



College of Graduate & Extended Studies

# FIRST CLASS

at

Central Methodist University

Adjunct Handbook

Old School Values  
New School Attitude

<http://www.centralmethodist.edu/cges/firstclass.php>

First Class at CMU Locations in Missouri

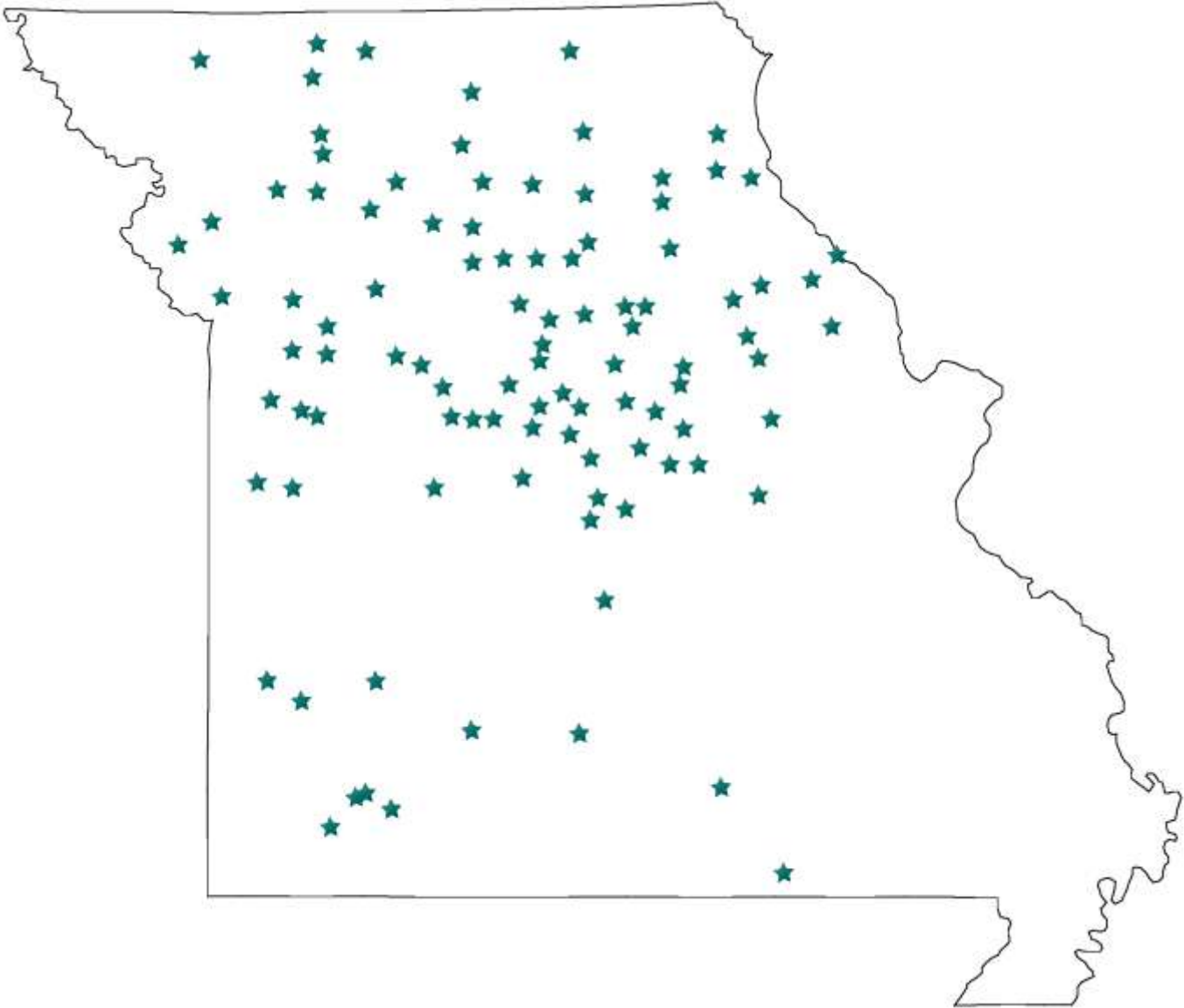


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## General Information

Central Methodist University provides a broad range of undergraduate liberal arts and professional education programs. It is co-educational, private, church-related, and its 90 acre Fayette campus is largely residential. It offers degree programs at sites including but not limited to Clinton, Lake of the Ozarks, Macon, Park Hills, Union, Columbia, Sedalia, Rolla, St. Louis and Fayette. The College offers 2 year and 4 year undergraduate degrees, and graduate degrees. Select undergraduate (including dual credit) courses and graduate courses are also offered through the College of Graduate and Extended Studies (CGES) which was formed in 2004 to better serve the educational needs of students throughout Missouri.

The policies and procedures described in this manual were developed to clarify roles and responsibilities, help prevent misunderstandings, improve communication between adjuncts and the University, and explain the regulations for the academic programs.

