: If there are both of-age and underage people living in the same suite/apartment/house, roommate pairs who are both of legal drinking age may consume, possess, and store alcohol in their private bedroom only. While consuming alcohol, or while alcohol is visible, the bedroom door must remain shut. The number of open alcohol containers present (empty or not) may not exceed one container per individual of legal drinking age in the bedroom where alcohol is being consumed. Empty containers must be properly disposed of prior to opening another container.
4. Guests: Guests who are of legal age may be present when alcohol is being consumed as long as the number of individuals in the suite, apartment, or house does not exceed the maximum limit (see 1. above).

2.g.x. Alcohol Usage at Off-Campus Events Sponsored by Student Clubs or Organizations. Mount Mercy discourages university clubs and organizations from hosting or sponsoring off campus events where alcohol is sold or served. If an organization chooses to host or sponsor an event where alcohol is sold or served, the following rules are to be observed:

1. Alcohol may only be served by a third-party vendor.
2. Alcohol can only be sold and served in a private room or designated area separate from the primary party, dance, or event. Those under the age of 21 are not permitted to enter this area.
3. Alcohol may not be brought out of the designated alcohol sales/consumption area. No Mount Mercy money may be used to purchase alcohol.
4. No club, student, or employee of Mount Mercy may receive any portion of the money made from the sale of alcohol at the event.
5. Alcohol may not be provided or distributed by student organizations or members of student organizations.
6. Nonalcoholic beverages must be available.
7. Alcohol may not be carried into the facility; nor may students come and go from the party frequently.
8. Only single servings may be purchased; no pitchers are permitted.
9. Students may not purchase more than one alcoholic beverage at a time.
10. No Mount Mercy employee or student may certify age; only licensed agent may authorize age appropriate sale or provision.
11. Club officers and advisors will be held responsible for upholding these regulations. Violation of these regulations may result in judicial proceedings for the officers and for the club as a whole.

## Controlled Substances

In compliance with the Drug Free Schools and Communities Act of 1989 and the Drug Free Workplace Act of 1988, all Mount Mercy students are herein notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited. Controlled substances include but are not limited to: cannabis, cocaine, heroine, acid, LSD, methamphetamine.

Violators of this policy may be subject to a variety of sanctions, up to and including expulsion from Mount Mercy. Parents or legal guardians may be notified concerning violations of underage possession, use, or

provision to others of alcohol or any illegal substances, as provided for under the Higher Education Amendments Act of 1998.

The use, possession, or distribution of controlled substances is prohibited. Drugs or drug related paraphernalia may be confiscated and used as evidence. A violation may include, but is not limited to, the unlawful possession, manufacture, distribution, use, or sale of drugs or drug paraphernalia. A violation may occur if the odor of a drug is present when more than one individual can reasonably trace it to a specific individual or location.

2.g.ii. A drug violation may include, but is not limited to the unlawful possession, manufacture, distribution, use, or sale of drugs or drug paraphernalia.

2.g.iii. Odor of a drug is present when more than one individual can reasonably trace it to a specific individual or location.

## Advertisement of Industry Services

Mount Mercy University's Career Services office will not accept or post positions related to the use or distribution of recreational or medical marijuana. This includes tertiary positions not directly related to the sale or distribution of marijuana/cannabis but are designed to support or advance the industries. Employers seeking to recruit for such positions at any on-campus recruiting event or through any campus means will be asked to cease and desist, and withdraw from the campus immediately. As the use of marijuana is illegal at the federal level and Mount Mercy University receives federal funds, we must comply with federal law. In addition, the possession and use of marijuana violates the Drug-Free Schools and Campuses Act, is illegal in the State of Iowa, and is banned on the Mount Mercy University campus.

## 2.h. Physical Assault

Any unwelcome physical contact that is intentional or reckless including, but not limited to, striking, slapping, hitting, punching, shoving, or kicking another person. Such actions are violations of the student Code of Conduct and will be referred to the Dean of Students. Students are also encouraged to file a report with the Cedar Rapids Police Department.

A violation may include, but is not limited to:

- Intentional and/or unwanted physical contact
- Use of violence and/or fighting
- Attempt to harm another person

## 2.i. Group Offenses

A group violation may include, but is not limited to, actions by organizations, societies, clubs, and similarly organized groups that result in violations of University policies. Repeated individual violations of the Student Code of Conduct may constitute a group offense if there is a nexus between the behavior and an activity or location in control of the group (for example, multiple alcohol or drug-related medical transports from or arrests made at a group-controlled property or as a consequence of a group-sponsored event over the course of a semester). Sanctions for groups may result in permanent or temporary suspension, loss of recognition or charter, social probation, or other actions deemed appropriate by the University. An individual involved in a group offense and/or sanction can also be subject to additional individual charges and sanctions.

## 2.j. Academic Dishonesty

Academic dishonesty, including cheating, plagiarism, or academic misconduct. (See Academic Integrity Policy).

## 2.k. Fiscal Misconduct

A violation may include, but is not limited to:



- 2.k.i. Falsification of Mount Mercy University or student organization financial records
- 2.k.ii. Any purchase and/or financial transaction made without appropriate organization membership and institutional approval, including, but not limited to, long-distance calls, copier use, signature of contracts, travel expenses, and rentals
- 2.k.iii. Failure to relinquish student organization financial records to officers/advisors, and/or university/SGA officials
- 2.k.iv. Failure to uphold the financial obligations and agreements entered into on the part of an individual or student organization
- 2.k.v. The writing of non-sufficient funds (NSF) checks to the University, forgery, and/or embezzlement

## 2.I. Demonstrations

Demonstrations on the campus or within the interior of any Mount Mercy building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons, and to prevent damage to property.

## 2.m. Discrimination

Enforcing the diversity of views, cultures, and experiences is critical to the academic mission of higher education. Such diversity enriches the intellectual lives of all, and increases the capacity of Mount Mercy University to serve the educational needs of its community. Mount Mercy University is committed to preventing harassment while protecting individual rights. The Mount Mercy community promotes an environment in which incidents of discriminatory harassment are less likely to occur; an environment that is hospitable to all members of the University community regardless of race, sex, gender, color, national origin, religion, age, sexual orientation, disability or status. A violation occurs when an individual or group of individuals is treated adversely (for example, denied rights, benefits, equitable treatment, or access to facilities or groups open to all others) based on the protected characteristics listed above.

## 2.n. Arson & Fires

Setting of fires in any Mount Mercy building or on the campus without the proper authority, or intentional sounding of a false fire alarm or improper use of fire prevention equipment in any Mount Mercy building or on the campus. The theft, tampering with or improper use of fire detection/fighting equipment is prohibited. Students found responsible for triggering the alarm systems due to mischief or negligence will be billed for the CRFDs services. A violation may include, but is not limited to, any violation of local, state, federal, or campus fire policy, including:

- 2.n.i. Intentionally or recklessly causing a fire which damages property or personal property or which causes injury,
- 2.n.ii. Failure to evacuate a university-controlled building during a fire alarm, unless directed to stay in an area of evacuation assistance by a university official
- 2.n.iii. Improper use of fire safety equipment
- 2.n.iv. Improperly engaging a fire alarm or fire detection/control equipment while on university premises
- 2.n.v. Tampering, damaging, or inhibiting the use of fire safety equipment which includes: smoke/heat detectors, alarms, sprinklers, fire doors, pull stations and fire-extinguishers is a violation of state law as well as University regulations. Students may not block access to fire and safety equipment with personal belongings or furniture. Sanctions for violating any policy concerning fire alarms may include removal from Housing & Residence Life, suspension from the University, fines, and/or criminal prosecution.

## 2.o. Improper Computer Usage

Mount Mercy encourages computer use as a tool to further its teaching, scholarly research, and service goals. Mount Mercy provides faculty, students, and staff with equipment and facilities that provide access to campus and global information resources. Computing resources are to be used in an ethical, courteous and fair manner. Use of Mount Mercy computing facilities is restricted to current faculty, staff, students, and other employees. With permission of lab supervisors, alumni and non-university individuals may be permitted to use Mount Mercy technology resources. This latter access will be granted on a case by case basis, by the Director of IT or IT staff. The purpose of this policy is to extend these expectations to include acceptable uses of information technology resources. Furthermore, the policy extends these expectations to cover circumstances in which the interests and rights of others must be protected and preserved. These guidelines apply to all Mount Mercy faculty, staff, and students using Mount Mercy information technology resources. These policies also extend to alumni and non-university individuals and entities that access information through Mount Mercy technology resources. Information technology resources are those facilities, technologies, and information resources required to accomplish processing, storage, and communication, whether individually controlled or shared, stand alone or networked. Included in this definition are departmental/building technology centers and labs, classroom technology, equipment, personal computers owned by students, staff, and faculty but used on campus, and computing and electronic communication devices and services.

Specialized computer labs within the Mount Mercy community may define conditions of use for facilities under their control. These statements must be consistent with this overall policy, but may provide additional detail, guidelines, and/or restrictions. In addition, any network traffic exiting the institution is subject to the acceptable use policies of Mount Mercy's national and international network connectivity providers.

Technology Operations does not allow or support personal devices such as game servers, routers, hubs/switches, access points, etc. to be plugged in to or access the Mount Mercy University network. Failure to comply with this policy can cause serious effects on the campus network and can cause costly down time to the campus and/or repairs. If a device is found to be on the network without authorization, the port will be disabled indefinitely and the device will be subject to confiscation. Allowable devices are personal computers and printers. Tablets, iPad's and phones may also access the wireless network. If you have any questions about what is allowed and what is not, please contact Technology Operations at extension 4357 or [help@mtmercy.edu](mailto:help@mtmercy.edu).

Student violation of these policies constitutes computer abuse and disciplinary actions will be governed as outlined in appropriate policy manuals of Mount Mercy. Computer abuse by faculty and employees of Mount Mercy will be handled by appropriate administrative channels. The Director of IT's role in the process will be to call attention to the situation, gather and validate pertinent information to the appropriate dean, vice president or supervisor. Violations of courtesy are to be referred to the Director of IT or the supervisor of the individual lab or electronic device.

Persons using electronic mail with Mount Mercy information technology resources are expected to treat the contents of electronic files as private and confidential. Inspection of electronic files and electronic mail, and any action based upon such inspection, will be governed by all applicable United States and Iowa laws. The Mount Mercy community is advised that all files stored on main systems, including

electronic mail, are backed-up regularly and may be subject to review by Mount Mercy and/or subpoena.

Mount Mercy does not monitor and cannot fully control the information available through the Internet. Parents or guardians are responsible for monitoring the materials accessed by minors.

Information technology resources may be used for the following purposes:

- Class assignments
  - Campus community and public service projects
  - Campus publications and announcements
  - Academic research and investigation
  - Computing for personal and professional development
  - Administrative and instructional support
  - Staff and faculty consulting, subject to Mount Mercy policies
- Computer users must not engage in unauthorized or inappropriate conduct on the Mount Mercy network, email, or Internet.

### **Disrupting access of other students, faculty or staff members to Mount Mercy computer resources. Violations include but are not limited to:**

- 2.o.i. Obtaining with or without authorization access to a computer account assigned to another person of an inactive or inactive account
- 2.o.ii. Attempting to read or access another person's electronic mail or protected files belonging to another Mount Mercy student, faculty or staff member or academic department for other than its intended purpose with or without permission from the owner
- 2.o.iii Unauthorized tampering with or modification of network resources including but not limited to cracking or access systems, whether on campus or off, in an unauthorized or inappropriate manner
- 2.o.iv. Falsifying or altering records or documents using Mount Mercy computer equipment to interfere with the lawful rights of others
- 2.o.v. Damaging programs belonging to another that may or may not involve knowingly distributing or actively developing a computer virus, worm, or Trojan Horse.
- 2.o.vi. Using technology or facilities to threaten or harass another person.
- 2.o.vii. Copying or distributing software in a violating copyright laws, license agreements, and intellectual property as outlined in the Copyright Law of the United States of America, revised March 1, 1989, in Title 17 of the United States Code, Section 117.
- 2.o.viii. Using technology or facilities to engage in illegal or criminal activities.
- 2.o.ix. Assisting another person to do any act proscribed under this paragraph.

