

Change Program Proposal Form

Submitted on 05/17/2017 by Michael Clayton (MClayton@MissouriState.edu).

Department:

Psychology

Type of Program**Choose One:**

- ☒ Major (Non-Comprehensive/Graduate Program) ☐ Minor ☐ Academic Rules
- ☐ Comprehensive Major ☐ Certificate ☐ Other
- ☐ Option ☐ Certification


Title of Program Affected:

Applied Behavior Analysis-MS

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Attached

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

← → **B** *I* 

Attached

What is changing? Check all boxes that apply:

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Title change | <input type="checkbox"/> From option to program (major) | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Course changes of under 18 hours | <input type="checkbox"/> From program (major) to option | |
| <input type="checkbox"/> Course changes of 18 hours or more | | |

Reason for Proposed Change:

Less restrictive admission criteria

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

01/20/2017

Current Status:

Grad Council Review

Proposal Progress:

05/17/2017 - Submitted by Department Head (William Deal)

05/22/2017 - Reviewed by Dean (Helen Reid)

Review Comments:

05/22/2017 - Dean Review - Helen Reid - For clarity,the following edits to the proposed language are recommended: Include the word "undergraduate" as part of the planned deletion, and replace "university" with "institution of higher education" in item number 1. Because of the proposed change to item 1, items 3 and 4 should be deleted.

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Applied Behavior Analysis

Graduate programs

Master of Science, Applied Behavior Analysis

Michael Clayton, Program Director

Hill Hall, Room 404;

Phone 417-836-3783

<http://psychology.missouristate.edu/experimental/>; MClayton@missouristate.edu

The Master of Science degree in Applied Behavior Analysis is a joint effort between the Psychology Department and the Department of Counseling, Leadership and Special Education. The coursework consists of 27 credit hours of classroom work and 6 credit hours of practicum work.

Also, students will complete an empirically-based 6 credit thesis project as a culminating experience. Successful completion of the program will result in having met the course sequence and supervised practicum criteria to set for the national certification examination and become a Board Certified Behavior Analyst. A unique feature of the program is the specialized training opportunities for those who will be working within school settings. Students who complete this program will be trained to be experts in Applied Behavior Analysis so to (1) employ research based instructional strategies for special populations (specifically students with Autism Spectrum Disorders) in clinical, school and home based settings and (2) to become competent scientist-practitioners and researchers in experimental and applied behavioral science.

Admission requirements

To be considered for admission into the Applied Behavior Analysis Program students must meet the following requirements:

1. Completion of a bachelor's degree from a regionally accredited undergraduate ~~Psychology program or Education program with an emphasis in special education.~~ *university*
2. Maintained a cumulative grade point average (GPA) of 3.0 in undergraduate and graduate work and a 3.25 in major field.
3. Applicants with a Psychology major must have maintained a 3.25 in all psychology coursework and completed at least 20 semester hours or 30 quarter hours of psychology, including coursework in statistics and research methods.
4. Applicants with an Education major with an emphasis in Special Education must have maintained a 3.25 PGA in the professional education courses and the certificate subject area of Special Education.
5. The following Graduate Record Examination (GRE) scores are recommended as minimum scores for consideration of applicants: A Verbal Reasoning score of 151 or higher; a Quantitative Reasoning score of 142 or higher; and an Analytical Writing score of 3.5.
6. All applications to the graduate program will be required to complete a Family Care Safety Registry background check. If you are a Missouri resident and have not completed the Family Care and Safety Registry (FCSR) form, please do so by following this link:
<http://education.missouristate.edu/services/efe/fcsr.htm>.

Degree requirements

Applied Behavior Analysis

Graduate programs

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<http://education.missouristate.edu/services/efe/fcsr.htm>.

Degree requirements

Change Course Proposal Form

Submitted on 08/25/2017 by Richard Garrad (Richgarrad@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS113 Introduction to Medical Technology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 113 Introduction to Medical Technology

Designed to acquaint students with the field of medical technology through performance of simple procedures and explanation of test principles and diagnostic interpretation of results. Also designed to provide adequate exposure to the medical laboratory so that the student will be able to make a rational decision concerning a career in laboratory medicine. 1(0-2) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS 113 Introduction to Medical Laboratory ~~Technology~~ Sciences

Designed to acquaint students with the field of medical technology through performance of simple procedures and explanation of test principles and diagnostic interpretation of results. Also designed to provide adequate exposure to the medical laboratory so that the student will be able to make a rational decision concerning a career in laboratory medicine. 2(0-3) S

What is changing? Check all boxes that apply.

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input checked="" type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

The title reflects the change in the name of the profession to Medical Laboratory Sciences. The increase in contact hours will allow greater flexibility in teaching the class and increase the ease to which laboratory hours can be utilized within the course.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

08/25/2017

Current Status:

College Council Review

Proposal Progress:

09/08/2017 - Submitted by Department Head (Colette Witkowski)

Review Comments:

09/08/2017 - Department Head Review - Colette Witkowski - The department is collaborating with Cox School of Medical Technology to offer this course and introduce/familiarize students to this viable degree and career option. The increase in lab hours will allow field trips that are being planned by the clinical faculty to the hospital on-site laboratories.

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Curricular Action Workflow



Missouri State > Computer Services - MIS > Curricular Action
Workflow > CAW - Change Course Proposal Form

Change Course Proposal Form

Submitted on 09/12/2017 by Colette Witkowski (Colettewitkowski@missouristate.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS195 Introduction to the Health Professions

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 195 Introduction to the Health Professions

Prerequisite: freshman or sophomore standing only. Designed to familiarize students with a variety of health career opportunities, and to provide guidance in early curriculum planning and alternative career options. Identical with HLH 195. Cannot receive credit for both BMS 195 and HLH 195. 1(0-2) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* S

BMS 195 Introduction to the Health Professions

Prerequisite: freshman or sophomore standing only. **Recommended prerequisite: IDS 120, Exploring Majors and Careers, in the Fall semester.** Designed to familiarize students with a variety of health career opportunities, and to provide guidance in early curriculum planning and alternative career options. Identical with HLH 195. Cannot receive credit for both BMS 195 and HLH 195. 1(0-2) F,S

What is changing? Check all boxes that apply.

☐ Course Code ☐ Course Number ([Check Availability](#)) ☐ Title ☐ Prerequisite

☐ Credit Hours/Contact Hours ☒ Periodicity ☐ Description

Reason for proposed change

BMS 195 introduces students to healthcare practitioners as guest speakers from the Springfield and surrounding areas who generously donate their time to come speak with students throughout the semester. Adjusting this offering to once a year in the spring will better coordinate with time availability/scheduling of practitioners from the community. This will provide an informed experience for students who are considering health careers. Additionally, the enrollments have been higher in the spring semester. Moving to a spring offering only will help with recruitment/marketing of this class to the freshman and sophomore students who are looking towards a health career and benefit from the introduction to career options. Recommended prerequisite IDS 120 is an introductory exploring majors/careers class. They take a multitude of personality assessments including the Myers-Briggs Type Indicator and the Strong Interest Inventory. Students who are familiar with their own personality, values, interests, and skills are better equipped to make rational and realistic career decisions. IDS 120 is good for any undecided/exploratory major.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- ☒ Routine or annual review/assessment of curriculum ☒ Faculty Input ☐ Student Input
- ☐ Accreditation/certification compliance ☒ Review of catalog information
- ☒ Other (be specific): Feedback from area practitioners who do generously donate their time as guest speakers have indicated it is difficult to plan/come twice a year.
- ☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

08/25/2017

Current Status:

College Council Review

Proposal Progress:

09/12/2017 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 08/30/2017 by Amy Hulme (AmyHulme@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS320 Molecular Biology and Metabolism

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 320 Molecular Biology and Metabolism

Prerequisite: C or better in BMS 230 or BMS 231. Recommended Prerequisite: past or concurrent enrollment in CHM 201 and 202 or CHM 342. An introduction to the types and consequences of small and large molecular interactions in the living cell with an emphasis on the integrated metabolic exchanges of information, energy, and materials among cellular compartments. Cannot receive credit for both BMS 320 and BMS 321. 3(3-0) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS 320 **Biomolecules** ~~Molecular Biology~~ and Metabolism

Prerequisite: C or better in BMS 230 or BMS 231. Recommended Prerequisite: past or concurrent enrollment in CHM 201 and 202 or CHM 342. An introduction to the types and consequences of small and large molecular interactions in the living cell with an emphasis on the integrated metabolic exchanges of information, energy, and materials among cellular compartments. Cannot receive credit for both BMS 320 and BMS 321. 3(3-0) F,S

What is changing? Check all boxes that apply.