It is important that we work to establish and maintain trust and a sense of common purpose. We value your support and welcome suggestions.

## Contact Information

Vice President and Dean of the University	660-248-6212	Dr. Rita Gulstad
First Class at CMU Coordinator	660-248-6892	<b>Peggy O'Connell</b>
Assistant Dean, CGES, Central Region	660-248-6378	Sandra Wald
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## Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools, Missouri Coordinating Board for Higher Education (CBHE), and Missouri Department of Elementary and Secondary Education (DESE). First Class is currently seeking National Accreditation from the National Alliance for Concurrent Enrollment Partnerships (NACEP).

## Values

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in a small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The University values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. College life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. CMU nurtures a spirit of community and caring among students, faculty, and staff.

## Mission

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

## Educational Goals

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world. Students with a CMU education are prepared to:

### Academic Goals

- Demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.
- Think critically and conceptually and apply their knowledge and skills to the solving of problems.
- Communicate accurately and effectively through listening, speaking, and writing.

### Character Goals

- Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.
- Seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.
- Evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.
- Have the courage to make decisions based on considerations of ethical, aesthetic, economic, and environmental consequences.
- Commit themselves to a life exemplifying values in relationships with self, family, church, university, and community.

## Creed for CMU

The Central Methodist University community, consistent with its United Methodist heritage, strives for academic excellence, individual achievement, and social responsibility. As members of that community we believe in

seeking knowledge, truth, and wisdom

Knowledge refers to the accumulation of facts or ideas. But mere knowledge of facts cannot inform us as to what constitutes the truth. To seek truth means to go beyond the simple facts; it requires that we recognize that facts alone cannot determine what is good or just, that we must be open to other ways of seeking and knowing truth. Habits of the mind should move us beyond knowledge towards wisdom, which requires an understanding that decisions and actions should be based on both knowledge and the will to do good.

valuing freedom, honesty, civility, and diversity

For the academic enterprise to be successful there must be the free, open, and civil exchange of diverse ideas, opinions and information. Ideas and opinions must be shared and compared in order for the best to emerge. Learning is the heart of the academic enterprise and it is only possible when all parties assume the responsibilities appropriate to their roles. Academic integrity consists of the accurate depiction of the actual work or performance of any person. Academic integrity and academic honesty require that each person accept the obligation to be truthful in all academic endeavors. Academic integrity and academic honesty further require that there be no conduct that either in intent or in effect **misrepresents the person's academic performance.**

living lives of service and leadership and

The uniting of knowledge and active faith is a cornerstone of Wesleyan tradition. Academic excellence coupled with acts of kindness and service to the local and global community are indicators of character development on the CMU campus. There are many styles of leadership. Servant leadership, as exemplified in the life of Jesus, is a model for the CMU community.

taking responsibility for ourselves and the communities in which we live.

Being a part of CMU affects not only ourselves, but also the community in which we live. We must all be responsible for our actions and their consequences, but we should also be dedicated to one another. As individuals and as a community we must demonstrate responsible life choices with a deep concern for the common good.

First Class Academic Calendar

Fall Semester	Fall 2013	Spring Semester	Spring 2014
Classes begin	Aug 20	Classes begin	Jan 13
Last day to Add & Drop w/o "W"	Aug 27	Last day to Add & Drop w/o "W"	Jan 17
Labor Day (no classes)	Sept 2	MLK Day (no classes)	Jan 20
Thanksgiving recess (no classes)	11/25-12/2	Spring recess-Main campus	Mar 8-16
Last day to drop a course/withdraw	Nov. 22	Last day to drop/withdraw	April 17
		Good Friday (no classes)	Mar 18
Finals	Dec 9-12	Finals	May 3-8
Grades due	Dec 16	Grades due	May 13

Please check with your home school to verify actual meeting days. This calendar is based on CMU's Main campus and school districts may not observe the same holidays. CMU strictly enforces the grades due dates.

Adjunct Instructor Requirements:

Instructors shall have a **Master's** degree that includes substantial study, *usually* a minimum of 18 graduate semester hours appropriate to the academic field they are teaching. A

copy of the original transcript must be on file in our office with the original in the office of the President.

Prospective instructors, recommended either by their school district, or the First Class Coordinator, must submit a resume, a CMU Adjunct Professor Approval form (located at the back of this handbook on page 30), and official transcripts. The prospective instructor must indicate on the form the courses they wish to teach. The materials are reviewed by the First Class Coordinator, Asst. Dean, appropriate discipline faculty, and finalized by the Vice President and Dean of the University. Prospective faculty and/or school districts are notified of the approval or denial of the application by either e-mail or regular mail.

Instructors are required to submit a syllabus for each class taught at the beginning of each term. At the end of each term Adjuncts are required to submit samples from a few students of completed homework and tests chosen at random throughout the term. Please follow the guidelines for Syllabus Preparation found on page 13 of this handbook.