### **Personal Web Page Guidelines**

Copies of Mount Mercy's Web page policy, "Guidelines for Personal Web Pages," can be found in the Busse Library.

## **2.p. Relationship Abuse and Violence**

A violation may include the use of physical, sexual, verbal, emotional, or technological abuse, or similar behaviors that a reasonable person would conclude is intended to control a partner, or harm, threaten, intimidate, or control another person in a relationship of a romantic or intimate nature, regardless of whether that relationship is continuing or has concluded or has the number of interactions between the individuals involved.

2.p.i. Dating violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with

the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship.
2. The type of relationship
3. The frequency of interaction between the persons involved in the relationship

2.p.ii. Domestic Violence: felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

## **2.q. Sexual Misconduct**

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity.

Consent is permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion.

Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.

Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

A person who knows or reasonably should have known that the other person was incapacitated may not engage in sexual contact or intercourse with that person.

### **Sexual Misconduct Offenses include, but are not limited to:**

2.q.i. Sexual Harassment: unwelcome, sex-or gender-based conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies, or limits a person's ability to participate in or benefit from the University's educational program or activities and is based on power differentials ("quid pro quo"), or creates a hostile environment. Examples of sexual harassment include, but are not limited to:

1. An attempt to coerce an unwilling participant into a sexual relationship
2. A one-time instance or repeated instances that subject a person to unwelcome sexual attention, or unwanted comments, communications or jokes of a sexual nature or about their sexual experiences or orientation

3. Conduct that punishes a person for a refusal to comply with a sexual request
4. Conditioning a benefit on submitting to sexual advances
5. Threatened or actual sexual violence
6. Bullying someone on the basis of sex or gender including for exhibiting what is perceived as a stereotypical characteristic for their sex or for failing to conform to stereotypical notions of masculinity and femininity, including repeated use of degrading words, gestures, or sounds to describe a person.

**2.q.ii. Non-Consensual Sexual Contact (or attempts to commit same):**

Any intentional sexual touching, however slight, with any object (including body parts), by one person upon another person, that is without consent and/or by force. Examples of sexual contact include, but are not limited to:

1. Contact with the breasts, buttock, groin, or genitals, or touching of another with any of these body parts
2. Making another touch another person or themselves with or on the breasts, buttocks, groin, or genitals
3. Bodily contact in a sexual manner, though not involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice.

**2.q.iii. Non-Consensual Sexual Intercourse (or attempts thereof):**

Sexual intercourse is non-consensual when a conduct occurs ranging from forcible intercourse to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of non-consensual sexual intercourse (sexual assault) under this policy include, but are not limited to, the following behaviors, however slight, when consent is not present:

1. Sexual intercourse (anal, oral, or vaginal). Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; or oral copulation (mouth to genital contact or genital to mouth contact)
2. Attempted sexual intercourse (anal, oral, or vaginal)
3. Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts
4. Any other intentional unwanted bodily contact of a sexual nature
5. Use of coercion, manipulation, or force to make someone else engage in sexual touching, including breasts, chest, and buttocks
6. Engaging in sexual activity with a person who is incapacitated and unable to provide consent due to the influence of drugs, alcohol, or other mental or physical condition (e.g., asleep or unconscious).

**2.q.iv. Sexual Exploitation:** Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy
2. Prostituting another student
3. Non-consensual video or audio-taping of sexual activity
4. Duplication, distribution, or publication of a consensually made recording of a sexual activity without the consent of all parties involved in the recorded sexual act

5. Going beyond the boundaries of consent (such as letting someone else watch a consensual act while hiding)
6. Engaging in voyeurism
7. Knowingly transmitting an STI or HIV to another student
8. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals
9. Sexually-based stalking and/or bullying may also be forms of sexual exploitation

**2.q.v. Sexual Intimidation:** threatening another person that you will commit a sex act against them; engaging in indecent exposure; or stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship.

## **2.r. Stalking**

Stalking occurs when a person on at least two separate occasions follows another person or places the person under surveillance, knowingly and without lawful justification; and at any time transmits a threat or places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint.

Examples of prohibited stalking can include, but are not limited to:

1. Non-consensual repeated communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts, ordering goods or services, or any other communications that are undesire
2. Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a recipient of unwelcome conduct
3. Monitoring online activities, surveillance and other types of observation, whether by physical proximity or electronic means, attempts to gather information about the recipient of unwelcome conduct;
4. Vandalism, including attacks on data and equipment;
5. Direct physical and/or verbal threats against a recipient of unwelcome conduct or loved ones of a recipient of unwelcome conduct, including animal abuse;
6. Gathering of information about a recipient of unwelcome conduct from family, friends, coworkers, and/or classmates;
7. Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the recipient of unwelcome conduct;
8. Defamation or slander against the recipient of unwelcome conduct; posting false information about the recipient of unwelcome conduct; posing as the complainant in order to post to web sites, news groups, blogs, or other sites that allow public contributions; and/or encouraging others to harass the recipient of unwelcome conduct;
9. Posing as someone other than oneself to initiate transactions, financial credit, loans, or other contractual agreements;
10. Arranging to meet the recipient of unwelcome conduct under false pretenses.

## **2.s. Trespass**

Failure or refusal to leave University ground, a University facility, or a specific portion of a facility, when requested by a University official.

## **2.t. Hazing**

Any action required of or imposed on current or potential members of a group that intentionally or recklessly endangers the mental or

physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the University. Mount Mercy University is committed to enforcing state law regarding hazing (see Iowa Code 708.10 Hazing):

2.s.i Level 1 violations: Verbal abuse, servitude, shaming, and/or shunning

2.s.ii Level 2 violations: Physical abuse, property damage, mental duress, forced/coerced substance abuse, forced/coerced consumption, coerced participation in public or private activities, and sexual acts.

## **2.u. Firearms and Weapons**

Possession, use, and transportation of any dangerous or potentially dangerous weapons is prohibited on Mount Mercy University properties or events. This policy shall apply to all faculty, staff, students of Mount Mercy University, and to all visitors to the campus or University properties. This policy shall not apply to duly authorized law enforcement officials in the lawful discharge of their duties. Temporary exclusions may be granted by the Director of Public Safety for job related, educational, or demonstration purposes, which shall include an agreement on storage by the Public Safety Director. Examples of firearms and weapons include, but are not limited to:

2.u.i. Ammunition hunting knives, swords, bows and arrows, sling shots, and bayonets shall not be brought on campus or kept in student rooms/apartments/suites.

2.u.ii. Fire arms (shotgun, rifles, hand guns)

2.u.iii. Explosives, fireworks, fire crackers, and explosive devices

2.u.iv. Pellet guns, BB guns, air guns, taser or stun gun, or any other object a reasonable person may believe to be a gun

2.u.v. Knives (switchblade knife, butterfly knife, sword, or otherwise bladed object)

2.u.vi. Any object intended for use as a weapon

Violation of any other regulation or any other rule or policy that may be promulgated by the President of Mount Mercy or an authorized representative, by any department, residence, office or other facility within the scope of its authority, provided such rules, regulations or policies were published, posted or otherwise adequately publicized or the student had actual knowledge of such rule, regulation or policy. All provisions contained in Mount Mercy residence hall or apartment contracts that pertain to personal conduct shall be deemed rules subject to this regulation with respect to all residence hall students.

## **2.v. Bribery and/or Extortion**

A violation may include, but is not limited to, bribery, attempted bribery, acceptance of a bribe, and/or failure to report a bribe.

2.v.i Bribery includes, but is not limited to, offering money and/or some other form of payment including gifts to a member of the University community in order to influence any academic or administrative process or to influence any athletic or university event.

2.v.ii Extortion includes, but is not limited to, getting or attempting to get money and/or anything of value by violence, threats, and/or misuse of authority.

## **2.w. Health and/or Safety Hazards**

A violation includes creation of a health and safety hazard for any member of the university community or guest and campus visitors. Examples of health and safety hazards include, but are not limited to:

2.w.i. Participating in dangerous pranks;

2.w.ii. Hanging out of or climbing on windows, balconies, or roofs; or

2.w.iii. Any other conduct that creates an unreasonable risk of harm to a person or property.

## **2.x. Unmanned Aircraft System**

The use of any property owned, leased, licensed or otherwise controlled by the University, including, but not limited to, any "air rights" recognized by federal or state law, to operate any Unmanned Aircraft Systems ("UAS"), commonly referred to as "unmanned aerial vehicles" or drones, as well as any small unmanned aircraft or model aircraft ("model aircraft"), poses inherent health, security, and privacy risks to the University community. Accordingly, use of University property or air rights for the purpose of operating any UAS or model aircraft is prohibited at all times. This prohibition includes the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the vehicle.

The use and operation of UAS is strictly regulated by the Federal Aviation Administration and is also governed by state law. Any person who observes the use of any UAS or model aircraft on University property should immediately notify the Department of Public Safety at 319-363-1323 ext.1234.

Any person or entity using or operating any UAS or model aircraft in violation of this policy shall be subject to all criminal and civil penalties and liability to the maximum extent possible under federal and state law.

## **2.y. Vandalism/Destruction/Damage or Misuse of Property**

A violation may include intentional, negligent, or attempted acts resulting in destruction, damage, abuse, fraudulent or misuse of University or private property including computer, fleet vehicles, and telephone services.

## **2.z. Violation of any other regulation or any other rule or policy**

Violation of any other regulation or any other rule or policy that may be promulgated by the President of Mount Mercy or an authorized representative, by any department, residence, office or other facility within the scope of its authority, provided such rules, regulations or policies were published, posted or otherwise adequately publicized or the student had actual knowledge of such rule, regulation or policy.

All provisions contained in Mount Mercy residence hall or apartment contracts that pertain to personal conduct shall be deemed rules subject to this regulation with respect to all residence hall students.

Violations include but are not limited to: alcohol, pets, smoking, solicitation/commercial enterprises, demonstrations, assistance/service animals, guest/visitation,

## **2.aa. Violations of Residence Life Regulations**

As compiled in the Residence Hall Contract, Good Book, and Movin' On documents. A student present but not actively involved in an incident arising out of a residence hall may be subject to disciplinary action.

## **2.bb. Acts Against the Administration of This Code**

Violations of rules and regulations, or conduct, not covered above but considered detrimental to the educational process, missions or goals of Mount Mercy or threatening the health, well-being, or safety of any member of the Mount Mercy community.



## Section 3: Definitions

### Conduct Body

The term "Conduct Body" means any person or persons authorized by the Dean of Students or her/his designee to determine whether a student has violated the Student Code of Conduct and to determine appropriate sanctions for the violation. This can be a single individual, such as a Hearing Officer (individual faculty or staff member), a group of people, such as a Conduct Board or Appellate Board, and/or, in instances of academic dishonesty, a faculty member.

### Consent

Consent: Consent is affirmative, clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Affirmative consent means that a verbal, conscious, and voluntary agreement to engage in sexual activity.
- Affirmative consent must be ongoing throughout any activity and can be revoked at any time.
- Each person involved is responsible for ensuring they have affirmative consent of any other person engaging in the sexual activity.
- Sober (someone too drunk to drive or walk home on her/his own is too drunk to give consent)
- Of age (the Student Code of Conduct requires each party to be at least 18 years old)
- Awake and conscious. Lack of protest or resistance does not mean consent. Silence does not mean consent.
- Uncoerced and unthreatened (each party must feel free and safe to say yes or no)

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [insert reference here].