- | | | | |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input checked="" type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

The new title more specifically identifies the main topics of the course. BMS 320 is also cross-listed with BMS 321-A Biomolecular Interactions lecture and the title change aligns better with the title of that course.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

08/25/2017

Current Status:

College Council Review

Proposal Progress:

09/05/2017 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Submitted on 08/30/2017 by Amy Hulme (AmyHulme@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS321 Biomolecular Interactions

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 321 Biomolecular Interactions

Prerequisite: C grade or better in BMS 231. Recommended Prerequisite: concurrent enrollment in CHM 342.

Concentration is on the major classes of biomolecules (proteins, nucleic acids, carbohydrates, and lipids) important in cell and molecular biology that signal, control, and regulate cellular function and the coordination of these interactions. Other topics include: biosynthesis and catabolism of biological macromolecules and related topics in biotechnology, biological nanotechnology and molecular medicine. Laboratory emphasizes hands-on experience with current techniques in biomolecular science. Cannot receive credit for both BMS 320 and BMS 321.

Supplemental course fee. 4(3-3) F,S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS 321 Biomolecular Interactions

Prerequisite: C grade or better in BMS 231 **or BMS 230 and BMS 232**. Recommended Prerequisite: concurrent enrollment in CHM 342. Concentration is on the major classes of biomolecules (proteins, nucleic acids, carbohydrates, and lipids) important in cell and molecular biology that signal, control, and regulate cellular function and the coordination of these interactions. Other topics include: biosynthesis and catabolism of biological macromolecules and related topics in biotechnology, biological nanotechnology and molecular medicine. Laboratory emphasizes hands-on experience with current techniques in biomolecular science. Cannot receive credit for both BMS 320 and BMS 321. Supplemental course fee. 4(3-3) F,S

What is changing? Check all boxes that apply.

- ☐ Course Code
- ☐ Course Number [\(Check Availability\)](#)
- ☐ Title
- ☒ Prerequisite
- ☐ Credit Hours/Contact Hours
- ☐ Periodicity
- ☐ Description

Reason for proposed change

The current prerequisite is BMS 231 Human Genetics with Laboratory which has both lecture and laboratory components. The combination of courses BMS 230 Human Genetics (lecture only) and BMS 232 Human Genetics Laboratory (laboratory only) covers the same content. BMS 230 and BMS 232 are also cross-listed with the lecture or laboratory sections of BMS 231.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- ☐ Routine or annual review/assessment of curriculum
- ☒ Faculty Input
- ☐ Student Input
- ☐ Accreditation/certification compliance
- ☒ Review of catalog information
- ☐ Other (be specific):

☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

08/25/2017

Current Status:

College Council Review

Proposal Progress:

09/05/2017 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Submitted on 08/30/2017 by Amy Hulme (AmyHulme@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
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Existing Course:

BMS460 Biology of HIV/AIDS

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 460 Biology of HIV/AIDS

Prerequisite: BMS 100 and 111 or BMS 110 and 111 or BIO 121 or BIO 101 and 111, and 60 hours. Biological aspects of infection by HIV (human immunodeficiency virus) the disease syndrome known as AIDS (acquired human immunodeficiency syndrome) and social response to the disease. 1(1-0) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

↶ ↷ **B** *I* ~~S~~

BMS 460 Biology of HIV/AIDS

Prerequisite: BMS 100 and 111 or BMS 110 and 111 or BIO 121 or BIO 101 and 111, and 60 hours. Biological aspects of infection by HIV (human immunodeficiency virus) the disease syndrome known as AIDS (acquired human immunodeficiency syndrome) and social response to the disease. 1(1-0) **D S**

What is changing? Check all boxes that apply.

Course Code

Course Number ([Check Availability](#))

Title

Prerequisite

☐☐☐☐☐

Credit Hours/Contact Hours

☒

Periodicity

☐

Description

Reason for proposed change

Changing the periodicity to on demand will allow increased flexibility in offering the course in order to meet student needs.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

☐

Routine or annual review/assessment of curriculum

☒

Faculty Input

☐

Student Input

☐

Accreditation/certification compliance

☐

Review of catalog information

☐

Other (be specific):

☒

Check if this is a non-substantive change.

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Current Status:

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Proposal Progress:

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Review Comments:

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Curricular Action Workflow



Missouri State > Computer Services - MIS > Curricular Action
Workflow > CAW - Change Course Proposal Form

Change Course Proposal Form

Submitted on 08/25/2017 by Lyon Hough (LyonHough@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS582 Embryology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 582 Embryology

Prerequisite: C grade or better in BMS 307 or BIO 380. A study of anatomical changes during early animal development with emphasis on vertebrates. Lecture emphasis is on the cellular and subcellular mechanisms that may explain normal development, especially with regard to fertilization and morphogenesis. Laboratory emphasis on the normal development of live and preserved vertebrate embryos. Meets the embryology requirements for students in pre-professional medical, dental, and allied health curricula, as well as any student requiring a background in embryology. May be taught concurrently with BMS 682. Cannot receive credit for both BMS 582 and BMS 682. 4(2-4) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* ~~S~~

BMS 582 Embryology

Prerequisite: C grade or better in BMS 307 or BIO 380. **A study of prenatal human development with emphasis on the cellular and subcellular mechanisms correlating normal development with common congenital malformations. Topics include cell division, gametogenesis, fertilization, and development of the embryo from zygote to the differentiation of the neural tube. The development of specific human organ systems including, skeletomuscular, cardiovascular, respiratory, pharyngeal, craniofacial, digestive, urinary, genital, and endocrine systems will be covered throughout prenatal development. Prepares students in pre-professional medical, dental, and allied health curricula, as well as any student requiring a background in embryology.** ~~A study of anatomical changes during early animal development with emphasis on vertebrates. Lecture emphasis is on the cellular and subcellular mechanisms that may explain normal development, especially with regard to fertilization and morphogenesis. Laboratory emphasis on the normal development of live and preserved vertebrate embryos. Meets the embryology requirements for students in pre-professional medical, dental, and allied health curricula, as well as any student requiring a background in embryology. May be taught concurrently with BMS 682. Cannot receive credit for both BMS 582 and BMS 682. 3(3) 4(2-4)-S~~

What is changing? Check all boxes that apply.