### Adjunct Duties

All Adjuncts are required to perform certain duties as adjuncts of CMU. Adjuncts are **required to turn in a syllabus that must contain the instructor's** discipline policy and a full explanation of their grading policy. (Please follow the guidelines for Syllabus Preparation found on page 13 of this handbook.) The syllabus must be turned into the office of the First Class Coordinator by Friday before classes begin. In fact, we encourage all adjuncts to turn in their syllabus for the following semester when they submit grades for the current semester. e.g. Fall 2013 grades are due December 16, turn in Spring 2014 syllabus with those grades.

If an adjunct syllabus is not turned in they will have until September 15 (or February 15) to turn them in, otherwise a letter will be sent to the adjunct and the school district administration and a copy put into the adjuncts file at CMU.

All Adjuncts are required to have an original official transcript sent to the Office of First Class. **A copy will be made and the original will be placed in the President's office. Should the** Adjunct fail to have a transcript on file a letter will be sent to the Adjunct and the school district administration after first semester courses are completed. Should the transcripts still not be received after the second semester courses are completed the Adjunct will lose approval status for the following fall and last until the transcript is received.

If the Adjunct is lacking in graduate hours for approval status, the Adjunct and school district administration will be sent a letter stating exactly how many hours the Adjunct is short. The Adjunct will have one semester to begin making plans to make up the graduate hours lacking for their approval. If after the start of the second semester there is no proof that the Adjunct is making an effort to take the graduate courses, the Adjunct will lose approval for the following semester and until the hours are completed.

All Adjuncts are required to attend workshops or webinars each year they teach for **CMU's** First Class. If there is no attendance by the Adjunct during the first year a letter will be sent to the Adjunct and their school administration at the beginning of the second year stating that the Adjunct is expected to attend the webinar or workshops given during that year. If at the end of the second year there has still been no attendance by the Adjunct, a letter will be sent to the Adjunct and their school administration **stating** that they are suspended and **will** lose approval status until after a workshop or webinar have been attended.

### Non-compliance of CMU Instructors and Adjuncts

Non-compliance is managed on a per case basis by the First Class Coordinator, the Asst. Dean of the Central Region and the Vice President and Dean of the University, with consultation provided by the appropriate Adjunct member. Because of the close relationship between faculty, teachers and administrators, disciplinary action is a collaborative decision.

There are listed specific ramifications for actions to be taken above. The ultimate sanction for any First Class Adjunct will result in a loss of approval status and/or a delay of rebate money to the school or the adjunct.

### Expectations of All CMU Instructors

The Office of the Vice President and Dean of the University expects that all First Class Adjunct faculty will:

1. teach each class for the full term of appointment;
2. report grades by the date requested to the office of First Class;
3. respond to student inquiries in a timely manner;
4. use a designated email address for correspondence with students and facilitators; and
5. submit an electronic syllabus for each course by email (in MS Word or PDF format) to Peggy O'Connell [moconnel@centralmethodist.edu](mailto:moconnel@centralmethodist.edu) before the first day of classes.

ITV Instructors, Administrators & Facilitators –You are responsible to notify **all schools involved when you aren't having class or letting out early.** Please do so as far ahead as possible. This includes heat and snow days.

### Non-Discrimination Policy

Central Methodist University does not discriminate on the basis of race, color, sexual preference, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The University's educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, sexual preference, religion, sex, national origin, age, or federally defined disability. The University complies with all federal and state non-discrimination requirements.

### Online Course Instruction

**Please read the online instructor's handbook for more information** regarding online instruction.

### First Class Online

CMU online classes offered for First Class/dual credit

CMU's First Class is entering an exciting phase, our online course list will expand as students get more used to the idea. We will open more sections to accommodate need. The tuition for online courses will be \$115 per credit hour and the courses will run 16 weeks (**following CMU's online calendar for Terms I and II;** and Terms III and IV).

Actual enrollment into the class will give students access to the class. Students must pay tuition up front to be enrolled and to have access to their coursework. Students are expected to sign on the first day and begin assignments that day.



For students to succeed in online classes First Class expects the online classes/students to be given dedicated time during school hours to work on their online class. The students will also need back-up access **whether it's a computer at home or in a public library, etc.** The students will all need a valid email address for logon purposes.

MyCMU is the Learning Management System for all CGES students. Students can access MyCMU **from the homepage, or by going to "Current Students" and selecting your site location.** MyCMU provides tutorials, announcements, gives you access to any online courses you are enrolled in, tracks the documents received by financial aid, allows you to register for courses, and MUCH more.

The book list for online classes MAY vary. Please check the online class book information as the book required may be different and more expensive. Students enrolling in MA103-College Algebra will most likely have to purchase an access code at a cost of approximately \$82. Students/counselors/parents need to take all of these costs into consideration before enrolling into an online class.