**Sexual Abuse:** The Iowa Code defines sexual abuse as follows: Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

- The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person, or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
- Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- Such other person is a child.

**Discriminatory Harassment:** In addition to sexual harassment defined above, the University prohibits harassment based on any other characteristic protected by law, including, race, color, national origin, creed, religion, age, disability, sex, gender identity and sexual orientation. Like sexual harassment, harassment based on one of these protected characteristics undermines the mission of the University through its detrimental impact on individual students, faculty and on the University community as a whole.

- Prohibited harassment is conduct based on one or more of the above characteristics that has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning. Examples of the types of behavior that may lead to other discriminatory harassment include unwelcome conduct aimed at another because of a protected characteristic that would denigrate, distress, or humiliate a reasonable person, such as:
  - name-calling
  - jokes or negative comments about protected characteristics
  - physical intimidation
  - vandalism or pranks
  - displays of reading materials or pictures containing negative material about protected characteristics, including electronic materials.

Any student, faculty or staff member who believes he or she has been subjected to other discriminatory harassment may follow the Sexual Harassment complaint procedures set forth above.

**\*\*This definition is not intended to restrict usual standards of academic freedom.**

- **Intimate Partner Violence Policy:** The Campus SaVE Act requires institutions of postsecondary education eligible to participate in federal student aid programs to adopt, and disclose in their annual security report a summary of, a policy regarding sexual assault (an existing requirement of the Clery Act) and other intimate partner violence. The term “intimate partner violence” is defined to mean “any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual”. It includes stalking, dating violence, sexual violence, or domestic violence.

## False Reports

Any individual making deceitful allegations of will be subject to appropriate sanctions.

### Faculty member

The term “faculty member” means any person who regularly conducts classroom activities for the University.

### Hostile Environment

A “hostile environment” is created if conduct is sufficiently serious that it interferes with or limits a person’s ability to participate or benefit from Mount Mercy University’s programs and services. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sex or gender-based harassment or discrimination may create a hostile environment if the incident is sufficiently severe.

### Member of the University Community

The term “member of the University community” includes any person who is:

1. A student;
2. A faculty or staff member;
3. A University official;
4. Identified to conduct business for the University; or
5. Guests, to include but not limited to, volunteers, event attendees, participants in university sponsored co-curricular or auxiliary programs.

A person’s status in a particular situation will be determined by the Dean of Students or her/his designee.

### Protected Characteristics

The term “protected characteristics” means personal characteristics or factors that cannot be targeted for discrimination or harassment. For purposes of the Student Code of Conduct the following characteristics are considered protected and individuals cannot be discriminated against or harassed based on these characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, physical or mental disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

### Quorum

The term “quorum” means one more than fifty percent of the voting membership of a conduct body. A conduct body consisting of a single individual always consists of a quorum. A conduct panel is comprised of 5 members, with a minimum to meet quorum being 3 (to always include at least one student and one faculty member).

## Retaliation

Retaliation of any kind against anyone who in good faith files a complaint of misconduct or participates in the investigation process is prohibited and may be sanctioned. An individual who engages in retaliation against a person who files, or participates in an investigation into, a complaint will be subject to appropriate sanctions. Anyone who believes they have been subjected to retaliation should immediately report the situation to the Dean of Students.

### Student

The term “student” includes all persons taking courses at the University, either full-time or part-time, degree seeking or non-degree seeking, as well as persons who have been admitted but are not yet taking classes. Persons who withdraw after allegedly violating the standards of conduct, who are not enrolled for a particular term but who have continuing relationships with the University (including suspended students), or who have been notified of their acceptance for admission are also considered students.

### Student Conduct Administrator

The term “Student Conduct Administrator” means the University official authorized by the Dean of Students:

1. Advise Respondents and Complainants on student conduct processes and procedures;
2. Serve as a hearing officer as designated by the Dean of Students;
3. Serve as the advisor to the student conduct process;
4. Maintain official conduct records;
5. Monitor sanction compliance; and
6. Coordinate the training and development of student conduct bodies

### Student Organization

The term “student organization” means any group of individuals who have complied with the formal requirements for University recognition. These groups may include, but are not limited to, athletic teams or organizations.

### University

The term “University” means Mount Mercy University.

### University Official

The term “University official” includes:

1. Any person employed by the University performing assigned administrative or professional responsibilities including but not limited to entities such as Parking and Transportation and Resident Assistants acting as University employees;
2. Any student who is an assigned or appointed formal member of a University Conduct Body.

### University premises

The term “University premises” includes all land, buildings, facilities, and other property in the possession of (or owned, used, leased, or controlled) by the University including, but not limited to, items such as adjacent streets and sidewalks, vehicles, and computers, web sites and university owned and/or operated computer networks, including wireless internet access.

Additional Applicable Definitions

**New Reporting Categories for Clery:** Under VAWA’s SaVE Act institutions are required to add three categories that must be reported under the Clery Act, if incidents are reported to campus security authorities or local police agencies. That’s according to the American Council on Education’s (ACE) “New Requirements Imposed by the

Violence Against Women Re-authorization Act” summary (4/1/13). The three categories, as defined in the National Association of College and University Attorney’s (NACUA) “A Brief Analysis of The Violence Against Women Act (VAWA) and Changes to the Clery Act & Title IX Compliance” document (March 2013), are:

1. **Dating Violence**—violence committed by a person
  - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship.
    - ii. The type of relationship
    - iii. The frequency of interaction between the persons involved in the relationship
2. **Stalking** –  
 Stalking is conduct directed at a specific person that would cause a reasonable person to feel fear and that significantly disrupts the person’s work, educational performance, on-campus living, or participation in a university activity on or off campus.  
 A pattern of conduct perceived as threatening or harassing may violate university policy under a reasonable-person standard even if the person who commits the conduct did not intend to make the party feel threatened or harassed. A behavior pattern that the target of the conduct finds distressful may be considered a violation even if the target did not specifically direct the person who commits the conduct to refrain from contacting him or her.
3. **Domestic Violence**—felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

## Section 4: Jurisdiction Over Student Conduct

The Code and the processes for its administration and enforcement exist for the protection and advancement of the University community’s particular institutional interests. The Code applies to individual students and student groups/organizations and is used to enforce University policies and regulations. Regardless of how it is handled by the court system, a violation of law may also be treated as a violation of University regulations.

Conduct proceedings on campus are designed to deal developmentally with student behavior in the University community that is prohibited or is deemed unacceptable to the University community. When the behavior is aggravated or presents a continuing danger to the University community, accused students are subject to separation from the University.

Conduct action is not a substitute for judicial mechanisms of the larger community. Criminal prosecution in the court system is designed to be punitive and to provide social consequences for convicted offenders. Student offenders may be charged under either or both systems. University sanctioning power, therefore, applies only to instances of student misconduct that are basic to its appropriate interests, as follows:

1. The opportunity of all members of the University community to attain educational objectives

2. The protection of the health, safety, welfare, and property of all persons in the University community
3. The protection of the University’s integrity and its property.

The University’s jurisdiction extends to all admitted or enrolled students while they are present on premises owned by the University, on city streets running through or adjacent to the campus, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal recognition by the University or at a host institution or other site for an academic or extracurricular University-related experience. In addition, the Code may also be invoked against students whose off-campus behavior:

- Potentially harms the institutional educational interests of the University. This standard is fulfilled when the behavior creates or has the potential to create general and negative public opinion of the University or its students or employees
- Threatens the well-being of its students or employees. This standard is fulfilled when the behavior has already threatened a member or members of the general public and there is reason to believe that such behavior might threaten or endanger students or employees if not addressed in the institutional community.

On occasion, instances of student misconduct may constitute offenses against the larger community. Students are responsible for knowing and observing all federal and state laws, and local ordinances. The fact that a student is or has been prosecuted in criminal court for a violation of law or the dismissal of criminal court charges does not preclude University jurisdiction over the misconduct. Civil or criminal authorities are not precluded from taking action against students for on-campus violations of public laws and ordinances.

## Code of Conduct Continued

### A. Complaint Procedure

**Complaints, with the exception of those alleging discrimination on the basis of sex, may be brought to the Office of the Dean of Students by an individual acting as a Complainant or by a party acting on behalf of the University. Mount Mercy University may act as a Complainant and/or Co-Complainant against a student(s) when there is no other Complainant able to participate and/or willing to participate but the infraction is sufficient for further disciplinary review.**

Any person may bring a complaint against a student under these procedures, based on an alleged violation of any Mount Mercy University rule or regulation or based on behavior not specifically covered by rules or regulations, but which is considered detrimental to the Mount Mercy community. All complaints shall be made to the Dean of Students (DOS). As the Student Code of Conduct applies to students on and off campus, actions resulting in potential violations may be brought forward by police or through arrest records available to the Office of the Dean of Students.

Complaints will be investigated, hearings may be conducted, disciplinary action may be recommended, and appeals heard as provided for by the Code of Student Conduct.

1. Complaints should be filed as soon as possible after the event takes place. The longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

2. Individuals may file a complaint in writing or verbally by meeting with the Student Conduct Administrator or his/her designee. Complaints will be considered the main basis of a case and should be made as clearly and carefully as possible. Upon receiving a complaint, the Student Conduct Administrator or designee will review the report and conduct an investigation to determine whether it appears to meet the criteria for a possible violation of the Student Code of Conduct. The investigation may include meeting with the Respondent if at all possible.

3. The Student Conduct Administrator or designee may find that the report does not have merit or that it is possible to find a

resolution by mutual consent of the parties involved including the Office of the Dean of Students. Such disposition will be final and there will be no subsequent proceedings.

4. If the charges cannot be disposed of by mutual consent, or if the Student Conduct Administrator determines that the alleged violation may result in harm to the Complainant, Respondent or the University community, the Complainant and the Respondent will be given the opportunity to express a preference for a conduct hearing before a hearing officer or a Conduct Board. The Student Conduct Administrator will consider their requests when referring the case to a conduct body. The Student Conduct Administrator is the final arbiter in determining which hearing process will be used to resolve charges.

The Code may be reviewed and amended by the Dean of Students and approved by the President.

### B. Sex Based Discrimination

Complaints involving discrimination on the basis of sex, including sexual misconduct, relationship abuse and violence, stalking, harassment on the basis of gender identity and expression or sexual orientation, and pregnancy discrimination should be reported to the Title IX Coordinator at 319.363.1323 ext. 2568. More information about our Title IX procedures can be found in the Title IX section of the Good Book and on the Title IX webpage (<https://www.mtmercy.edu/campus-life/health-wellness/title-ix/>).

## Section 5: Sanctions

The following sanctions comprise a range of official action that may be imposed for Good Book and Student Code of Conduct policy violations by individuals or groups. One or more sanctions may be imposed at the discretion of the hearing officer or conduct board in an effort to promote behavioral change. Sanctions attempt to teach alternative behaviors; increase personal and social skills; increase a student's awareness of obligations to others; demonstrate implications of actions; and explain rationale behind regulations. This list does not limit the actions available to a hearing officer or conduct board and is not inclusive of all possible actions that could be taken as a result of a violation of University policy. Students found responsible for violations will receive a minimum of disciplinary warning with expulsion being the maximum sanction.

During the adjudication process, a student's previous behavior will not be considered in the determination of his/her responsibility. However, if a student is found responsible, his/her previous behavior will be reviewed as part of the sanctioning process.

There are two levels of sanctions for the Student Code of Conduct.

#### Level One

Level One sanctions are not subject to appeal. Under special circumstances, the Dean of Students & Director of Residence Life may consider an appeal at this level.