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

The proposed changes to BMS 582 have been suggested to reflect the current status of human embryological education in the medical and allied health professions. The laboratory component to the course has been removed to allow the course to be taught in both seated and online sections, as well as mimic the pedagogical approach used in many professional schools. The course description has been updated to provide a clear representation of the content covered as well as communicate the emphasis of the course on human development. The course description has removed the phrase "embryology requirements for students in pre-professional medical, dental, and allied health curricula", to reflect current admission requirements to the professional programs listed.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
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Submitted on 08/25/2017 by Lyon Hough (LyonHough@MissouriState.edu).***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS585 Histology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ YesWill this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 585 Histology

Prerequisite: BMS 307 or BIO 380. Microscopic structure of cells, tissues, and organ systems, with special emphasis on human tissues. Extensive laboratory experience with interpretation of structures in stained tissues mounted on microslides. Recommended for students in medical, dental, optometric, and other preprofessional curricula, medical technology, cell and molecular biology, and zoology. May be taught concurrently with BMS 688. Cannot receive credit for both BMS 585 and BMS 688. 4(2-4) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)



BMS 585 Histology

Prerequisite: **BMS 308 or BMS 542 or BIO 361 and 380 Recommended Prerequisite: BMS 521**~~307 or BIO 380~~. Microscopic structure of cells, tissues, and organ systems, with special emphasis on human tissues. Extensive laboratory experience with interpretation of structures in stained tissues mounted on microslides. Recommended for students in medical, dental, optometric, and other preprofessional curricula, **or as an elective for students enrolled in medical technology laboratory sciences**, cell and molecular biology, and zoology. May be taught concurrently with BMS 688. Cannot receive credit for both BMS 585 and BMS 688. 4(2-4) F

What is changing? Check all boxes that apply.

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input checked="" type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

The prerequisite required for BMS 585 has been updated to reflect the content covered in the course and the need for an understanding of both anatomical and physiological material for success. The course description has been updated to clarify the course goals and current nomenclature for medical lab sciences.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|--|---|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input checked="" type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

08/25/2017

Current Status:

College Council Review

Proposal Progress:

09/05/2017 - Submitted by Department Head (Colette Witkowski)

Review Comments:

No comments have been added to this proposal.

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Change Course Proposal Form

Submitted on 08/25/2017 by Lyon Hough (LyonHough@MissouriState.edu).

***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

BMS682 Embryology

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

BMS 682 Embryology

Recommended Prerequisite: human anatomy. A study of anatomical changes during early animal development with emphasis on vertebrates. Lecture emphasis is on the cellular and subcellular mechanisms that may explain normal development, especially with regard to fertilization and morphogenesis. Laboratory emphasis on the normal development of live and preserved vertebrate embryos. Meets the embryology requirements for students in pre-professional medical, dental, and allied health curricula, as well as any student requiring a background in embryology. May be taught concurrently with BMS 582. Cannot receive credit for both BMS 582 and BMS 682. 4(2-4) S

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)

← → **B** *I* 

BMS 682 Embryology

Recommended Prerequisite: human anatomy. **A study of prenatal human development with emphasis on the cellular and subcellular mechanisms correlating normal development with common congenital malformations. Topics include cell division, gametogenesis, fertilization, and development of the embryo from zygote to the differentiation of the neural tube. The development of specific human organ systems including, skeletomuscular, cardiovascular, respiratory, pharyngeal, craniofacial, digestive, urinary, genital, and endocrine systems will be covered throughout prenatal development. Prepares students in pre-professional medical, dental, and allied health curricula, as well as any student requiring a background in embryology.** A study of anatomical changes during early animal development with emphasis on vertebrates. Lecture emphasis is on the cellular and subcellular mechanisms that may explain normal development, especially with regard to fertilization and morphogenesis. Laboratory emphasis on the normal development of live and preserved vertebrate embryos. Meets the embryology requirements for students in pre-professional medical, dental, and allied health curricula, as well as any student requiring a background in embryology. May be taught concurrently with BMS 582. Cannot receive credit for both BMS 582 and BMS 682. **3(3)-4(2-4) S**

What is changing? Check all boxes that apply.

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input checked="" type="checkbox"/> Credit Hours/Contact Hours | <input type="checkbox"/> Periodicity | <input checked="" type="checkbox"/> Description | |

Reason for proposed change

The proposed changes to BMS 582 have been suggested to reflect the current status of human embryological education in the medical and allied health professions. The laboratory component to the course has been removed to allow the course to be taught in both seated and online sections, as well as mimic the pedagogical approach used in many professional schools. The course description has been updated to provide a clear representation of the content covered as well as communicate the emphasis of the course on human development. The course description has removed the phrase "embryology requirements for students in pre-professional medical, dental, and allied health curricula", to reflect current admission requirements to the professional programs listed.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|--|---|--|
| <input type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input checked="" type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

☐ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

08/25/2017

Current Status:

Grad Council Review

Proposal Progress:

09/05/2017 - Submitted by Department Head (Colette Witkowski)

09/06/2017 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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New Program Proposal Form

Submitted on 08/21/2017 by Melinda Novik (MelindaNovik@MissouriState.edu).

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

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

Department:

Kinesiology

Proposed Program Title:

Graduate Certificate in Health Promotion and Wellness Management

Choose One:

- | | | |
|--|--|--------------------------------------|
| <input type="radio"/> Major (Non-Comprehensive/Graduate Program) | <input type="radio"/> Minor | <input type="radio"/> Academic Rules |
| <input type="radio"/> Comprehensive Major | <input checked="" type="radio"/> Certificate | <input type="radio"/> Other |
| <input type="radio"/> Option | <input type="radio"/> Certification | |

Select Degree Type (or Select Graduate Certificate or Undergraduate Certificate):

GRCT - Graduate Certificate

General Education Courses Required:

N/A

Total Hours: 0

General Education Courses Recommended:

N/A

Total Hours: 0

Requirements (including Admission) and Limitations for Specific Degree/Program:

Admission Requirements

1. Admission to the Graduate College at Missouri State University
2. Bachelor's degree from an accredited university
3. A cumulative GPA (of all coursework) of 3.00 on a 4.00 scale
4. Two or more years of work experience in the health promotion and wellness field (to be determined by the graduate program director)
5. Submission of a professional statement of work experience and current resume

Total Hours: 18

Courses Required in Department:

HLH 700 Research Methods (3 hrs)
HLH 750 Programming Approaches in Wellness/Health Promotion (3 hrs)
HLH 760 Health Promotion Planning (3 hrs)
KIN 795 Research Project (3 hrs)

Total Hours: 12

Courses Required in Other Departments:

N/A

Total Hours: 0

Prerequisites for Required Courses:

N/A

Recommended Electives in Department:

HLH 710 Introduction to Health Promotion and Wellness Management (3 hrs)
HLH 752 Health Risk Identification and Management (3 hrs)
KIN 650 Organization and Administration for the Kinesiology Professional (3 hrs)
KIN 667 Physical and Leisure Activities for the Aging Adult (3 hrs)
KIN 682 Motivational Interviewing for Health Professionals (3 hrs)
KIN 705 Applied Statistics in Kinesiology (3 hrs)
KIN 755 Fitness as Preventative Medicine (3 hrs)

Total Hours: 6

Recommended Electives in Other Departments:

MGT 600 Administrative, Organizational, and Operations Concepts for Managers (3 hrs)
COM 736 Concepts and Analysis of Communication in Organizations (3 hrs)
PSY 718 Organizational Psychology (3 hrs)

Total Hours: 0

Limitations on Electives:

N/A

Please attach the following documents: (Only one file may be attached for each requirement; accepts file types of PDF, DOC or DOCX)

1. Statement of Rationale: *Attached*
2. Estimated costs for first five years: *Attached*
3. Complete catalog description (including new courses and course changes pending approval): *Attached*
4. CBHE Application (If applicable): *Not Attached*

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

What is the date that this new program was approved by departmental or program faculty? (MM/DD/YYYY)

08/17/2017

Current Status:

Grad Council Review

Proposal Progress:

08/21/2017 - Submitted by Department Head (Sarah McCallister)
09/06/2017 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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Curricular Action Workflow



Missouri State > Computer Services - MIS > Curricular Action Workflow > CAW - New Course Proposal Form

New Course Proposal Form

Submitted on 08/18/2017 by Hugh Gibson (Hughgibson@missouristate.edu).