### Policy on Students with Disabilities

The procedures described here are intended to guide and assist faculty, staff, and students in complying with this policy and in determining reasonable accommodations to be made for the federally defined disability claimed. All materials and information regarding **disabilities will be governed by the University's normal policies regarding privacy.**

1. It is the responsibility of any student who wishes to claim a federally defined disability to file official documentation of the disability with the Office of First Class and/or the CGES Dean prior to seeking any accommodations based on the disability. Official documentation of the disability must be sent directly from the originating office (e.g. high school, testing center, certified professional center, or physician) directly to the Office of First Class and/or the CGES **Dean's Office.** **All such official documentation must be for an evaluation dated no more than eighteen months prior to being received by the University.** All official documentation that the student wishes to have the University consider in providing reasonable accommodations for the disability must be included (e.g. Individual Education Plan [IEP] and related materials, 504 Plan, professional diagnosis and recommendations.) Upon receipt of the **official documentation, the Dean's office will acknowledge receipt of the document in the student's permanent file and work with the student to develop reasonable accommodation for the disability only after adequate documentation has been received.**
2. It is the responsibility of the First Class Coordinator or the Dean to contact each faculty or staff member who is responsible for courses where the student qualifies for accommodation.
3. Students should understand that all requests for reasonable accommodations for documented disabilities must be made in advance. Faculty and staff will not be asked to adjust grades or to provide alternative evaluation measures for work students have completed prior to the request for reasonable accommodation based on disabilities. Students may appeal any decisions regarding reasonable accommodations provided to the Dean of the College of Graduate and Extended Studies.

For more information or clarification the full policy can be found on CMU's website at <http://www.centralmethodist.edu/learn/disability.php>.

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

The programs and activities are property of the University and may be used at its discretion.

### Assessment

In order to assure the continuing improvement of its educational programs, the College of Graduate and Extended Studies has a "Program to Assess Student Academic Achievement." All students and faculty/adjunct faculty are involved in this program through various tests, class assignments, surveys, etc. conducted throughout the dual credit or undergraduate program. This program seeks to measure student learning in general education and the major fields of study. The results of this ongoing study of student learning are used for continuing improvement of the curriculum and instruction.

The courses assessed regularly both on and off campus (undergraduate and dual credit) are HI117, HI118 and PS101 by using the Missouri Constitution test; EN111, EN120, EN305, EN306 by the divisional common final. These and other general education assessments used throughout the course measure the quality of the general education program and in meeting the institutional educational goals.

### Courses, Grades and Grade Point Averages

Courses and grades are given on a semester hour basis. Normally, one semester hour of credit means one hour of instruction per week for a 16 week semester plus two hours of study for each hour of instruction, but instructional time and credit hours may vary. Grade reports are issued to students following the end of each term. Final grades for courses are entered on the student's transcript. **The transcript is the individual student's permanent academic record, maintained and secured by the Registrar's Office.**

The College uses the system of grades and grade symbols described below to report each student's academic achievement grade reports and transcripts.

Grade	Explanation	Grade Points
A	Grade points	4
B	Grade points	3
C	Grade points	2
D	Grade points	1
F	Grade points	0
I	Incomplete	N/A
IP	In Progress	N/A
RP	Course repeated later	N/A
W	Withdraw before failing	N/A

It is the responsibility of faculty members to set the grading scale by which grades will

be assigned in accordance to the grading scale above. This grading scale must be outlined in the syllabus. If an instructor is teaching to multiple sites the grading scale must be the same for all sites.

All courses taken on a letter grade basis (A through F) are used to compute Grade Point Averages (GPA). **A student's GPA is calculated by dividing the number of grade points earned by the number of credit hours attempted on a letter grade basis.** As a result, GPAs range from 0 to 4.0. **The grades of "I", "IP", "W", earn no credit and are not computed in GPA.**

**The grade of "I," or Incomplete, can be given by an instructor only when both of the following conditions are met: (1) The student is unable to finish the work of a course because of an emergency which is beyond the student's control and which can be documented; and (2) the student has successfully completed at least three-fourths of the course work and can finish the required work apart from class attendance. Incomplete grades must be completed by mid-term of the following term. After this time, if the "I" has not been removed, it will automatically convert to a grade of "F". Once the "I" has been converted to an "F," additional work will no longer be accepted and the grade appeals policy will apply (see next page).**

**The grade of "W" is given for courses dropped prior to the last week of a term and the last two weeks of a semester. A student may not withdraw from a class after this period. The grade of "RP" signifies that the course was later repeated, and the grade and credit have been "Replaced" by the last time the course was taken.**

We would like to encourage our adjuncts to discuss with students who are failing at midterm to think about dropping the course for dual credit and continuing only for high school credit. This can be managed on a case by case basis, please call the Office of First Class for more information.