#### Level Two

Level Two sanctions are for violations that limit a student's rights or have the potential of separation from the University. The student will be afforded a formal hearing process and may appeal that decision.

The following sanctions serve as guidelines rather than as a definitive list.

### Level One Sanctions

**Disciplinary warning** – written warning that if there is a repetition of the same action or any other action in violation of the rules or regulations of Mount Mercy, the student can expect additional



disciplinary action. A disciplinary warning is intended to promote reflection on the decisions and behavior leading up to a violation and promotes an increased awareness of the University's behavioral expectations.

**Disciplinary probation** – This action is designed to assist students in developing behavior appropriate to the University community through placing them on a warning status.

1. **Residence Hall Probation:** A change in student status for violating policies outlined in the Good Book and the Student Code of Conduct and Regulations involving written notice of the probation, its terms and time limit as established by the hearing officer or Conduct Board. Privileges of residents, including visitation, may be revoked for all or part of the time the resident is on probation. The resident is also informed that further violations may result in greater levels of sanctions. This level of probation is intended to provide the student an opportunity to reflect on, and learn from, his/her behavior while increasing awareness of the impact of his/her behavior on themselves and others and of the University's behavioral expectations. The importance of making mature decisions is stressed while a student is on probation.

2. **Disciplinary Admonition:** A change in student status involving written notice of the probation, its terms and time limit as established by the hearing officer or University Conduct Board. The student is notified that further infractions of any University regulation may result in more stringent restrictions being placed on his/her actions. Disciplinary Admonition is intended to provide the student an opportunity to reflect on and learn from his/her behavior while increasing his/her awareness of the impact of his/her behavior on themselves and others and of the University's behavioral expectations. The importance of making mature decisions is stressed while a student is on probation.

3. **University Probation:** This is the most serious level of conduct sanction, short of suspension from the University, during which the student is considered not in good standing. The student remains enrolled at the University under circumstances defined by the hearing officer or Conduct Board, and may not be allowed to represent the University in any official capacity or hold office in any student organizations including, but not limited to, intercollegiate athletic events or teams, recognized student organizations, theater groups or productions, musical organizations or SGA Officer positions. This probation level indicates to the student that further violation(s) of University regulations will result in more stringent conduct action, including but not limited to suspension or expulsion from the University. This level of probation is intended to promote reflection on the student's behavior and decisions while stressing making mature decisions, engaging in critical thinking and developing more appropriate behaviors as a member of the University community.

4. **Housing Reassignment:** This action is an involuntary reassignment to another assignment on campus for a designated period of time and may include restricted visitation privileges. This sanction is imposed to protect the welfare of the building, area, or floor community, and students having this sanction imposed should reflect on the behaviors necessary for an individual to be part of a residential community by respecting others, and developing critical thinking skills and mature decision-making skills.

**Restitution Fines** – a student may be assessed the repair/replacement cost for any damage he or she has caused to property. When appropriate, fines may also be assessed.

**Restitution Service:** As part of the sanctioning process, students can be required to perform service to assist in developing increased awareness of the impact of their decisions and strengthen critical thinking abilities to identify appropriate behavior. These services can include performing assigned duties, sponsoring programs, etc.

**Educational sanction** – a student may be required to provide a specific service or participate in a specific program, receive specific instructions, or complete a research assignment. The student may be responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is entailed.

**Behavior Contract:** A student and hearing officer may reach a written agreement concerning expectations for future behavior and decisions to assist in preventing inappropriate behaviors from recurring.

**Restriction of Privileges:** This action consists of an effort to assist students in developing an awareness of the responsibilities that go along with privileges and increase an awareness of appropriate behavior and how decisions impact themselves and others. Under this sanction, students may be restricted from entering certain buildings, attending certain events or using specific programs due to their behavior.

Housing students may have their visitation privileges restricted or revoked for a certain time period, or specific guests may not be allowed into Mount Mercy University housing property. Participation in University organizations or holding office in organizations or other privileges can also be included under this sanction as deemed appropriate by the hearing officer or board based on the incident.

**No-Contact Directive:** This action is implemented at the discretion of a hearing officer directing a student to avoid initiating contact with another member of the University community, it may include limiting access to areas to avoid incidental contact. A No-Contact Directive may be imposed at a student's request without conduct proceedings if it does not involve any accommodation changes. Contact includes direct interactions in person or through technology, as well as the use of third parties to interact. The No-Contact Directive is not limited by location. They are issued open-ended; it would only be considered over if the person who originally requested it asked to have it canceled.

**Conduct Referrals:** Hearing officers may refer students found responsible for violations to campus resources to assist, educate or monitor them in the development of appropriate behavior, critical thinking skills, mature decision-making skills, etc. These referrals are mandatory, and failure to complete a referral could result in additional conduct action. Referrals may include University-sponsored alcohol and drug education programs, the Counseling Center, etc.

**Registration Hold:** A hold may be placed on a student's registration if the student has failed to complete a sanction or withdraws prior to official conduct on an allegation. Holds are intended to be temporary until either the sanction or conduct process is complete. Registration holds may also be used during periods of interim suspension, suspension or expulsion. Holds will not be lifted until the necessary sanctions are completed.

## Level Two Sanctions

**Suspension of Group Recognition:** This action consists of the withdrawal of all or part of the official recognition of a group for a stated period of time and will include conditions for reinstatement of recognition. This sanction is intended to assist groups in developing a stronger sense of the responsibilities that go along with the privileges of University recognition and a commitment to be a positive part of the University community.

**Revocation of Group Recognition:** This action is permanent cancellation of the official University recognition and privileges of a group found in violation of University regulations.

**Housing Removal:** This action is an involuntary removal from on-campus housing for a designated period of time and may include restricted visitation privileges. This sanction is imposed to protect the welfare of the building, area, or floor community, and students having this sanction imposed should reflect on the behaviors necessary for an individual to be part of a residential community by respecting others, and developing critical thinking skills and mature decision-making skills.

**Exclusion from Mount Mercy facilities or activities** – a student may be prohibited from attending a class, undertaking Mount Mercy employment, entering a building, participating in an extra-curricular activity sponsored by the institution, representing Mount Mercy in an official capacity, or using other services provided the institution. Such exclusion may be for a definite or indefinite period of time.

**Interim Suspension** – When the Dean of Students & Director of Residence Life has reasonable cause to believe that a student's presence on University premises or at a University-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property, the student may be immediately suspended from all or any portion of University premises, University-related activities or registered student organization activities. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of a full hearing or administrative decision, without undue delay, in accordance with the rules of the university.

**Disciplinary Suspension** – A student may be involuntarily separated from Mount Mercy for a stated period of time after which readmission is possible. The Dean of Students shall determine when the suspension will become effective and how long it will be in effect. A student with one or more violations may be suspended from Mount Mercy for an indefinite period of time. A student suspended indefinitely may petition the Dean of Students for reinstatement.

**Expulsion** – for a serious violation of rules or regulations of Mount Mercy, a student may be dismissed from Mount Mercy permanently.

## Section 6: Disciplinary Process

### A. Conduct Officer's Scope of Responsibility

As a general rule, violations of Mount Mercy policies and behavioral standards will be referred to the conduct officer in the following areas:

- **Residential** – Violations of residential policies or of institutional standards of conduct committed in the residence halls or by residential students will generally be referred to the Dean of Students & Director of Residence Life.
- **Athletic** – Violations of athletic department or team policies or behavioral expectations will be referred to the Dean of Students & Director of Residence Life (Please note: sport regulations governed by NAIA are not university regulated; therefore, the university may not set them aside or change their outcome. Example: red cards in Soccer) Violations of the Student Code of Conduct will be handled by the appropriate Conduct Officer.
- **Academics** – Please refer to the Academic Integrity Policy
- **All Other** - Violations of university standards of conduct occurring at campus events or committed by non-residential students will be referred to the Dean of Students & Director of Residence Life or his/her designee.

### B. Notification of Conduct Violations

1. Allegations concerning violations of the Code must be brought in writing to the attention of the appropriate Conduct Officer identified in

Section A. above within 120 days of discovery of the alleged offense. Violations alleged to have occurred more than 120 days earlier will be considered "stale" and normally will not be subject to conduct action. Exceptions to this policy will be made at the sole discretion of the Dean of Students & Director of Residence Life or designee. Such exceptions may involve allegations that are still under investigation or cases in which the safety of individuals or the University community is deemed by that official to be at risk.

2. Allegations of Code violations will be presented to the accused student(s) by means of a written notice from the appropriate Conduct Officer. This notice will contain the substance of the allegations and request the student to schedule a Student Conduct Conference, as outlined below. The Conduct Officer will contact the student in writing and/or by e-mail to the last known and updated address by the student on file with the University. The University has no further obligation to notify the accused with respect to inaccurate addresses if the student fails to properly notify the University of any change of address.

### C. Student Conduct Conference

1. The Student Conduct Conference is an informal hearing to discuss the alleged incident and the student's options.\*
2. The accused student is obligated to contact the Conduct Officer within three (3) business days of receipt to schedule a Student Conduct Conference.
3. The Student Conduct Conference provides the student with:
  - Opportunity to discuss the allegations and provide information
  - Notice of formal charges resulting from allegations
  - Notification of the process for resolving formal charges through conduct process
  - Opportunity to accept or deny responsibility for formal charges
4. After all information is presented the Conduct Officer will determine if the student is responsible for the alleged violations.
5. The student will be notified via mail and/or email of the decision of responsible or not and any/all sanctions assigned as a result of this finding.

\*If the student chooses to participate in an Administrative Hearing the above steps are not taken and instead the format below will be followed.

### D. Administrative Hearing – The purpose of the hearing will be to determine:

1. Were policies, standards, or behavioral expectations (i.e. team rules in an Athletic hearing), or legal statutes violated?
2. If it is determined that a violation of the above occurred, the hearing(s) will seek to ascertain who is responsible for the violation(s).
3. Students who fail to schedule or attend a hearing by the deadline indicated will waive their right to such a hearing, and a decision may be made without that student(s)' involvement. All decisions made as a result of the hearing(s) will be communicated in writing.

### E. Process for Administrative and Conduct Hearings

1. Hearings are closed to the public. In addition to the conduct officer only the following normally are allowed to attend:
  - Advisor for the accused or the complainant. The advisor shall be a silent observer and may not have an active role in the hearing. The student may choose only one person such as parent, faculty member, attorney, friend, etc.)
  - The accused
  - Witnesses or persons who have been asked to provide a statement by either the accused or complainant

- Conduct Officer
- Complainant
- Accused

In hearings involving allegations against student groups/organizations, the president or chief officer of the charged group/organization will be expected to participate in the hearing on behalf of the group/organization. The conduct officer may also recommend charges be brought against individual members of the group/organization as a result of information obtained in the course of the hearing.

2. Witnesses or persons asked to provide a statement shall be present only for the portion of the hearing that involves their statement and questions arising from that statement (In keeping with federal law, complainants of violence, whose status is determined by the conduct officer, may be provided the results of the hearing).

3. The conduct officer will preside over the Administrative Hearing. Admission of any additional persons to the hearing shall be at the sole discretion of the conduct officer.