***All fields require input**

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

REC

Course Number: ([Check Availability](#))

615

Course Title:

Risk Management for Recreation, Sport and Park Agencies

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

None

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

This course is designed to look at the various risk management concepts, laws, and administrative practices that address the legal environment of recreation, sport, and park agencies within the scope of our legal culture. Our Constitution, legal liability related to safe environs, crowd control, transportation, employee rules and regulations, workplace risk, and the general management of risk situations and aspects will be the central core of this course. May be taught concurrently with REC 415. Cannot receive credit for both REC 415 and REC 615.

Credit Hours:

3

Lecture Contact Hours:

3

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Fall | <input type="checkbox"/> Fall (even-numbered years only) | <input type="checkbox"/> Fall (odd-numbered years only) |
| <input checked="" type="checkbox"/> Spring | <input type="checkbox"/> Spring (even-numbered years only) | <input type="checkbox"/> Spring (odd-numbered years only) |
| <input type="checkbox"/> Summer | <input type="checkbox"/> On Demand only | |

Complete Catalog Description:

REC 615 Risk Management for Recreation, Sport and Park Agencies

Prerequisite: None

This course is designed to look at the various risk management concepts, laws, and administrative practices that address the legal environment of recreation, sport, and park agencies within the scope of our legal culture. Our Constitution, legal liability related to safe environs, crowd control, transportation, employee rules and regulations, workplace risk, and the general management of risk situations and aspects will be the central core of this course. May be taught concurrently with REC 415. Cannot receive credit for both REC 415 and REC 615.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Currently there no graduate Recreation courses offered in our department. Based on student feedback, partner support, and professional demand for higher educated workforce, this course a needed opportunity for the department, university and the community.

Relationship to Other Departments

NA

Is there a graduate/undergraduate parallel course to this one? ☐ No ☒ Yes

Enter parallel course number

REC415 Risk Management for Recreation, Sport, and Park Agencies

How do these classes differ?

Besides the two elements below, graduate students will be expected to have a higher level of critical thinking and decision making throughout the entire course. They will be expected to be more of a peer mentor instead of just a peer.

Risk Management Plan (50 points)

You will find an appropriate agency and design a RMP for that organization. The criteria will be given to you at a later date.

Risk Management document Review (50 points)

You will collect five different documents that manage risk, and explain how and why it manages risk. Then explain, how you would edit and rewrite those documents to improve them from what you have learned in class.

New Course Resource Information

Anticipated Average Enrollment per section:

2

Maximum Enrollment Limit per section:

4

Anticipated Average Enrollment per semester:

2

Maximum Enrollment Limit per semester:

4

Anticipated Average Enrollment per year:

2

Maximum Enrollment Limit per year:

4

Faculty Load Assignment (equated hours):

3

Is another course being deleted? ☒ No ☐ Yes

What will this course require in the way of:

Additional library Holdings

NA

Additional computer resources

NA

Additional or remodeled facilities

NA

Additional equipment or supplies

NA

Additional travel funds

NA

Additional faculty; general vs specialized

NA

Additional faculty; regular vs per-course

NA

Other additional expenses

NA

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

This course will be taught concurrent undergraduate and graduate sections.

List names of current faculty qualified and available to teach this course

Dr. Gibson, Dr. Yating, & Dr. McCallister

What is the anticipated source of students for this course?

Students from undergraduate Recreation, Sport, and Park Administration program and students from MS in Health Promotion and Wellness Management.

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition, so have additional electives from which to choose.

If from outside the department, which courses in other departments would most likely be affected?)

NA

Other comments:

NA

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

08/18/2017

Current Status:

Grad Council Review

Proposal Progress:

08/21/2017 - Submitted by Department Head (Sarah McCallister)

09/06/2017 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

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REC 615 Risk Management for Recreation, Sport and Park Agencies

Missouri State University
Department of Kinesiology
Recreation, Sport, and Park Administration

Class time: Tuesday & Thursday: 12:30pm – 1:45pm

Classroom: KGSX 119

Semester:

Instructor: Dr. Sarah McCallister

Office: McDonald Arena 103

Office Hours: M/W 1-2, F 11-12, T/Th 10-11; or by appointment

Phone: 417-836-5370

Email: SarahMcCallister@MissouriState.edu

Required Material:

Textbook: *Risk management for park, recreation and leisure services (six edition).*
(ebook)

***This course requires an IPAD. Please bring your IPAD with you in every class.**

Course Catalogue Description: This course is designed to look at the various risk management concepts, laws, and administrative practices that address the legal environment of recreation, sport, and park agencies within the scope of our legal culture. Our Constitution, legal liability related to safe environs, crowd control, transportation, employee rules and regulations, workplace risk, and the general management of risk situations and aspects will be the central core of this course. May be taught concurrently with REC 415. Cannot receive credit for both REC 415 and REC 615.

Course Goals & Objectives

- Increase students' awareness of current legal issues and emerging legal trends in recreation, sport and leisure services
- Develop the ability to understand legal foundations, laws, and the legislative process
- Examine tort laws and negligence
- Understand the principles and practices of safety, emergency, and risk management related to recreation, sport, and park services.
- Identify potential areas for liability in the management of recreation, sport and park organizations
- Application and knowledge of summary issues thorough case study analysis.

Academic dishonesty:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Statement of nondiscrimination:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Statement on disability accommodation:

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Meyer Library, Suite 111, 417-836-4192 or 417-836-6792 (TTY), www.missouristate.edu/disability/contact.htm. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, 417-836-4787, <http://psychology.missouristate.edu/ldc>.

Cell phone policy:

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

notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a university emergency exists. If that is not the case, the devices should be immediately returned to silent mode and put away. Other exceptions to this policy may be granted at the discretion of the instructor.

Emergency response statement:

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Dropping a class:

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedure for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university, contact the Office of the Registrar at 836-5520. Faculty may also wish to include relevant drop deadlines. See Academic Calendars (www.missouristate.edu/registrar/acad_cal.html) for deadlines.

Audio and video recording course activity:

Students who wish to record lectures or class activities for study purposes should inform the faculty member first. Distribution or sale of recordings or other course materials is prohibited without the written permission of the instructor and other students who are recorded. Distribution without permission is a violation of copyright law and the Code of Student Rights and Responsibilities (Sections 4.6, 4.8, 4.9).

Religious accommodation:

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other

assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Mental Health and Stress Management:

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy:

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

Chosen Name Policy:

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

Suicide Prevention Resource Policy:

https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

REC 615 Course Policies

Class participation and attendance

To receive maximum benefit from this course, you are expected to attend all classes, come prepared, and participate in the discussion. Attendances account for a part of your overall grade. Poor attendance will be reflected in poor performances on the exams. ***There are no make-ups for missed in-class exercises/credits because of nonattendance.***

If a student misses a lecture session, it is the student's responsibility to obtain notes from some other member of the class. The instructor does not distribute copies of lecture notes.

Written assignments

All assignments are due at the day indicated on the syllabus (at the beginning of the class). ***Only one assignment will be accepted late with at least 10% reduction in value. Late assignments must be turn in by the following class session or the grade will be posted as a "0". Demonstrating your Critical Thinking Skills to the instructor is essential through these various assignments. Besides the two elements below, graduate students will be expected to have a higher level of critical thinking and decision making throughout the entire course. They will be expected to be more of peer mentor instead of just a peer.***

All written assignments are must be accompanied with a separate cover page, which must include your name, date, class, instructor, and title of the paper. (Cover page in excluded from the length requirement for all assignments). Failing to include this part in your written assignment may result in reduction in grade.

Make-up exams

Exams that are missed due to an excused absence can be made up. Approved make-up must be taken before the following class session. A student missing an exam with an unexcused absence will not be allowed to make up the missed exam. ***Advance notification and written documentation are required. Make-up exams may be different and more difficult.***

Class Assignments

Demonstrating your Critical Thinking Skills to the instructor is essential through these various assignments.