### Grade Appeals

Students have the right to appeal a grade. All student appeals must be initiated, in writing, within one calendar year of the date the grade is first posted. In all steps of that appeal, the faculty member must be consulted and the burden of proof is on the student. Students should first make every effort to resolve grade issues with the course instructor. This is the most likely avenue to produce satisfactory results.

If the issue is not resolved with the course instructor, the student should next appeal to the Dean or Coordinator. In these appeals, the course instructor will be consulted and the grade **cannot be changed without the instructor's consent.**

If the issue is still not resolved, and the student wishes to continue the appeal, the student should consult the Dean or Director for directions in presenting a petition to the Extended Studies Committee. The course instructor will be consulted in advance, notified of any hearings, and permitted to be present at the hearing. If a two-thirds majority of the respective committee judges that a grade change is warranted, the committee will direct the Registrar to make the change. The decision of this committee is final and binding on all parties. (Faculty initiated grade change requests must be completed and filed with the registrar within one calendar year of the date the grade is first posted).

### Repeated Courses

Students may repeat any course in which they have an "F" or "D" recorded grade until a grade of "C" or above is achieved. The most recent grade earned will be counted in the student's grade point average. All registrations and grades will be entered on the permanent record, but previous grades for the course will be changed to "RP" with a notation that the course has been repeated.

### Withdrawal and Refunds

A student who wishes to withdraw from the University must obtain a withdrawal form from the dual credit coordinator at the High School who will outline the proper procedure for withdrawal. **It is the student's responsibility to see that this withdrawal form is completed, signed, and sent to the University.** A withdrawal form is attached for your convenience. Absence from class does not constitute withdrawal from the class or from Central Methodist University. Students who leave school without completing the withdrawal process will forfeit **their claim to honorable dismissal and will receive a grade of "F" for all courses in progress.** An honorable dismissal will be granted to all students who desire to withdraw from the University if they are in good academic standing, are not subject to discipline, have made satisfactory arrangements for settling their financial account, and file the completed withdrawal form. Students who withdraw from the University will receive grades for the courses in which they are registered according to the grading policies published in this catalog.

Students who withdraw from class by the dates on the following table will receive refunds accordingly. The University reserves the right to withdraw any student from one or more classes or from the University for Academic Dishonesty, excessive absence, disruptive behavior, or other sufficient cause.

When the completed withdrawal form is filed with the University, the University will adjust tuition in accordance with the following refund schedule:

Fall/Spring Semester	Refund
Withdrawal first and second weeks	90% of tuition
Withdrawal third and fourth weeks	50% of tuition
Withdrawal fifth thru eighth weeks	25% of tuition
Ninth week and thereafter	none
Year Long Classes	Refund
Withdrawal first and second weeks	90% of tuition
Withdrawal third thru seventh weeks	50% of tuition
Withdrawal eighth week thru November 1 <sup>st</sup>	25% of tuition
After November 1 <sup>st</sup>	none
Summer Session	Refund
Withdrawal in first week	50% of tuition
Withdrawal in second week	25% of tuition
After second week	none

### Enrollment Fees and Regulations

- *ITV and Face-to-Face Cost per Credit Hour - \$75.00*
- *Online Cost per Credit Hour - \$115.00*

Fees are due and payable with enrollment form before the first day of class. If full payment is not attached there must be a full explanation attached and approved by the Office of First Class or they will not be admitted. Online classes must be paid in advance to be registered and able to access online course the first day the course is in session. Assignments are typically due the first day students sign in.

### Syllabus Preparation

As faculty prepare for the start of each term, the First Class Coordinator and the assistant dean of dual credit require the following:

- All faculty must provide each student a complete and detailed course syllabus (a printed copy or access to an electronic copy on the appropriate course website on MyCMU) during the first day of class each term.
- All faculty must provide detailed information on each syllabus (including attendance and academic conduct policies, course goals, course competencies being assessed, and grade weight).
- All faculty must send to the First Class Coordinator, **Peggy O'Connell** (moconnel@centralmethodist.edu) – an electronic copy of each course syllabus each term. Send this electronic copy by the end of the first week of the term.

Why should First Class adjunct faculty provide detailed syllabi?

- **Maximize each student's potential performance in a course: provide clear course information, objectives, expectations, and assessment procedures (assignments, examinations, projects, grading rubrics, grading breakdowns).**
- To provide evidence of the consistency between the college course and the course taught for dual credit.
- Should a student challenge a grade in which absences, academic misconduct, or insufficient course work is a factor, the faculty member and administrators must have clear syllabus information for reference and for sanctions determined by the instructor and by the institution.
- The new General Education curriculum for the College of Liberal Arts and Sciences (CLAS) went into effect in Fall 2009 (and in the College of Graduate and Extended Studies in late 2010). As part of that new General Education curriculum, the faculty has approved a select number of courses to satisfy specific competencies. If applicable, faculty must detail how a specific course will satisfy those competencies.
- If a student wishes to transfer credit from CMU, a detailed syllabus will allow administrators at another institution to evaluate the course for transfer.