4. Hearings are unlike courts. These conduct processes engage in a full discussion of allegations and circumstances. The University's rules differ from proceedings before criminal or civil authorities as follows:

- The presiding officer has sole discretion to decide what information and witnesses are allowed. Information will be allowed if, in the judgment of the presiding officer, it bears on the facts of the case.
- Information relevant to both the issue of responsibility and appropriate sanctions is normally allowed.
- Written statements by witnesses or others having knowledge of the allegations may be allowed in the absence of a personal appearance by the author of the statement. If it is later determined that the submitted statement was untrue, conduct action may be taken against the student who wrote the statement. Such statements may be considered by the conduct officer on the basis of their content and relevance.
- The witness will be heard if the presiding officer deems that it is offered in good faith, bears upon the facts of the case, and is not merely cumulative, i.e. does not simply repeat prior statements.
- Information that is not from a firsthand source may be considered in the course of a hearing under certain conditions; the legal rules of hearsay evidence do not apply. The presiding officer will rule on whether such information is appropriate and may be admitted in the hearing. In no case should the hearing outcome be decided solely on such information.
- In some cases, the presiding officer may issue a notice to appear as indicated below. Such internal notices are not issued unless the expected statements would be clearly relevant, and will not be issued with the intent to embarrass or harass a potential witness.
- All University students are expected to comply with notices to appear. University students who, absent good cause, fail to respond to such notices are in violation of this Code. Third parties not subject to the Code who may be requested to appear in a Conduct Hearing are expected to make every effort to assist the conduct process. The unavailability of such third parties to a hearing procedure will be treated as set forth below.
- If the presiding officer determines that a fair hearing cannot be held without the involvement of a particular witness, and if after good faith attempts are made, the witness either fails to or refuses to appear, the hearing may be postponed until the witness agrees to appear or provide a written statement; or the charges may be dismissed, at the sole discretion of the presiding officer.

5. The following procedures will be used in conduct hearings:

- The accused and the complainant will be given the opportunity to challenge a hearing panelist or presiding officer on the grounds of conflict with, bias about, or interest in, the case. It is at the conduct officer's discretion to support or refuse the challenge, unless the conduct officer is the subject of the challenge, in which case an official within the Dean of Students staff shall be brought in to hear the challenge and make the final determination. If a challenge is granted and a hearing panelist or presiding officer is disqualified then the hearing may be postponed as necessary in the discretion of the presiding officer/Student Affairs official.

- The presiding officer will state the charge(s) against the accused.
- The complainant will present information in support of the charge(s) and may also present written information and witnesses.
- The conduct officer will be provided access to copies of all written information submitted.
- The conduct officer may directly question the complainant and witnesses. The accused has the right to question the Complainant and the witnesses who appear. However in cases involving allegations of sexual violence, the complainant may be visually screened or not present during questioning.
- The accused may respond to the charge(s) and may present information in the form of written information or testimony of the accused or other witnesses.
- The conduct officer will be provided access to copies of all written information submitted by the accused or the complainant.
- The conduct officer may then question the witnesses presented by the accused or the complainant and may also question the accused or the complainant. The complainant may then question the witnesses, including the accused.
- The complainant will be provided the opportunity to make a closing statement.
- The accused will be provided the opportunity to make a closing statement.
- The presiding officer will conclude the information gathering portion of the hearing and set a time for deliberations to begin at the earliest possible time.
- The University may record a formal hearing. The recording shall not include the deliberations.
- At the conclusion of the hearing, all parties will be excused to allow the conduct officer to begin deliberations.
- During conduct hearings, deliberations about responsibility of the accused are conducted by the hearing panel/conduct officer in a closed session. Once begun, the deliberations normally will continue until a decision as to responsibility has been reached. Breaks will be granted at the sole discretion of the presiding officer.

6. All issues before conduct officers must be decided according to the preponderance of evidence standard (whether it is "more likely than not"). In finding responsibility of the accused under this standard of proof, the conduct officer must be convinced, based solely upon the information presented in the course of the hearing that the conduct alleged is more likely than not to have occurred.

7. In assigning appropriate sanctions, the conduct officer may consider relevant precedents and the conduct history of the accused. Consideration may also be given to aggravating or mitigating circumstances including but not limited to:

- intent to act in the manner described, regardless of motive;
- intent to violate the policy or regulation described;
- prior experience, age, and understanding;

- prior violations or related behavior;
- other personal circumstances that might have affected the accused student at the time of the violation; and
- how the conduct violation affected or potentially affected or still has the potential to affect others.

8. Repeated violations of the Code may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

9. At the conclusion of the deliberation, the presiding officer will provide written notification of the decision within 48 hours to the conduct officer assigned to the case. Written/electronic notification of the decision and sanctions as well as appeal procedures if applicable will be sent to the appropriate parties to the address(es) most recently made available to the University.

10. A record of the Board's hearing proceedings will be kept and this will be considered confidential except in cases where it is deemed necessary by the Board that prepared statements be released to protect the welfare of persons or Mount Mercy University.

## Section 7: Appeals

### A. Right to Appeal

1. Students may request an appeal to the Dean of Students on the following grounds:

- A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, not reasonably available during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- The Conduct Officer or a member(s) of the Hearing Board had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

2. Students have 48 hours from the time they receive notification of a sanction to file an appeal.

3. Appeals will be heard by Dean of Students or his/her designee. In order to file an appeal, the student must submit the appeal in writing.

4. If the Dean of Students served as the original conduct officer, or as the assigned conduct officer, or if the Dean of Students was removed from the process; appeals will be heard by the Vice President for Academic Affairs.

5. If multiple individuals were found in violation and/or sanctioned and wish to appeal, each individual must submit a separate appeal letter.

6. Every effort will be made to conclude the appeals process in a timely fashion.

7. A student's status and/or participation in sport or other University activities may be altered until a final decision is made. This is true in cases in which a student's continued presence constitutes an immediate threat or potential injury to himself/herself or others and/or could disrupt the orderly functioning of Mount Mercy University as determined by Dean of Students & Director of Residence Life or appropriate hearing authority.

8. When the Dean of Students receives an appeal, he/she will determine the format of the appeal. These are final decisions without further appeal.

### Summary Decision

Dean of Students will review the written appeal and any related documentation from the original hearing. The Dean of Students will make a final judgment and communicate that in writing to the student.

### E. Suspension or Expulsion

In the event that an Appeal Summary Decision or Disciplinary Appeal Board upholds a sanction of suspension or expulsion, the student has the right to make a final appeal to the Vice President of Administration, Enrollment and Student Services within 48 hours of receiving the sanction.

## Section: 8 Interpretations & Revisions

### Interpretation

Any question of interpretation regarding the Student Code of Conduct will be referred to the Dean of Students or his/her designee for final determination.

### Revision

The Student Code of Conduct is subject to change. In general, the Student Code of Conduct will undergo a review once every three years to determine if significant changes need to be made. The Student Development Committee, comprised of at least one representative each from the student body, the faculty, and the staff, will conduct the review. The review may be made sooner at the discretion of the Dean of Students.

The University is responsible for notifying students when significant changes are made and students are responsible for being made aware of changes.

## Safety and Security

### Public Safety

Public Safety and Information Desk all fall under the umbrella of the Director of Public Safety. The purpose of the group is to provide students the safest environment possible to pursue their educational interests, while ensuring events are coordinated in an effective and efficient manner, supporting our *Students First* philosophy.

### PUBLIC SAFETY

The Mount Mercy University Department of Public Safety is operational 24 hours a day, seven days a week. Mount Mercy operates an administrator-on-duty call system to ensure that administrative support and decision-making capacity is always available. All Public Safety staff members are trained in CPR/1st Aid/AED, emergency response, evacuation procedures and interpersonal skills. More information about Public Safety can be found here (<https://www.mtmercy.edu/campus-life/public-safety/index/>).

Public Safety officers patrol all Mount Mercy University properties and parking areas. They perform security escorts, and provide support for on campus crisis/emergencies. The Department of Public Safety is responsible for coordinating all fire and tornado drills, works to ensure lighting is safe and appropriate, and we work with Health Services to ensure that campus first aid kits are stocked and maintained. The Department of Public Safety maintains and utilizes security cameras to ensure safety and security on campus.



The Department of Public Safety at Mount Mercy oversees the safekeeping of the campus and its properties. We strive for a high level of safety services to the campus community. The Department of Public Safety is located inside the University Center, UC115. In case of emergency, persons should call ext. 1234 from any campus phone, or 319-363-1323 ext. 1234 from any off-campus or cellular telephone. Public Safety can be reached directly at 319-360-4839.

## INFORMATION DESK

The Information Desk serves as a hub of information to the campus community, conveniently located on the first floor of the University Center. The information desk can provide information about events on campus and in the community. Furthermore, the information desk has equipment and seasonal tools that are available for checkout.

## Run. Hide. Fight.

Mount Mercy University encourages the members of the Mount Mercy community to be aware of the Run. Hide. Fight. model. This model is utilized by numerous institutions and agencies, including the Department of Homeland Security. The model is based on specific concepts regarding the expectations of a person who is confronted with an active threat/shooter. The individual should run if they can safely do so. If they cannot, the person should hide from the threat. If unable to hide, the individual should prepare themselves to fight the assailant. While the University hopes members of the community will never need to utilize this model, the University does want people to be prepared. This model can be adapted to any threatening situation, including situations that occur off-campus. Feel free to contact the Director of Public Safety for more information regarding this model or for additional training.

## Clery Act / VAWA / Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, students are entitled to request and receive a copy of the Annual Security Report of any campus. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Mount Mercy; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault\*, missing persons, drug and alcohol programs, and other matters. You can obtain a copy of this report by contacting the Mount Mercy Public Safety Office in the University Center, 1330 Elmhurst Drive N.E., Cedar Rapids, Iowa 52402-4797 or by accessing the following website [www.mtmercy.edu/annual-security-report](http://www.mtmercy.edu/annual-security-report) (<https://www.mtmercy.edu/undergraduate/campus-life/public-safety/index/>).

\*See the 2.q. Sexual Misconduct Policy located in Section 2: General Standards of Conduct in the Student Code of Conduct for more information regarding these policies.

\* See also Title IX (<https://www.mtmercy.edu/campus-life/health-wellness/title-ix/>) for more information.

According to the 2016 Clery Handbook, "The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking...the disclosure of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred...and implementation and disclosure of procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault, and stalking."

## Weather

For information about MMU's weather policy please follow the link to the Weather and Closing Policies (<https://www.mtmercy.edu/undergraduate/campus-life/public-safety/policies-reporting/>) page on the Mount Mercy University website.

## Security Escort Program

Public Safety personnel are available to accompany anyone to or from the parking areas or other on-campus locations. Please call 319-360-4839 or come to the Information Desk for this service. This service is available to anyone 24 hours a day.

## Courtesy Services

A battery booster, tools, and snow shovels are available at the Information Desk for student use. Students will be required to show their Mount Mercy ID to use these items. Public Safety Officers may accompany you and may provide direction while using the battery booster, air compressor, and other tools. Mount Mercy owned vehicles and employees of Mount Mercy are not permitted to aid persons in jump-starting, repairing, or moving vehicles.

## Report a Crime

### Importance of reporting

Crime prevention cannot take place without the assistance of the Mount Mercy University community. The prompt reporting of crimes and suspicious behavior as well as cooperating with authorities during the investigation of crimes or offenses is encouraged. Your cooperation can aid us in preventing others from being victimized. The Department of Public Safety will assist anyone in filing a report with law enforcement agencies whenever necessary. If you have information about a crime you have witnessed or that has happened to you, and are unsure of how to proceed, please contact the Director of Public Safety or Dean of Students for support and assistance.

To report a crime or to file a complaint, please contact the Department of Public Safety. If you would prefer to submit an anonymous report you can do so through the Silent Witness Form ([https://cm.maxient.com/reportingform.php?MountMercyUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?MountMercyUniv&layout_id=1)).

## Reporting Policies

In the event that you witness a crime or emergency, promptly contact local authorities as well as the Department of Public Safety. A Mount Mercy University Public Safety Officer can be contacted at by calling 319-363-1323 ext. 1234 at any time. Public Safety can be reached directly at 319-360-4839.