Attendances (50 points)

Excluding holidays, exam time, attendances will be taken at the beginning of the class. Your attendance will not be counted if you arrive late or leave early. You will get the following points depending on your attendance:

95% class attendance & above: 50 points
 90% -94% class attendance: 45 points
 85%- 89% class attendance: 40 points
 80%-84% class attendance: 35 points
 75% -79% class attendance: 30 points
 70%-74% class attendance: 20 points etc.

In class exercises/homework (50 points)

Various amount of exercises/homework will be given. There is no make-up for missed in-class exercises. Assignments are due specified by the instructor.

Risk Management Plan (50 points)

You will find an appropriate agency and design a RMP for that organization. The criteria will be given to you at a later date.

Risk Management document Review (50 points)

You will collect five different documents that manage risk, and explain how and why it manages risk. Then explain, how you would edit and rewrite those documents to improve them from what you have learned in class.

Quizzes ---100 points

There will be tests on each chapter. Each test is worth 20 points.

Guest speaker reflection paper (60 points)

You are asked to write reflection paper on guest speaker's presentation. Each reflection paper is worth 20 points. Specific requirements on the paper are on blackboard and will be discussed in class.

Individual Case Analysis Paper (30 points)

You will be assigned a case analysis and write a paper on the case as required. Requirements are on blackboard and will be discussed in class.

Group Case Analysis & Presentation (60 points)

You will be assigned with another class to work on this case analysis together. Each of you will write your own analysis paper. Paper: 30 points; Presentation: 30 points. Specific requirements will be discussed in class. **Paper is due ON THE DAY of YOUR Presentation by 12:30 p.m..**

Final Exam (50 points) Final Exam is comprehensive. **TBA**

TENTATIVE COURSE CALENDAR: Subject to change based on instructor discretion.

Week 1

T.....Introduction

R..... IPAD/assignments logistics

Week 2

T..... Chapter 1 – Tort law

R..... Chapter 1 – Tort law

Week 3

T.....Quiz 1, Chapter 2 – Negligence

R.....Chapter 2 – Negligence

Week 4

T.....Case Study

R.....Chapter 3 –Standard of Care

Week 5

T.....Quiz 2, Chapter 2, 3

R..... Guest Speaker

Week 6

T.....Ch. 4 --Employee Rights

R.....Ch. 4 --Employee Rights

Week 7

T.....Individual Case Studies

R.....Individual Case Studies

Week 8

T..... Quiz, Chapter 4

R.....Ch. 5 –Risk Management

Week 9

T.....Ch. 5 –Risk Management

R.....Quiz, Chapter 5

Week 10

T.....Guest Speaker

R.....Chapter 6

Week 11

T.....Chapter 6

R.....Review

Week 12

T..... Quiz, Chapter 6

R..... Group Case Study Presentations

Week 13

T..... Group Case Study Presentations

R..... Group Case Study Presentations

Week 14 Group Case Study Presentations

Week 15

T..... Group Case Study Presentations

R..... Group Case Study Presentations

Week 16

Final: TBA



Curricular Action Workflow



Missouri State > Computer Services - MIS > Curricular Action Workflow > CAW - New Course Proposal Form

New Course Proposal Form

Submitted on 08/18/2017 by Hugh Gibson (Hughgibson@missouristate.edu).

*All fields require input

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:

REC

Course Number: ([Check Availability](#))

623

Course Title:

Organization and Administration of Leisure Services

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

None

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Presentation of administrative principles of leisure oriented agencies. Specific approaches to financing, personnel budgets, facility, operation, policy development, departmental structure, public relations, legal aspects, and evaluation procedures are presented. If from within the department, will students be taking this course in addition to or in place of other courses? May be taught concurrently with REC 423. Cannot receive credit for both REC 423 and REC 623.

Credit Hours:

3

Lecture Contact Hours:

3

Lab Contact Hours:

0

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- | | | | | | |
|-------------------------------------|--------|--------------------------|-----------------------------------|--------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | Fall | <input type="checkbox"/> | Fall (even-numbered years only) | <input type="checkbox"/> | Fall (odd-numbered years only) |
| <input checked="" type="checkbox"/> | Spring | <input type="checkbox"/> | Spring (even-numbered years only) | <input type="checkbox"/> | Spring (odd-numbered years only) |
| <input type="checkbox"/> | Summer | <input type="checkbox"/> | On Demand only | | |

Complete Catalog Description:

REC 623 Organization and Administration of Leisure Services

Prerequisite: None

Presentation of administrative principles of leisure oriented agencies. Specific approaches to financing, personnel budgets, facility, operation, policy development, departmental structure, public relations, legal aspects, and evaluation procedures are presented. If from within the department, will students be taking this course in addition to or in place of other courses? May be taught concurrently with REC 423. Cannot receive credit for both REC 423 and REC 623.

Credit hours: 3 Lecture contact hours: 3 Lab contact hours: 0

Typically offered: Fall, Spring

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Currently there no graduate Recreation courses offered in our department. Based on student feedback, partner support, and professional demand for higher educated workforce, this course a needed opportunity for the department, university and the community.

Relationship to Other Departments

NA

Is there a graduate/undergraduate parallel course to this one? ☐ No ☒ Yes

Enter parallel course number

REC423 Administration of Recreation, Sport, and Park Agencies

How do these classes differ?

Besides the two elements below, graduate students will be expected to have a higher level of critical thinking and decision making throughout the entire course. They will be expected to be more of peer mentor instead of just a peer.

1. Interview a Professional (50 points): Student will interview a professional in the field with help of guided questions from the instructor. Then they will write a five page reflective paper on how this interview can help them in the future.

Administration assessment of self (50 points): Student will evaluate themselves, then have to provide examples and justifications of each from actions from throughout the semester.

New Course Resource Information

Anticipated Average Enrollment per section:

2

Maximum Enrollment Limit per section:

4

Anticipated Average Enrollment per semester:

2

Maximum Enrollment Limit per semester:

4

Anticipated Average Enrollment per year:

6

Maximum Enrollment Limit per year:

8

Faculty Load Assignment (equated hours):

3

Is another course being deleted? ☒ No ☐ Yes**What will this course require in the way of:**

Additional library Holdings

NA

Additional computer resources

NA

Additional or remodeled facilities

NA

Additional equipment or supplies

NA

Additional travel funds

NA

Additional faculty; general vs specialized

NA

Additional faculty; regular vs per-course

NA

Other additional expenses

NA

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

This course will be taught concurrent undergraduate and graduate sections.

List names of current faculty qualified and available to teach this course

Dr. Gibson, Dr.

What is the anticipated source of students for this course?

Students from undergraduate Recreation, Sport, and Park Administration program and students from MS in Health Promotion and Wellness Management.

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition, so have additional electives from which to choose.

If from outside the department, which courses in other departments would most likely be affected?)

NA

Other comments:

NA

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

08/18/2017

Current Status:

Grad Council Review

Proposal Progress:

08/21/2017 - Submitted by Department Head (Sarah McCallister)

09/06/2017 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MAKE YOUR

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REC 623
ORGANIZATION AND ADMINISTRATION OF LEISURE SERVICES
Recreation, Sport and Park Administration
Missouri State University

Instructor: Dr. Hugh Gibson
Office Hours: TBA
Other by appointment
E-mail: hughgibson@missouristate.edu

Semester:
Office: KGSX102
Phone: 836-5417
TDD: 836-6792
Fax: 836-4200

Course Text

Ipad 2 or Better

Management of Park and Recreation Agencies 3rd. edition. Edited by M. Moiseichick. NRPA

Course Description and Purpose

Presentation of administrative principles of leisure oriented agencies. Specific approaches to financing, personnel budgets, facility, operation, policy development, departmental structure, public relations, legal aspects, and evaluation procedures are presented. If from within the department, will students be taking this course in addition to or in place of other courses? May be taught concurrently with REC 423. Cannot receive credit for both REC 423 and REC 623.