- CMU or its individual programs are accredited by a number of outside agencies. During accreditation reviews, detailed course syllabi allow reviewers to determine the scope of our curriculum, which courses have met our curricular objectives, and how those objectives were assessed by our faculty.

Much of the information required on the syllabus, will be provided to First Class adjunct faculty on the sample syllabi the First Class coordinator will give them. As much as possible, provide the following information on each course syllabus:

1. COURSE INFORMATION:

- Course number, section, and title (Please use the standard abbreviation, number, and title listed in the CLAS or CGES catalog: PY101 General Psychology, for example)
- Course days and meeting times (start times AND end times)
- Course location: Provide clear information about the course location (such as *Fayette, Park Hills, Union, dual credit* or *online*, if an online course)
- High School Name
- Year and term
  - for CLAS: Fall, January, Spring, May, or Summer I, II, III, IV, or V (We do not have a “Winter” term.)
  - for CGES: Term I, II, III, IV, or V
  - for dual credit: Fall, Spring, or Summer

2. FINAL EXAMINATION TIME AND DATE. CLAS faculty should consult <http://www.centralmethodist.edu/cmacademics/schedule.html> or page 41 of the CLAS catalog for the 2012-2013 final examination schedules. Dual Credit faculty should consult the First Class handbook pp. 10.

3. FACULTY CONTACT INFORMATION:

- Name
- High School Name
- Office room number
- Office phone number
- CMU email address if applicable
- Office hours

4. COURSE PREREQUISITES: See the CLAS or the CGES catalog for full course descriptions. Or consult the online catalogs:

- <http://www.centralmethodist.edu/academics/catalog.php> (CLAS)
- <http://www.centralmethodist.edu/cges/catalog.php> (CGES)
- <http://www.centralmethodist.edu/cges/docs/First Class/First ClassHandbook.pdf> (First Class)

## 5. COURSE GOALS AND OBJECTIVES

6. ASSESSMENT MEASURES: **Faculty should detail how they will assess students' comprehension of course material (including but not limited to papers, examinations, etc. Faculty should provide general grading rubrics, if possible.)** First Class instructors should adhere to the assessment measures provided by the CMU academic department for which they are teaching. Students in EN111 will take the common assessment. This is an assessment conducted by the CMU English Dept. that all CMU writing students are required to take. The CMU English Dept. will provide schools with the needed information, instructions and materials to administer the exam.

Students in history classes will be required to take a Constitution assessment. The information to administer this assessment is provided by the CMU Social Sciences department.

7. ASSIGNMENT/READING INFORMATION FOR EACH CLASS MEETING: Faculty should specify what materials and readings they plan to cover during each class meeting. Certainly, such details do not obligate the faculty to stick with those plans in the event that circumstances dictate altering the syllabi; faculty can always issue students an amended syllabus. However, students should know from the start of the term the scope of the course and the expected pace of the class.

First Class instructors should include as a minimum the assignments and work that are detailed on the sample course syllabus. First Class instructors can add additional work, readings, and assignments, taking into account that while they are meeting with students every day, the syllabus was created by faculty meeting with students three days per week. Careful consideration should be given to the pacing of the course. First Class instructors are encouraged to use the extra meeting times for enrichment purposes, study time, or however best meets the needs of the class.

Finally, First Class instructors are strongly encouraged to have a back-up assignment created and in place in the event that he/she misses class unexpectedly. This will help ensure that the students receive the right number of contact hours for a college credit class.

8. ATTENDANCE POLICY: The First Class attendance policy appears on pp. 15 of the handbook. Instructors should take attendance daily and adhere to the attendance policy of his/her high school but may have a more detailed policy as to how missed classes will affect **the students' grades. Instructors should stress the importance of attendance in a college level class.** Students are expected to make up any work missed because of absences. Additionally, unless the faculty member spells out his or her own policies for handling attendance issues, he will not have clear guidelines for recourse and sanctions should those cases arise.
9. ACADEMIC CONDUCT: The Academic Conduct Policy and general information about expected Academic Conduct in dual credit classes is detailed on pp. 16 of the First Class at

CMU Handbook. Faculty should consider their own expectations and rules in regard to behavior in and out of class and state any specific rules on the syllabus. Unless the individual faculty member details on the syllabus his or her internal course policies for handling academic misconduct, that faculty member will not have clear guidelines for recourse and sanctions should those cases arise, and the faculty member's sanctions might appear arbitrary.

See page 18 of this handout for samples of actual policy statements used by CMU faculty; we offer responses to these select samples in order to provide faculty guidance on their own policy statements. The last two samples are decent models to follow, with some minor changes.