## Emergencies

In the event of an emergency, the police should be contacted immediately. 911 telephone service is in effect for the Cedar Rapids metropolitan area. If dialing from a campus telephone, please dial 9-911. Mount Mercy is E911 capable and that means that when 911 is called from a **campus phone** it will automatically communicate to the 911 dispatch nearest your location for emergency response in the event you are unable to communicate with 911 operators. Public Safety should also be contacted to assist emergency personnel. Emergency medical care is provided at all hours at both Mercy Medical Center, 701 10th Street SE, 319-398-6041, and St. Luke's Hospital, 1026 A Avenue NE, 319-369-7105.

## FIRE ALARMS

When the fire alarm sounds occupants must leave buildings immediately. All are instructed to exit by the closest stairwell. To facilitate the quickest evacuation, students are encouraged to use all stairwells. Never use the elevator. In addition, each location will

have a designated reporting zone. After exiting, go immediately to this designated spot and wait for further instructions from a Public Safety Officer or designated staff member or Cedar Rapids Fire Department representative. Individuals who tamper with fire equipment or who fail to evacuate when a fire alarm sounds are subject to disciplinary action and/or fines.

## Missing Student Policy

If you believe that a student is missing, whether or not the individual resides on campus, contact any employee of the Department of Public Safety, Dean of Students, Residence Life staff or the Director of Public Safety. Once it is determined that reasonable cause for further action exists, all possible efforts will be made to locate the individual in order to ascertain their state of health and well-being.

In the case of an on-campus resident, each student has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Regardless of the student preference in selecting a contact person, the Cedar Rapids Police Department or other appropriate law enforcement agency will be notified if the student is missing. As a matter of procedure in a missing person investigation, the Mount Mercy University Department of Public Safety will obtain identifying information on the missing student, and attempt to determine the student's whereabouts through contact with friends, roommates, associates, and/or employers of the student. Whether or not the student has been attending their normal daily activities will be established. A welfare check of the student's room will be conducted in coordination with Residence Life personnel. All information will be shared with the appropriate law enforcement officials.

If the student reported missing is an off-campus resident, Mount Mercy University Department of Public Safety will contact the Cedar Rapids Police Department or the appropriate law enforcement agency and institute similar procedures as an on-campus resident. It is also the policy of Mount Mercy University that any student less than 18 years of age and not emancipated, will have their parent or guardian notified of their status as a missing person.

If the individual is located, campus officials will:

- Explain the concerns which led to the actions listed above
- Attempt to ascertain the student's welfare with regard to mental/emotional/physical health
- Work with the individual to arrange for any necessary resources
- Work with the individual to allay the concerns of the person(s) filing the initial report within the boundaries of FERPA
- Contact the Department of Public Safety and any appropriate law enforcement agency when the student is located

## Personal Safety Devices

The only approved personal safety devices recognized by Residence Life and Public Safety are pepper spray and mace. Students who own and/or carry personal safety devices should know how to use them properly and it should stay in their possession only. These devices should only be used when needed for protection and according to manufacturer's instructions. Inappropriate discharge or failure to use the device according to manufacturer's instructions will result in a referral to the student conduct system.

## Iowa Sex Offender Registry

All Mount Mercy students and employees are advised of Iowa Code, Section 692A.3A which "provides that a person required to register under the Iowa Sex Offender Registry law who is a full-time or part-

time student or is employed on a part-time or full-time basis at an institution of higher education must register with the sheriff of the county in which the institution is located and provide the sheriff with the name of the institution. The person must register with the sheriff within five (5) days of becoming a student or becoming employed at the institution."

In compliance with the Clery Act, the Mount Mercy community is advised, that the Iowa Sex Offender Registry is available at the website [www.iowasexoffender.com](http://www.iowasexoffender.com) (<https://www.iowasexoffender.gov/>).

Additionally, in that the Mount Mercy campus property lies in legal proximity to elementary and middle schools and under provisions of Iowa Code 692A.3A, Mount Mercy will not offer housing nor permit occupancy to those listed on the Iowa Sex Offender Registry.

Any student arrested, charged or convicted or any state or federal law may be subject to immediate housing contract-cancellation, or suspension of Mount Mercy registration.

### Emergencies/Crisis Management

For a complete list of procedures and protocols for Mount Mercy University please review the Department of Public Safety website or contact the Director of Public Safety at 319-363-1323 ext. 1028.

## Campus Emergency Situations

1. In the event of a crisis (weather-related, violence, pandemic flu, etc.) an announcement declaring an emergency will be made via RAVE to the campus. The RAVE program is utilized to distribute information in the following ways\*:
  - a. Campus email notification system
  - b. Text message notification
  - c. Voice messages; voice mail messages
2. Once an emergency is declared by Mount Mercy, students are expected to comply with all official directives from the institution-designated officers or staff
3. If students are requested to evacuate the campus, they must do so in an orderly fashion and as directed by Mount Mercy
4. Students may be requested to gather in specific locations, or to remain in their current locations, and are expected to comply
5. For their own safety and the well-being of the community, students may be asked to assist with duties not commonly assigned to them, including but not limited to:
  - a. general housekeeping duties
  - b. general maintenance of facilities
  - c. gathering of students and headcounts
  - d. assisting fellow students
  - e. triage of injuries
6. The RAVE Emergency Notification System is the official way Mount Mercy will communicate with students in emergency or crisis situations. Student information, including cell phone numbers and home phone numbers that have been provided, and Mount Mercy email addresses are included in the institution's Emergency Notification System, which will alert students via phone call, voice mail, text message and email to emergency information and instructions in the event of an incident on campus or in the Cedar Rapids area. Students are unable to unsubscribe to this service. All students must register their phone number. Student's numbers will only be used for institutional purposes and will not be provided to outside vendors. Additional telephone and email may be included if you choose.

## Emergency Injuries and Illnesses

Life-threatening/serious emergencies should be handled by the appropriate professionals – call 9-911 from a campus phone or 911 from a cellular phone. Please then notify Public Safety so they may assist emergency personnel to your location. If a student becomes ill or has an injury requiring medical treatment when the Health Services Office is not open, the student should go to Mercy Medical Center, St. Luke's Hospital, Mercy Care North, or another facility of their choosing. Residential students are asked to notify Residence Life personnel, the Information Desk, or a Public Safety Officer before leaving campus. These offices are also to be notified if the person is admitted to the hospital. Once a residential student is treated and released, that student should notify the Dean of Students on the morning of the next class day.

## Information Desk

### Identification Cards

Mount Mercy IDs are issued from the Information Desk. All students and employees are expected to obtain an ID card. ID cards are used to check out library books, charge food service and Campus Store items, and for identification purposes. This ID card is also used as the proxy card that grants access to residential housing and academic buildings. Because this card is connected to a student/faculty/staff account, if lost it must be reported immediately so it can be deactivated. Cards cannot be reactivated and a replacement card must be purchased. Cost of a replacement ID card is \$15.

### Locate a Lost Item

The Information Desk stores lost and found articles. Missing items should be reported to the Information Desk. Items will be kept at the Information Desk for 30 days.

### Use a Locker

Lockers are available for use and are free of charge. They are located at the tunnel entrance in McAuley Hall. Anyone interested in using a locker can reserve one at the Information Desk. Items left in lockers after the last day of spring finals week will be discarded.

### Key Check Out

Students, Faculty, and Staff can check out keys to various locations on campus. Students must be approved by their professor and this approval must be communicated in writing to the Director of Public Safety to be added to the access list. Students must provide contact information and their ID number for the duration of their key check out.

### Fleet Vehicles

Mount Mercy University has a fleet of vehicles that are available to be used by Students, Faculty, and Staff conducting Mount Mercy business. These vehicles can be driven by approved drivers that are at least 21 years of age. Approval is given by Mount Mercy University's insurance provider. More information regarding policies and procedures surrounding the Fleet can be found on the Department of Public Safety website.

## Parking

### Purpose and Policy

The purpose of the campus parking policy is to establish and enforce regulations for the safety and welfare of students, employees, and visitors traveling to or parking on Mount Mercy University property.

## Designated Parking Areas

Vehicles shall only be parked in those areas designated for the assigned permit, as listed in the following paragraphs. Parking is prohibited on all sidewalks, driveways, and fire lanes (campus roadways not specifically marked for parking are considered fire lanes); on any grass area; on parking stall lines; areas marked with a yellow "X;" the Sacred Heart Convent parking area. Hazel Drive has been opened up for parking by the City of Cedar Rapids. Please note, there are spaces marked for compact vehicles only. Regardless of manufacturer's terminology, only a vehicle whose bumper is within the yellow line at the back of the space may park there.

If a permit holder leaves their vehicle on campus during breaks, it must be parked in the Lower Andreas Lot and must be registered with the Department of Public Safety.

### Sacred Heart Convent

Sacred Heart Convent is the residence of many retired Sisters of Mercy and is private property, separate from Mount Mercy. Parking in any convent parking area is strictly prohibited.

### Restricted Parking Areas

Mount Mercy reserves the right to close a campus parking area for institutional purposes. The University will endeavor to provide advanced notice when possible to the Mount Mercy community before an area is reserved by means of signs posted around campus, campus e-mail, and, if time permits, cones and signage.

### Coe Agreement

A reciprocal agreement exists between Mount Mercy and Coe College to honor each other's parking stickers. The parking sticker will be obtained where the student is enrolled. This agreement allows students of either institution to park in a designated area. Any person parking in a restricted area, for example, handicapped, loading zone, etc., or in an area for which the permit is not valid, will be ticketed according to the rules determined by the institution whose property is involved.

### Liability Statement

Mount Mercy assumes no responsibility or liability for loss or damage to any vehicle or its contents operated or parked on campus. It is advisable to keep cars locked at all times. The parking regulations have been prepared by the Campus Safety and Security Committee. Suggestions to improve the parking system on campus are welcomed by the Campus Safety and Security Committee and the Department of Public Safety. Any suggestions should be made to the committee or the Director of Public Safety.

Each member of the Mount Mercy community is responsible for being familiar with the information appearing in the Parking Policy. Failure to read the regulations will not be considered an excuse for noncompliance.

### Vehicle Registration

All students, faculty, and employees are required to properly display a current Mount Mercy University parking permit when parking on campus. All permits have the expiration date printed on them and will only be honored during the valid time period. This permit allows, but does not guarantee, parking on campus in designated areas. Parking of all vehicles will be in designated spaces. Parking regulations are enforced 24 hours a day, seven days a week in all parking areas, and tow away zones. Any fines accrued by the vehicle are the responsibility of the permit holder. The care of anyone who misappropriates a parking permit by means of theft or misrepresentation shall be handled

under the Mount Mercy Code of Conduct. In the event a student changes their status that would require them to get a different permit, they will have five (5) days to get the new permit type. An example is a commuter student moving into Lower Campus, they will need to get a "L" permit within five (5) days. Visitors can contact the information desk to request a visitor pass prior to their visit.

The hang tag permits are issued to one person and cannot be transferred to other people. The hang tag permit can be transferred to other vehicles owned/operated by the permit holder. Each vehicle should be registered with Public Safety. Anyone utilizing another person's hang tag permit will be subject to citation under the no permit violation.

Additional permits can be obtained through the information desk.

## Temporary, Visitor, and Alumni

Temporary and Visitor permits are available at the Information Desk. Alumni will now be issued visitor permits. All visitors are required to have a visitor parking pass/permit. The permit should be displayed on the passenger side of the dashboard of the vehicle. Any student who moves onto campus and needs access to a different parking lot must re-register his/her vehicle at the Information Desk within five (5) days. Guest sponsors will be responsible for all citations received by the guest's vehicle. Overnight visitors are to park in the 27th Street Lot or the Prairie Drive Lot.

## Handicap Permits

Mount Mercy University provides handicapped parking for individuals with valid state issued permits. To obtain handicapped parking permission please contact the Iowa Division of Motor Vehicle for a State permit.