Objectives of this Course

1. To develop an appreciation and understanding of administrative/management parameters through the exposure to principles and practices of such.
2. To develop self-awareness toward management career roles by practicing realistic situations of management and supervision of recreation, sport and park agencies.
3. To create an atmosphere of recreation, sport, and park management by examining various service techniques within role-playing applications.
4. To learn to communicate and work together in multiple different formats and levels and practice teamwork and leadership and followership roles.

Course Content

1. The Management/ Leadership/Followership
2. You – The Administrator
3. Human Resource Management
4. Budgets and the Budgeting Process
5. Problem-Solving and the Executive
6. Public Relations

TOBO, MO

There will be a simulated system of management established during the first few weeks of this class. Each class member will be employed by the Tobo Parks and Recreation Department in Tobo, MO and will participate in various forms of personnel management, policy writing and development, and a comprehensive budget and inventory exercise. Since this role-playing exercise is considered a necessary and integral part of this course, the student must complete this unit in order to pass the course. This class is a critical and creative thinking course. This course is not about coming up with the correct answer it's about coming up with your answers and problem solving as an individual as well as a group.

How well you communicate on individual, small group, and large group will depend upon how others perceive you. Taking this class out of the class is a disservice to you and your other classmates. To get the most out of this course, put more into this course. Then you and your classmates will get more out of this course. The more you deal with issues from this class in class the more you will benefit from that experience and your classmates will benefit from dealing with these issues as well. That is what the whole course is about learning about dealing with not only yourself but other people in professional setting and manner. We as a class are not looking for correct answer we are looking for the best answer we come up with as a class. We strive for improvement not perfection!

Being Present

The objectives of this course cannot be met unless the student is present. Students should be aware that a lack of presence during the Tobo system of management could result in a dismissal from that exercise. In the case that a student is dismissed from the Tobo exercise, no points from the Tobo assignments will be assigned to that student. It would be very difficult to pass this course without the benefit of the Tobo assignment points.

Academic dishonesty:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the University's academic integrity policy plus additional more-specific policies for each class. The University policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm and also at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Statement of nondiscrimination:

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head. Please visit the OED website at www.missouristate.edu/equity/.

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

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Emergency response statement:

At the first class meeting, students should become familiar with a basic emergency response plan through a dialogue with the instructor that includes a review and awareness of exits specific to the classroom and the location of evacuation centers for the building. All instructors are provided this information specific to their classroom and/or lab assignments in an e-mail prior to the beginning of the fall semester from the Office of the Provost and Safety and Transportation. Students with disabilities impacting mobility should discuss the approved accommodations for emergency situations and additional options when applicable with the instructor. For more information go to <http://www.missouristate.edu/safetran/51597.htm> and <http://www.missouristate.edu/safetran/erp.htm>.

Dropping a class:

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Religious accommodation:

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic

responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Mental Health and Stress Management:

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy:

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an [overview of the Title IX office](#).

Chosen Name Policy:

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

Suicide Prevention Resource Policy:

https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

Course Requirements

All assignments should be computer generated or IPAD generated unless specified otherwise. Computer generated assignments should be double-spaced using 12-point, Times New Roman font with 1 inch margins. All assignments should be in APA 5th edition format. Course grade will be determined on a Percentage of Total Point Basis. *Demonstrating your Critical Thinking Skills to the instructor is essential through these various assignments. Besides the two elements below, graduate students will be expected to have a higher level of critical thinking and decision making throughout the entire course. They will be expected to be more of peer mentor instead of just a peer.*

1. **Mid term Exam (100 total points):** The format of these exams could include, listing, multiple choice, true/false, short answer, matching, and essay.

2. **Class Participation/Quizzes/IPAD assignments/Critical Thinking (5 points each):**
Unannounced quizzes or activities may be assigned during the semester. These quizzes or activities will be given at different times of the class period. If you miss the quiz or activity you forfeited the opportunity of achieving those points. **BE ON TIME. Missing class and not reading before class will affect your grade.**
3. **Drop Box Sign Up- 15 pts.**
4. **PDF Assignment- 10 pts.** Scan a document and send it to me as a PDF document.
5. **Attendance- 75 points- More details will be give later**
6. **Grant Assignment: (50 points):** More details to be given later.
7. **Administration assessment by Instructor: (100 points):** The student will be evaluated by the instructor about their participation in role playing activities in and out of the class and how professionally they approach the course and the content in the course.
8. **Administration assessment by peers (100 points):** Same as above however the peers will be doing the evaluation. More detail will be given.
9. **Policy and Procedures/TOBO Manual (125) points:** Each student will be given the opportunity to write policy and procedures for their emphasis area and the instructor will evaluate their level of professional integration of their academic preparation.
10. **Professional etiquette and common Manners (25 points):** More details to be given later.
11. **Interview a Professional (50 points):** Student will interview a professional in the field with help of guided questions from the instructor. Then they will write a five page reflective paper on how this interview can help them in the future.
12. **Administration assessment of self (50 points):** Student will evaluate themselves, then have to provide examples and justifications of each from actions from throughout the semester.
13. **Press Release (25 points)**

Comprehensive Mid Term (100 points)

Attendance/Participation (75 pts.)

Grant Assignment (55 points)

Drop Box (15 points)

PDF (10 pts.)

Administration Instructor eval (100 points)

Peer Eval (100 points)

TOBO policies (125 points)

Grading Scale

A = 90-100%

B=80-89%

C=70-79%

D=60-69%

F= 59% or less

Professional Etiquette and common manners (25 points)

Quizzes 5-pts. each

Interview a Professional (50 points)

Administration assessment of Self (50 points)

Press Release (25 points)

TENTATIVE COURSE CALENDAR: Subject to change based on instructor discretion.

Week 1

T.....Introduction/Dropbox Assignment

R..... Define Grants/PDF Assignment

Week 2

T..... Look up Grants/Ideal Job

R..... Grants/Discuss Tobo

Week 3

T.....Present Grants

R.....Discuss Tobo Areas/Look at Manuals

Week 4

T..... Discuss Tobo Areas/Look at Manuals/Decide Leadership

R.....Assign Areas/Job titles

Week 5

T..... Job Description/ Book Chap. presentation Legal Authority and Jurisdiction

R..... Organization Chart/ Book Chap. Presentation/Organization Structure and Admin.

Operations

Week 6

T.....Mission Statement/Book Chapt, Presentation Final Management/Press Release #

1 due

R.....Facility Descriptions: Pictures for each department/Budgeting

Week 7

T..... Budgeting

R..... Budgeting/ Press Release # 2 due

Week 8

T..... Mid Term

R.....Policy and Procedures

Week 9

T..... Policy and Procedures/ Press Release # 3 due

R..... Policy and Procedures

Week 10

T.....Guest Speaker

R.....Inventory / Press Release # 4 due

Week 11

T..... Human Resource Management

R..... Human Resource Management

Week 12

T..... Leaders and You in Recreation

R..... Leaders and You in Recreation

Week 13

T..... Creative Problem Solving in a leadership Position

R..... Creative Problem Solving in a leadership Position

Week 14

T..... Putting it all together

R..... Putting it all together

Week 15

T..... Current Trends In RSPA

R..... Current Trends In RSPA

Week 16 Finals

New Course Proposal Form

Submitted on 08/18/2017 by Hugh Gibson (Hughgibson@missouristate.edu).

*All fields require input

- ☒ New COURSE
- ☐ New REGULAR PERMANENT SECTION of an existing variable content course. If a new regular section of an existing variable topics course, enter the existing course number below

Course Code:


REC


Course Number: ([Check Availability](#))

651

Course Title:

Outdoor Leadership

Will this proposal need to be reviewed by CGEIP?  ☒ No ☐ Yes

Will this proposal need to be reviewed by EPPC?  ☒ No ☐ Yes

Prerequisite/Co-requisite or enter 'None':

Permission of Instructor

General Course Description: (Include any Pass/Not Pass grading restrictions, repeatable limits, limitation on course applicability, UG/GR parallel course, etc.)