10. COURSE ASSIGNMENT INFORMATION: How many major assignments or examinations must students complete? On what dates will those assignments be due? First Class instructors should do the same major assignments and examinations as are specified on the sample syllabi.
11. GRADING BREAKDOWN: How will the faculty weight individual assignments in the overall course grade? This should be consistent with the standards used by fulltime CMU faculty.

CREATIVITY: First Class instructors are required to adhere to the sample syllabus in terms of objectives, content, assignments and assessment. This is to ensure the course matches the rigor of the college course taught at CMU. Within these guidelines, First Class instructors are encouraged to make the class their own utilizing their creativity in instructional methods and delivery styles. If an instructor is concerned about any aspect of the course syllabus, he/she should contact his faculty liaison, or the First Class coordinator.

### Academic Conduct

Students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the University outlined elsewhere. When they are participating in a class, whether in the classroom, a lab, or another setting, students are responsible to the instructor and are expected to comply with class policies provided by the instructor and with reasonable requests made by the instructor. Course instructors may request that any student be administratively dropped from a course at any time for academic dishonesty, excessive absence, or disruptive or other unacceptable classroom behavior. **With the approval of the Dean of the College, or, at the Dean's request by the Graduate or Extended Studies Committee, a student will be withdrawn from the course.**

### Academic Conduct Policy

Central Methodist University believes that adhering to acceptable professional practices throughout life is a significant foundation of character and personal integrity. The **University's Academic Conduct Policy applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys,**



take-home tests, etc. Every student is responsible for understanding this policy. By registering at the University, every student accepts the obligation to abide by this policy. Students also are responsible for understanding the particular policy applications required by each of their instructors and to ask instructors to clarify any areas of uncertainty.

Students of Central Methodist University are expected always to follow the rules of good conduct, including the specific policies of the College outlined elsewhere. When they are participating in a class, whether in the classroom, a lab, or another setting, students are responsible to the instructor and are expected to comply with class policies provided by the instructor and with reasonable requests made by the instructor. Course instructors may request that any student be administratively dropped from a course at any time for academic misconduct, excessive absence, or disruptive or other unacceptable classroom behavior. **With the approval of the Dean of the College, or, at the Dean's request by the Graduate or Extended Studies Committee, a student will be withdrawn from the course.**

Academic Conduct requires that each person accept the obligation to uphold professional standards in all academic endeavors. Any conduct that unprofessionally **represents a student's academic performance violates CMU's Academic Conduct Policy.** Unprofessional practices include but are not limited to the following:

- a. CHEATING in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
- b. UNAUTHORIZED COLLABORATION with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
- c. STEALING or having unauthorized access to examination or course materials,
- d. FALSIFYING INFORMATION (records, or laboratory or other data);
- e. SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE without the advance consent of the second instructor;
- f. ASSISTING ACADEMIC MISCONDUCT (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
- g. PLAGIARISM. Plagiarism includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

The University will discipline students for infractions of the Academic Conduct Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from the University. Penalties internal to a course, including grades and expulsion **from the course, are at the discretion of the instructor. Students can appeal instructors'**

internal course penalties to the Committee on Academic Standards and Admissions, whose decision is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Dean, so that all violations are recorded. For serious or repeated offenses, the Dean may impose further penalties beyond the course penalty. **These penalties include but are not limited to notations in the student's file, notations on the student's transcript, probation, suspension, and expulsion. A decision by the Dean can be appealed to the Faculty Committee on Academic Standards and Admissions, whose decision is final.**