The number and location of handicapped parking spaces on the campus is mandated by the federal Americans with Disabilities Act and by the State of Iowa. By law these spaces cannot be used for any other parking. Motorists who park illegally in designated handicapped areas will receive a citation by either/or Mount Mercy and/or the State of Iowa.

## Motorcycles and Mopeds

All operators of motorcycles and mopeds who park on campus must acquire a parking permit and affix to the vehicle. For assistance in appropriate display please contact the Department of Public Safety. Motorcycles and mopeds are allowed to park in regular vehicle parking areas and designated motorcycle parking areas.

## Permit Categories

### “R” Permits: Residential students living in Regina or McAuley

- The areas in the Prairie Drive lot NOT otherwise designated.

### “L” Permits: Residential students living in Lower Campus or Andreas

- Lower campus lot (adjacent to apartments)
- Andreas lots (below Andreas House)

### “C” Permits : Commuter students

- The areas in the Prairie Drive lot NOT otherwise designated.
- The 27th Street lot.
- Lower Andreas lot.

Commuters who park overnight on campus must park in the Prairie Drive lot, Lower Andreas, or the 27th Street lot. No commuter

vehicle may be stored on campus for any length of time without prior authorization from the Director of Public Safety.

## “E” Permits: Faculty/Staff

- Behind Warde Hall
- Drive in front of Warde Hall (Designated Areas)
- Prairie Drive lot
- The lot behind McAuley Hall
- The lot adjacent to the Busse Center (Designated Areas)
- The 27th Street lot
- The Andreas lots
- Designated Mercy Drive parking

## “A” Permits: Alumni

- Alumni permits will no longer be honored. Alumni will need to get a visitor's permit from the Information Desk or the Department of Public Safety.

## Visitor

Visitors may park in the following areas:

- Spots designated on Warde Avenue
- Prairie Drive lot, but NOT in the spaces designated for faculty/staff
- 27th Street Lot
- Spots designated on Mercy Drive
- Overnight visitors can only park in the 27th Street Lot or Prairie Drive Lot

All visitors need a visitor's permit, which can be obtained from the Information Desk or the Department of Public Safety.

## Violations, Citations, and Towing

Mount Mercy is private property, and the right is reserved to deny the use of campus parking areas to unauthorized persons and to those who frequently or flagrantly violate Mount Mercy parking regulations. Student tickets will be billed to the student's account. All academic credit, honors, and grades will be withheld until all fines are paid. Employee citation fees will be payroll deducted unless other arrangements are made with the Business Office.

Multiple tickets for the same offense can be issued if the violation is still occurring when the next round of ticketing is done, but no closer together than one hour. The exception to this rule is the 30-minute zones on campus which may be ticketed every 30 minutes.

Repeat student violators of the parking rules and regulations will be subject to disciplinary action. Twelve or more citations in one academic year will result in probation. Fifteen, or more, parking citations will result in that person not being allowed to bring a vehicle on campus for the period of one year from the date of his or her parking privileges being revoked. Additional parking violations received following this period will result in the loss of all parking privileges.

Mount Mercy also reserves the right to have cars that are abandoned, disabled, non-registered, obstructing the path of emergency vehicle traffic, or threatening pedestrian safety to be towed away. Cars must be moved at least once every thirty (30) days or they may be considered abandoned. Cars will be towed to a car storage firm in Cedar Rapids. The car owner will be responsible for all costs incurred by the towing firm. In the event that a car is moved after the towing firm has been notified, the owner will be responsible for the cost of the tow truck coming to campus.



## Vehicle Removal and Enforcement Policy

A vital piece of the parking enforcement program is to identify vehicles that are unknown in the campus parking system or have received repeated parking citations. A "boot" list shall be maintained by the Department of Public Safety. When a boot is placed on a vehicle and Mount Mercy has a record of the owner of the vehicle, an email will be sent to the permit holder.

If located on university property, a vehicle on the "boot list" may have a vehicle immobilizer or "boot" placed on its tire until the person responsible for the vehicle has resolved all parking violations. Vehicles on the "boot list" may have the boot placed on their vehicle at any time including on the weekends. When the boot is placed on the vehicle, a bright orange notice will be placed on the windshield to notify the drive/owner of the boot placement. It will also provide information on how to contact the Department of Public Safety. Damage or theft of a boot will be billed to the violator.

Removal of the boot by the Department of Public Safety is contingent on payment of all outstanding fines and receipt of valid Mount Mercy University parking registration. Proof from the Business Office must be given to Public Safety Officer prior to boot removal. The Dean of Students or the Director of Public Safety may authorize the removal of the boot based on extraordinary circumstances.

### Unknown Owner

A vehicle which does not carry a valid Mount Mercy parking registration and has received 3 or more unpaid parking citations which have not been addressed or appealed is eligible for a boot to be placed on it. The Department of Public Safety will determine when a vehicle should be booted and update the boot list.

### Parking Violation / Citation Schedule is as follows:

#### MAJOR violations that will result in a \$100.00 fine:

- Barred Vehicle
- Booted Vehicle
- Fire Lane/Driveway/Roadway
- Handicapped

#### MAJOR violations that will result in a \$50.00 fine:

- No/Expired Permit
- Failure to Remove Car for Snow Removal

#### MAJOR violations that will result in a \$25.00 fine:

- Abandoned vehicle (not moved at least once every 30 days)
- Parking in Admission Only
- Blocking Sidewalk/Crosswalk
- Convent (including garage)
- Failure to Stop for a Stop Sign
- Improper Registration
- Loading/Unloading/30-minute Zones
- Not a Legal Space

- Parked over the Parking Stall Line
- Parking in lot not approved by permit
- Parked in Grass
- Reckless Driving
- Speeding
- Straddling Two Spaces
- Driving the Wrong Way in a One Way

### MINOR VIOLATIONS THAT WILL RESULT IN A \$20.00 FINE

- Reserved/Restricted Parking

### MINOR violations that will result in a \$10.00 fine:

- Commuter Parked Overnight
- Compact Parking
- Motorcycle Parking Only

### Citation Appeals

If a person chooses to appeal a citation received for a violation, an appeal form may be filled out on the Mount Mercy University website (<https://www.permitsales.net/MountMercyU/>).

Appeal forms must be completed on-line. All appeals must be submitted within seven (7) calendar days of the violation. Appeals not made within seven (7) calendar days will be automatically rejected.

The appeal form must be completely filled out. The page number and the information from the current Good Book that apply to the citation must be cited. A person must explain why he/she was not in violation. If sufficient information is not given, the appeal will be denied.

The Appeals Committee is a subcommittee of the Campus Safety and Security Committee and consists of one student, Facilities Director, and one faculty/staff member. The committee has the power to alter the monetary amount of each fine. The decisions of the Appeals Committee are final. Persons who file appeals will be notified by the committee of decisions relating to their appeal. All appeal responses are sent to the Mount Mercy email account listed on the appeal form. If a student wishes to contest a charge on a Mount Mercy bill, the student must submit a copy of the bill along with a written statement outlining what charge is being contested and why it should not appear on the bill. The Director of Public Safety will investigate the charge and notify the person in writing as to the outcome of the investigation.

## Snow Removal Policy

### Mount Mercy Snow Removal Policy Information

The Snow Removal Procedure (SRP) is utilized when winter weather occurs that requires Facilities and Maintenance crew to have clear access to remove snow from Mount Mercy parking lots. An email correspondence to all students with reminders of the snow removal procedures schedule will be sent. The email will state the date the snow removal procedure will take place and any additional information needed. MMU will endeavor to share the plan at least 24 hours in advance when if at all possible.

All vehicles on campus, regardless of their running condition, must park as outlined below. Any vehicle not removed from designated areas will be ticketed. Public Safety will be present to help direct traffic and provide vehicle assistance that may be needed. You can call them directly at 319-363-1323 ext. 1234. Tunnels will be open for ease of

pedestrian traffic and access to Basile, Donnelly, and Hennessey may be granted based on weather conditions.

Time	CAN Park	CANNOT Park
9:00 pm-9:30 pm	All open lots including Faculty/Staff, Admissions and West end of the Pit (nearest Warde and Basile)	Lower Andreas Lot, Lower Campus Apartments
9:30 pm - 11:00 pm	All open lots including Faculty/Staff, Admissions and Lower Andreas Lot	Upper Andreas Lot, Overnight Parking in Pit Lot
11:00 pm and after	All Residential Student Parking	McAuley Lot, Mercy Drive, Visitor, Admissions, UC and Faculty/Staff Parking

## Title IX

### Gender Based Misconduct Policy

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)*

#### Introduction

Members of the university community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Mount Mercy believes in a zero-tolerance policy for gender-based misconduct and as such we are committed to creating and maintaining an atmosphere in which all members of the campus community are treated with respect and dignity. This policy is intended to reinforce academic freedom and maintain academic standards as it seeks to assure fairness for all and thus provide a non-threatening environment for the widest possible exchange of ideas.

When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Mount Mercy has developed, implemented, and disseminates a written sexual assault policy for Mount Mercy University. This policy is published in the Good Book, online, and is available in the Dean of Student's Office. This policy covers concerns of sexual misconduct including sexual abuse, sexual assault, domestic violence, dating violence, and stalking involving a student, both on and off campus. Below you will find additional information regarding this policy.

## Title IX Coordinator

Each college or university receiving Federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination. Adoption of procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator assists individuals alleging sexual harassment or discrimination in filing their grievance(s). The Coordinator also works in conjunction with other college officials focusing on prevention and policy development.

At Mount Mercy University, the Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the University.

Major duties include, but are not limited to:

- Training investigators, hearing boards, and appeals officers
- Overseeing the investigation process from start to finish
- Providing notices of charge, hearing, and outcome to Complainant and Accused parties
- Coordinating campus notification
- Ensuring preventative and protective measures are put in place pre and post
- Work with Complainant and Accused to put in place initial remedial actions
- Assuring compliance with the timeline
- Record-keep all activities

## The Title IX Coordinators at Mount Mercy University

**Danielle Rudd**

**Deputy Title IX Coordinator**

University Center 240N

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In seeking to identify and respond to instances of sexual harassment, Mount Mercy recognizes the need to consider accepted standards of mature behavior, academic freedom and freedom of expression. Title IX requires Mount Mercy University to respond to certain harassment on the basis of sex, which it knows about or reasonably should have known about. The university must:

- Investigate what happened.
- Take appropriate steps to resolve the matter. The University must do its best to eliminate the harassment, prevent recurrence, and remedy effects even if no formal complaint has been made or when a person making a complaint does not wish to further participate in the process.
- Take interim measures during the investigation to prevent potential further harassment.

## Sexual Misconduct Policy

### Expectations

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual

activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.

Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

## **Sexual Misconduct Offenses include, but are not limited to:**

1. Quid Pro Quo Harassment
2. Sexual Harassment
3. Hostile Environment Harassment
4. Non-Consensual Sexual Contact (or attempts to commit same)
5. Sexual Assault
6. Domestic Violence
7. Dating Violence

***The University's Sexual Misconduct Policy can be found in Section 2: General Standards of Conduct (p. 414) of the Student Code of Conduct.***

## **Other Misconduct Offenses when sex or gender-based**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

## **Reporting**

### **Conduct Proceedings**

A Student Complainant may bring an internal complaint against the Respondent using the formal process provided for sexual harassment complaints. This begins by reporting the incident/situation to the Dean of Students (or otherwise named Title IX Student Claim Recipient). The Dean of Students will evaluate the information provided and determine if there is the possibility of a Title IX claim, a different student conduct proceeding, or if there is not a meritorious claim. The Dean of Students remain neutral in the matter, and will only determine if there is a matter appropriate to investigate. At no point will the Dean decide the truthfulness of the violation by the accused.