Credit Hours:

3 ▼

Lecture Contact Hours:

1 ▼

Lab Contact Hours:

4 ▼

Note: If variable credit, enter the highest number and add to end of course description. (e.g. "Variable credit, may be taken 1-3 hours.")

Periodicity. Check all that apply.

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Fall | <input type="checkbox"/> Fall (even-numbered years only) | <input type="checkbox"/> Fall (odd-numbered years only) |
| <input type="checkbox"/> Spring | <input type="checkbox"/> Spring (even-numbered years only) | <input type="checkbox"/> Spring (odd-numbered years only) |
| <input type="checkbox"/> Summer | <input checked="" type="checkbox"/> On Demand only | |

Complete Catalog Description:

REC 651 Outdoor Leadership

Prerequisite: Permission of Instructor

Course Prerequisites: Instructor Permission. This course emphasizes experiential teaching/learning using the American Canoe Association and the Center for Outdoor Ethics curriculums under field conditions which builds upon the student's prior outdoor study and experience. The result is a practical group experience in the outdoors spent enjoyably and safely with minimum harm to the environment. This environmental stewardship course stresses leadership, decision making, Leave No Trace techniques, sound expedition behavior and environmental ethics. Students in the Parks and Outdoor Recreation emphasis will have additional course cost related to specific gear and clothing related to their profession. May be taught concurrently with REC 451. Cannot receive credit for both REC 451 and REC 651. Field trips will be required

Credit hours: 3 Lecture contact hours: 1 Lab contact hours: 4

Typically offered: On Demand only

Include sample syllabus (list topics, course goals.) Use text box OR upload only file types of PDF, DOC or DOCX.

Attached

Purpose of Course

Currently there no graduate Recreation courses offered in our department. Based on student feedback, partner support, and professional demand for higher educated workforce, this course a needed opportunity for the department, university and the community.

Relationship to Other Departments

NA

Is there a graduate/undergraduate parallel course to this one? ☐ No ☒ Yes

Enter parallel course number

REC451 Outdoor Leadership

How do these classes differ?

Besides the two elements below, graduate students will be expected to have a higher level of critical thinking and decision making throughout the entire course. They will be expected to be more of peer mentor instead of just a peer.

1. Pre-trip Planning (35 points): Student will be required to be involved with certain aspects of the pre-trip planning to include but not limited to shuttles, preparing gear, securing permits, scouting locations, checking weather, doing needed research, etc.
2. Post -trip Analysis (65 points): Student will be required to assist instructor in organizing, cleaning, and repairing gear, filling out needed reports, collecting media and gear from other students and making inventory of what is need for the future, etc.

New Course Resource Information

Anticipated Average Enrollment per section:	<input type="text" value="2"/>	Maximum Enrollment Limit per section:	<input type="text" value="4"/>
Anticipated Average Enrollment per semester:	<input type="text" value="2"/>	Maximum Enrollment Limit per semester:	<input type="text" value="4"/>
Anticipated Average Enrollment per year:	<input type="text" value="6"/>	Maximum Enrollment Limit per year:	<input type="text" value="8"/>
Faculty Load Assignment (equated hours):	<input type="text" value="3"/>		

Is another course being deleted? ☒ No ☐ Yes

What will this course require in the way of:

Additional library holdings

NA

Additional computer resources

NA

Additional or remodeled facilities

NA

Additional equipment or supplies

NA

Additional travel funds

NA

Additional faculty; general vs specialized

NA

Additional faculty; regular vs per-course

NA

Other additional expenses

NA

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

This course will be taught concurrent undergraduate and graduate sections.

List names of current faculty qualified and available to teach this course

Dr. Hugh Gibson

What is the anticipated source of students for this course?

Students from undergraduate Recreation, Sport, and Park Administration program and students from MS in Health Promotion and Wellness Management.

If from within the department, will students be taking this course in addition to or in place of other courses?

In addition, so have additional electives from which to choose.

If from outside the department, which courses in other departments would most likely be affected?)

NA

Other comments:

NA

What is the date that this new course was approved by departmental or program faculty? (MM/DD/YYYY)

08/18/2017

**Outdoor Leadership
Rec 651
Recreation, Sport and Park Administration
Missouri State University**

Recommended:	Instructor permission	Semester:
Instructor:	Dr. Hugh Gibson	Office KGSX 102
Office Hours:	TBA	Phone: 836-5417
	Other by appointment	
E-mail:	HughGibson@missouristate.edu	

Course Text

Required Texts:

Wilderness Stewardship Field Manual -- Gibson
NOLS Outdoor Cookery --Richard

I Device version 2, smart phone, or equivalent

Recommended Texts:

Wilderness Medicine -- Forgey
The Backcountry Classroom--Drury and Bonney

Assignments will be made from this text. Additional assignments may be made from supplemental reserve materials, periodical literature, or other sources containing pertinent information. It is the student's responsibility to keep up with reading assigned in and out of class.

Course Description: Course Prerequisites: Instructor Permission. This course emphasizes experiential teaching/learning using the American Canoe Association and the Center for Outdoor Ethics curriculums under field conditions which builds upon the student's prior outdoor study and experience. The result is a practical group experience in the outdoors spent enjoyably and safely with minimum harm to the environment. This environmental stewardship course stresses leadership, decision making, Leave No Trace techniques, sound expedition behavior and environmental ethics. Students in the Parks and Outdoor Recreation emphasis will have additional course cost related to specific gear and clothing related to their profession. May be taught concurrently with REC 451. Cannot receive credit for both REC 451 and REC 651. **Field trips will be required**

Course Objectives: Students completing the stewardship course will:

- A. Use and enjoy the wilderness with minimum impact.
- B. Apply safe practices for groups in outdoor recreation activities.
- C. Begin to recognize his or her leadership abilities and limitations.
- D. Demonstrate a basic standard of outdoor user knowledge and experience based on the ACA level 1 canoe, and LNT Trainer standards.

Course Design: The 15 day course will include approximately nine classroom hours, and a 5-7 day field experience canoeing and hiking in the Ozarks Area. Course members will keep a decision making journal during the entire course and participate in daily debriefings. The course will conclude with check-in and

clean-up of equipment and an exit interview.

Regarding This Course:

- 1) This is a leadership training experience held in a semi-wilderness setting. It is not a pure wilderness adventure. You will spend considerable time evaluating your decision making ability in group sessions and through journal entries.
- 2) Parts of this course may be perceived as a physical, mental and emotional challenge. A significant aspect of learning comes through challenge. However, no activities are designed for failure. The emphasis is on experiential learning in a challenging environment. It is essential that all students be in good physical condition. A current physical examination is advised and immunizations should be current.
- 3) All participants must realize that any form of wilderness travel involves risk. The group will be on a whitewater river and traveling on a variety of terrain both on and off of trails. During most of the course we will be isolated with no mechanical transportation and no outside communication except in the case of extreme emergency. No electronic aids will be taken on this course unless serving as prosthesis or educational device. In realizing these dangers, there will be a continual emphasis on safety procedures.
- 4) Participants will teach lessons during the course. (Some assignments will be made at the April meeting). The Backcountry Classroom provides lesson plans for many of these assignments.
- 5) Bulk rations will be supplied. Meal/ration planning will be completed by students (Nutrition will be emphasized). The LNT philosophy is to travel lightly, safely, and as economically as possible.
- 6) Student behavior will be in accordance with normal MSU courses. Alcohol and drugs are prohibited. Tobacco is discouraged. Coed tenting will be avoided. Using technology for outside use is not allowed without verbal approval from both instructors. People using technology for non-classroom will be counted as absent for that day of the trip and their total points will be docked **50 points per infraction**.
- 7). Understanding how we interact on individual and professional level is an important criterion of this course. We will not only understand sustainability but will be putting it into practice on a moment to moment basis during the field portion.