The Dean of Students will discuss potential options with the Student Complainant, including formal and informal resolutions to the alleged violation.

As a rule, either party may have an advocate at any meetings or hearings related to this matter. This process may be used whether a criminal charge is filed or not and also may be used if the Respondent is found not guilty in a criminal court. The University reserves the right to bring a complaint against a student for sexual misconduct if the student is deemed a threat to the University community. If the incident has been reported to the police and the Respondent has been charged with the crime, the individual may be suspended indefinitely pending review of the circumstances by the University. The Respondent may be expelled, suspended for a specific period, or barred from attending, as determined by the Dean of Students or appropriate Vice President. In a situation where sexual abuse has occurred, the University will take appropriate steps to accommodate changes to a Complainant's academic, employment and/or living situations, if requested and reasonably available.

If a Title IX claim may have occurred, the Dean of Students will assign the Complaint to two Title IX trained investigators.

### **Timeline**

The Investigators are neutral fact-finders who are faculty and staff specifically trained to investigate sexual misconduct cases and who will conduct interviews with the individual bringing forth the complaint, the respondent, and any relevant third-party witnesses. They will also gather evidence as they deem necessary to the case. The recordings of these interviews and evidence reviewed will be provided to both parties. The parties will have the opportunity to provide follow-up questions they would like asked to witnesses and the opposing party. The Investigators will create a Final Report, which presents their findings addressing whether it is more likely than not that college policy has been violated. Where the investigators deem that there is insufficient evidence to support the allegations, the Investigators will state this.

After the Investigators Report is created, the University will issue a Final Decision which includes the findings and any disciplinary action which is deemed appropriate.

### **Sanctions**

Any student found responsible for violating the Title IX policy will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking in to account any previous campus conduct code violations.

## Appeals

### Process Guidelines

Sanctions imposed during the conduct process post-investigation can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.

- All sanctions imposed will be in effect during the appeal. A request may be made to the Title IX Appeal Officer for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. **do NOT** in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The decision may be appealed by petitioning the Appeal Officer. Respondent students or complainants must petition within 3 business days (72 hours) of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the Dean of Students Office. The DOS will share the appeal with the other party (e.g., if the Respondent student appeals, the appeal is shared with the complainant, who may also wish to file a response. All appeals and responses are then forwarded to the appeals officer/committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The **ONLY** grounds for appeal are as follows:
  1. A procedural irregularity occurred that would substantially impact the outcome of the decision;
  2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
  3. The Title IX Coordinator or Investigators possessed a conflict-of-interest that resulted in a bias that determined the outcome of the matter.
- If the appeals officer determines that new evidence should be considered, it will return the complaint to the original Investigators to reconsider in light of the new evidence, only.
- If the appeals officer determines that a material procedural error occurred, it may return the complaint to the Investigators with instructions to reconvene to cure the error. In rare cases, where the procedural [or substantive] error cannot be cured by the Investigators (as in cases of bias), the appeals officers or committee may order a new investigation on the complaint with a new set of Investigators. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

### The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- This is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- The appeals committee or officer will render a written decision on the appeal to all parties within seven (7) business days\* from hearing of the appeal. The committee's decision to deny appeal requests is final.

## Resources

Mount Mercy encourages all individuals who have been sexually abused to seek medical attention as well as emotional support. The University Health Services Office and University Counselor are available to assist students. Employees may seek assistance through the University's EEO or Title IX Coordinator Employee Assistance Program.

### Counseling and Emotional Support

Helping the individual affected by the harassment regain control of his or her choices is an important goal for responding to a party complaining of harassment. If the person does not wish to make a complaint, he/she may talk to a member of the counseling staff, University Nurse, or the University Chaplain. Because these staff members are professionals with special requirements regarding confidentiality, they are not required to report the incident and will not report the incident unless the complainant decides to release the information. They can provide information and confidential support about choices resulting from sexual harassment or abuse. All other employees of the University are expected to assist in reporting the complaint to the Equal Opportunity Officer (EOO), currently the Director of Human Resources, or the Title IX Coordinator as explained below.

### Training, Prevention, and Awareness Programs

The Campus SaVE Act updates requirements concerning awareness and prevention programming about sexual assault and other intimate partner violence. Mount Mercy University is committed to doing training and awareness programs for students as well as training for officials conducting disciplinary proceedings and/or investigations in a way that protects the safety of victims and promotes accountability. Mount Mercy University does this by:

- Prevention and awareness programming offered for all incoming students;
- Training on sexual harassment, Title IX, consent, and confidentiality for employees;
- Defining and educating student body on consent;
- Reporting sex offenses;



- Facilitating Bystander intervention trainings;
- Risk reduction education;
- Ongoing prevention and awareness campaigns including self-defense classes, seminars and trainings facilitated by local experts in the community, Title IX, Consent, and sexual harassment

## Campus Sexual Violence Elimination Act (Campus SaVE Act)

The Campus Sexual Violence Elimination Act or Campus SaVE Act (H.R. 6461) is a bill introduced in the 2nd session of the 111th Congress by Rep. Tom Perriello (D-VA 5th) and a bi-partisan group of 5 co-sponsors from across the country. The measure would amend the federal Jeanne Clery Act to update 18-year-old sexual assault policy requirements for institutions of higher education to also address a broader scope of intimate partner violence including stalking, dating violence, sexual violence/assault, and domestic violence offenses. The Campus SaVE Act also enhances existing prevention education and victims' rights provisions.

### Sexual Violence Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.

- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the university never assumes a student is in violation of university policy. Conduct hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

Mount Mercy reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

### Victims' Rights Provisions

The Campus SaVE Act establishes a baseline framework for institutions to respond to sexual assault and other intimate partner violence. Mount Mercy University policy will:

- Provide students and employees who report victimization information in writing of their rights to notify law enforcement and to be assisted by campus authorities in doing so, an explanation of their rights to obtain no contact orders or enforce an order already in existence, and contact information for campus and local advocacy, counseling, health, mental health and legal assistance services.
- Provide notification to students and employees who report victimization options for and assistance in changing academic, living, transportation and working situations if requested and reasonably available.
- Provide information for honoring any lawful no contact or restraining order.
- Disclose the range of possible sanctions that may be imposed following an institutional disciplinary procedure.
- Detail procedures victims should follow if a sex offense occurs, including who to contact and information about the importance of preserving physical evidence (an existing provision of the Clery Act).
- Disclose a summary of institutional disciplinary procedures that Accusers shall have the opportunity to request prompt proceedings, Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues, and shall use the **preponderance of the evidence** standard (which is "more likely than not" and the standard used by civil courts in the United States).
- Both accuser and accused are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, and that both must have the same opportunity to have others present during any proceeding.

- Both Complainant and Accused are entitled to be informed in writing of the final results within one business day of such outcome being reached.

## Victims' Protective Measures

Immediately after the Intake Meeting, the Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Applicable law requires that, when taking such steps to separate the Complainant and the Accused Party, the University must minimize the burden on the Complainant and thus should not, as a matter of course, remove the Complainant from his or her job, classes or housing while allowing the Accused to remain. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent.

Primary prevention is defined to mean programming and strategies intended to stop sexual and intimate partner violence before it occurs through the changing of social norms and other approaches. Awareness programming is defined to mean programs designed to communicate the prevalence of intimate partner violence including the nature and number of cases reported at each institution in the preceding 3 calendar years.

## Best Practices Report

The Campus SaVE Act provides for the collaboration of the U.S. Departments of Justice and Education to collect and disseminate best practices information about preventing and responding to sexual assault and other intimate partner violence.

## Reporting

Mount Mercy expects students to report allegations incidents of sexual misconduct. These may be reported either by the complainant, or by another person with the approval of the complainant, who shall serve as a liaison with the appropriate University personnel. This may be done without revealing the name of the complainant. The information will be kept confidential to the full extent permitted by law. The complainant is encouraged to report any incidents of alleged sexual abuse to the Cedar Rapids Police Department.

Students who bring information to the University have four options:

1. Choose to file a report with Mount Mercy University only
2. Choose to file a report with Cedar Rapids Police Department only
3. Choose to file a report with both Mount Mercy University and Cedar Rapids Police Department
4. Choose to file a report with neither

## Confidentiality, Privacy and Reporting Policy

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the university and upon university policy.

When consulting campus resources, all parties should be aware of confidentiality, privacy, and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to

tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. A victim may seek assistance from some university officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

### To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality. Campus counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

### Reporting to those who cannot maintain the privacy of what you share

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the university has specifically designated as "confidential resources" for purposes of providing support to students. Those are the individuals listed above.

Faculty, non-counselor staff members, and administrators are mandatory reporters. If a student confides in a member of one of those groups, the employee is still required to bring that information to the appropriate Title IX officer as part of the Title IX process. This is not their choice, it is required by law. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

### Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

### Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

### **QUESTIONS AND ANSWERS**

Here are some of the most commonly asked questions regarding University's sexual misconduct policy and procedures.

- *Does information about a complaint remain private?*

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the university. In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the university, Dean of Students, Director of Public Safety). If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified.[1] (p. ) This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- *Will my parents be told?*

No, not unless you tell them. Whether you are the complainant or the accused individual, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an accused individual has signed the permission form at registration which allows such communication].

- *Will the accused individual know my identity?*

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- *Do I have to name the perpetrator?*

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the university's legal obligations depending on what information you share with different university officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

- *What do I do if I am accused of sexual misconduct?*

DO NOT contact the alleged victim. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Dean of Students Office, which can explain the university's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.[2] (p. )

- *Will I (as a victim) have to pay for counseling/or medical care?*

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

- *What about legal advice?*

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's [Prosecutor's] office. You may want to retain an attorney if you are the accused individual or are considering filing a civil action. The accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding. Both the accused and the victim may also use an attorney as their advisor during the campus' grievance processes.

- *What about changing residence hall rooms?*

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from university support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

- *What should I do about preserving evidence of a sexual assault?*

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to the Hospital. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the

time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- *Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?*

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- *Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?*

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

- *Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- *What should I do if I am uncertain about what happened?*

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's student conduct office or victim advocate's office. The institution provides non-legal advisors who can help you to define and clarify the event(s), and advise you of your options.



# Catalog Archives

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2013-14 (web (<http://catalog.mtmercy.edu/archives/2013-14/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2013-14.pdf>))

2014-15 (web (<http://catalog.mtmercy.edu/archives/2014-15/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2014-15.pdf>))

2015-16 (web (<http://catalog.mtmercy.edu/archives/2015-16/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2015-16.pdf>))

2016-17 (web (<http://catalog.mtmercy.edu/archives/2016-17/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2016-17.pdf>))

2017-18 (web (<http://catalog.mtmercy.edu/archives/2017-18/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2017-18.pdf>))

2018-19 (web (<http://catalog.mtmercy.edu/archives/2018-19/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2018-19.pdf>))

2019-20 (web (<http://catalog.mtmercy.edu/archives/2019-20/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2019-20.pdf>))

2020-21 (web (<http://catalog.mtmercy.edu/archives/2020-2021/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2020-21.pdf>))

2021-22 (web (<http://catalog.mtmercy.edu/archives/2021-2022/>)) (PDF (<http://catalog.mtmercy.edu/pdf/2021-2022.pdf>))

2022-23 (web (<http://catalog.mtmercy.edu/archives/2022-2023/>)) (PDF (<http://catalog.mtmercy.edu/archives/2022-2023/pdf/2022-2023.pdf>))

2023-24 (web (<http://catalog.mtmercy.edu/archives/2023-2024/>)) (PDF (<http://catalog.mtmercy.edu/archives/2023-2024/pdf/2023-2024%20catalog%20PDF.pdf>))

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