Academic dishonesty:

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expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a *Request for Religious Accommodation Form* to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Mental Health and Stress Management:

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Title IX Policy:

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/.

Chosen Name Policy:

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

Suicide Prevention Resource Policy:

https://www.missouristate.edu/policy/Op1_08-suicide-prevention-available-suicide-programs-and-related-procedures.htm

Course Expectations

Attendance is expected. Because class attendance and course grades are demonstrably and positively related, students are expected to attend all class sessions of courses in which they are enrolled. Students absent for class will not be allowed to make-up the class. Since this is an experientially based course with many hands on skills being taught and evaluated, attendance to all classes is critical.

Quizzes/Participation points missed due to absence or tardiness cannot be made up. Assignments are due on the day indicated. Assignments submitted late without prior instructor approval or acceptable written verification for late submission may not be accepted.

Course Format

The course may include lecture, class/group discussion and activities, reading assignments, written assignment, guest speakers, oral presentations, videotapes, quizzes, and written examinations.

Activities are conducted on many different levels to maximize the potential for social interaction and personal challenges in a way that is consistent with the educational goals of Missouri State University.

This course is rooted in the university Public Affairs mission.

Course Requirements

All assignments should be computer generated unless specified otherwise. Computer generated assignments should be double-spaced using 12-point, Times New Roman font with 1 inch margins. All assignments should be in APA 5th edition format. Course grade will be determined on a Percentage of Total Point Basis. *Demonstrating your Critical Thinking Skills to the instructor is essential through these various assignments. Besides the two elements below, graduate students will be expected to have a higher level of critical thinking and decision making throughout the entire course. They will be expected to be more of peer mentor instead of just a peer.*

1. **Wilderness Skill Evaluations (100 total points):** These will be conducted on a daily basis whenever the opportunity arrives.
2. **Class Participation (100 points):** Your attitude and participation will be constantly evaluated throughout the course. **BE ON TIME. Missing class and not being prepared for class will affect your grade.**
3. **Journal: (100 points):** You will be required to keep a journal throughout the entire course and will be required to turn it into the instructor for final evaluation.
4. **Class Presentation: (100 points):** The student will be responsible for being Leader of the Day (LOD) and teaching various lessons to the class throughout the course.
5. **Final Evaluation (25 points):** A final evaluation will be conducted according to LNT/ACA standards and the students will be provided with this information to better enhance their learning and understanding of the previous experiences.
6. **Pre-trip Planning (35 points):** Student will be required to be involved with certain aspects of the pre-trip planning to include but not limited to shuttles, preparing gear, securing permits, scouting locations, checking weather, doing needed research, etc.
7. **Post –trip Analysis (65 points):** Student will be required to assist instructor in organizing, cleaning, and repairing gear, filling out needed reports, collecting media and gear from other students and making inventory of what is need for the future, etc.

Grading Scale

A = 90-100%

B=80-89%

C=70-79%

D=60-69%

F= 59% or less

Week One-Tentative Schedule

M-Overview, Forms, LNT Video Lecture, Clothing, WEA history, Overview

T-Leadership, Group Dynamics, Menu, Shakedown, Complete gear re-view

W- Purchase food, Food Planning Identification, Lesson Assignments, WFA

TH- Canoeing, finalize travel plans, Risk Management, Cooking safety

F- Finalize travel plans, canoeing, and shuttles

Week Two

T-Meet at the river Put in

T- On river

W- On river

TH- On river

F- on river

S-Arrive at the take and head home

Week Three

M-Turn in all gear and paperwork

T- MM presentation due

W-

TH-

F- Self Assessment due

Student Expectations/ Requirements

1. Students are expected to look out for the safety of all participants. **Safety is always the first priority during all programs.**
2. Must have excellent group speaking and facilitating skills.
3. Students are required to know all policies and procedures having to do with the MSU Outdoor Recreation activities, the trip program, equipment use, and to strictly follow and enforce them.
4. Students is expected to be on time and dressed appropriately at all meeting, programs, and trainings.
6. Students is expected to express all concerns to Dr. Gibson.
Students is expected to create a positive environment.
7. Students is expected to adhere to principles of Leave No Trace during all programs, and to educate participants on these principles.
8. Students are expected to act in a mature and responsible manner to any and all situations.
9. Students are expected to be understanding and caring of all participants and willing to help them at all times.

PROPER PREVIOUS PLANNING PREVENTS POOR PERFORMANCE

Change Course Proposal Form

Submitted on 08/25/2017 by Susan Dollar (Susandollar@missouristate.edu).***All fields require input**

This proposal applies to:

- ☒ An existing COURSE
- ☐ An existing REGULAR (e.g. permanent) SECTION of a variable content course.

Existing Course:

SWK643 Non-Profit Management in the Health and Human Services

Will this proposal need to be reviewed by CGEIP? ☒ No ☐ YesWill this proposal need to be reviewed by EPPC? ☒ No ☐ Yes

Current online catalog description:

SWK 643 Non-Profit Management in the Health and Human Services

The purpose of this course is to lay a leadership and management foundation for those in social work and the human services professions from the nonprofit/social or public sectors. The history and scope of the U.S. nonprofit sector, as well as contemporary theories of nonprofit enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making models and current ideas about possible futures for the sector will be presented. Students will leave the course with a solid understanding of nonprofit /social sector organization, and develop an understanding of his or her management style and philosophy. May be taught concurrently with SWK 543. Cannot receive credit for both SWK 643 and SWK 543. 3(3-0) F

Revise the current online catalog description as needed: (Strikethrough all deletions and insert/bold new information. Any content that is copied and pasted will lose existing formatting; please review prior to submission.)



SWK 643 Non-Profit Management in the Health and Human Services

The purpose of this course is to lay a leadership and management foundation for those in social work and the human services professions from the nonprofit/social or public sectors. The history and scope of the U.S. nonprofit sector, as well as contemporary theories of nonprofit enterprise, governance and leadership, ethics, marketing, advocacy techniques, decision-making models and current ideas about possible futures for the sector will be presented. Students will leave the course with a solid understanding of nonprofit /social sector organization, and develop an understanding of his or her management style and philosophy. May be taught concurrently with SWK 543. Cannot receive credit for both SWK 643 and SWK 543. 3(3-0) **F-S**

What is changing? Check all boxes that apply.

- | | | | |
|---|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Number (Check Availability) | <input type="checkbox"/> Title | <input type="checkbox"/> Prerequisite |
| <input type="checkbox"/> Credit Hours/Contact Hours | <input checked="" type="checkbox"/> Periodicity | <input type="checkbox"/> Description | |

Reason for proposed change

More graduate students would be able to enroll in the spring course than the existing fall course.
Since the SWK543 is cross-listed with SWK 643, I am requesting that both courses be moved to the spring semester.

Does this change affect course assessment (e.g. student learning evidence/outcomes)? ☒ No ☐ Yes

How did you determine the need for this change? Check all boxes that apply or specify other.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Routine or annual review/assessment of curriculum | <input checked="" type="checkbox"/> Faculty Input | <input checked="" type="checkbox"/> Student Input |
| <input type="checkbox"/> Accreditation/certification compliance | <input type="checkbox"/> Review of catalog information | |
| <input type="checkbox"/> Other (be specific): | | |

- ☒ Check if this is a non-substantive change.

What is the date that this course change was approved by departmental or program faculty? (MM/DD/YYYY)

11/18/2016

Current Status:

Grad Council Review

Proposal Progress:

08/29/2017 - Submitted by Department Head (Michele Day)

09/06/2017 - Reviewed by Dean (Helen Reid)

Review Comments:

No comments have been added to this proposal.

Copy As New Proposal

MAKE YOUR

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