## Academic Conduct Policy Statements

STATEMENTS APPEARING ON SYLLABI	REACTIONS FROM THE <b>DEAN'S OFFICE</b>
A.	Unfortunately, this is a typical (non)statement by faculty. It neither warns students of the boundaries of academic behavior nor supports the instructor's potential sanctions should misconduct occur.
B. <u>Academic Conduct Policy</u> : Central Methodist University believes that honesty . . .	This replication of the University's entire policy occurs often. However, while University policy defines "misconduct," it lists potential sanctions that could be leveled at the student by the Dean's Office rather than by the individual instructor (internal sanctions). Refer to the University's policy (rather than replicating it entirely), and detail potential internal sanctions. Otherwise, the instructor may have difficulty justifying course sanctions should misconduct occur.
C. Plagiarism will result in the failure of the assignment without any chance to resubmit, and a lowering of your grade for the course. If academic dishonesty is severe enough, it may result in failure of the class or expulsion from the school.	First, this instructor suggests that academic misconduct is limited to plagiarism. Second, when does the instructor consider misconduct to be severe, let alone severe enough? Third, we no longer refer to <i>academic dishonesty</i> but to <i>academic misconduct</i> . The policy is the <i>Academic Conduct Policy</i> .
D. In addition to the University-wide policy, students in this course exhibiting this type of inappropriate activity can expect consequences up to and including failure in the course, dismissal from the course, or both.	While Statement C (above) clarifies lower-end sanctions, Statement D does not detail what sanctions might occur "up to" failing the course. Statements C and D complement each other somewhat, but see Statements F and G, in which the instructors meld the two kinds of statements.
E. You must properly cite another's work. Failure to do so will result in a minimum of: (1) a zero for an assignment; (2) an F in the course; (3) notification sent to the appropriate university officials.	This statement, while clear, seems to apply only to citing one's sources improperly, not to the litany of academic misconduct noted in the University policy. <u>SUGGESTION</u> : Reword this: <i>Any academic misconduct will result in . . .</i>
F. Students are expected to follow Central Methodist University's code of academic conduct and honesty as outlined in the current CMU catalog and on the CMU website. Any evidence of cheating or plagiarism may have any or all of the following consequences: <ol style="list-style-type: none"> <li>1. Grade of zero on the individual assignment</li> <li>2. Grade of F in the class</li> <li>3. Dismissal from the class</li> <li>4. Dismissal from the education program</li> <li>5. A notation of academic misconduct on your transcript.</li> </ol>	While this statement applies to a specific division on campus (Professional Education), it both references the University's policy and details internal course sanctions.
G. Any student found guilty of cheating on any assignment, quiz or exam in this class will earn a zero for that assignment, quiz or exam. Furthermore, that student will come under the auspices of the Academic Conduct Policy of CMU. It is the student's responsibility to review and understand the CMU Academic Conduct Policy.	This statement is clear: the instructor has his/her own (internal) policy against academic misconduct, and the instructor references the University's policy. <u>SUGGESTION</u> : Use the term <i>academic misconduct</i> rather than <i>cheating</i> . And by all means, avoid terms such as "guilt"; instead, consider stating, <i>Any student caught committing academic misconduct . . .</i>

## List of course information for First Class courses

AC201 Principles of Accounting I. 3 hours. Introduction to integrated financial and managerial accounting systems with emphasis on providing economic information to all users, accounting terminology, and using financial statement analysis and accounting information for decision making. Practical applications of math, communication, and skills used in business will be integrated. Prerequisite: MA103

In house/ITV text: *Libby Accounting Principles w/Connect* Loose-Leaf version MHHE Loose-leaf PRIN ACCT, CONNECT McGraw-Hill/Irwin Publishers #9780078082436

AR116 Basic Photography. 3 hours. Basics of photography, including the history and philosophy of photography as an art medium. Instruction includes the use of the 35mm single-lens reflex camera, film and lens selection, black and white darkroom techniques, natural and artificial lighting, composition, and presentational methods. Students will be responsible for all film and processing costs. Students need access to a single-lens reflex camera (not a point and shoot.)

In house only text: *Photography* (10<sup>th</sup> ed) by London, Upton and Stone. Pearson Publisher. Amazon ISBN-10: 0205711499 ISBN-13: 978-0205711499

AR121 Basics of Design. 3 hours. Introduction to fundamental design principles. The development of basic two-dimensional technical and aesthetic concepts through drawing techniques and color media.

In house only text: TBA

AR130 Studio Art. 3 hours. Specific course study within two-dimensional and three-dimensional art depending on instructor expertise and availability. Course topics could include drawing, painting (watercolor, acrylics, oils), ceramics, sculpture, book making, and fibers (**weaving, macramé', fiber sculpture**). **The course includes a component of art history and theory.** A fee may be required to cover the cost of materials for the course. May be repeated **under different course subtitles. Fulfills "Fine Arts" requirements.**

In house only text: TBA

AR186 Art History I. 3 hours. A study of the major world cultures and their artistic achievements. **Covers prehistoric art to the end of Medieval Period. Fulfills "Fine Arts" requirement.**

In house only text: *Gardner's Art through the Ages: A Concise Global History* (2<sup>nd</sup> ed) by Fred S. Kleiner. Cengage Learning Publisher. Amazon ISBN-10: 0495503460 ISBN-13: 978-0495503460

AR188 Art History II. 3 hours. A study of the major world cultures and their artistic achievements. **Covers the Renaissance to the present. Fulfills "Fine Arts" requirement.**

In house only text: *Gardner's Art through the Ages: A Concise Global History* (2<sup>nd</sup> ed) by Fred S. Kleiner. Cengage Learning Publisher. Amazon ISBN-10: 0495503460 ISBN-13: 978-0495503460

AS101 Descriptive Astronomy - The Solar System. 4 hours. An elementary survey of the solar system and the historical development of scientific thinking in astronomy. The laboratory provides experience with telescopes and other astronomical equipment.

In house only text: *Universe* (8<sup>th</sup> ed) by R. Freedman and William J. Kaufmann. W.H. Freeman Publisher. Amazon ISBN-10: 0716785846 ISBN-13: 978-0716785842

AS102 Descriptive Astronomy - Beyond the Solar System. 4 hours. A survey of stars, galaxies, and cosmology. The laboratory provides experience with telescopes and other astronomical equipment.

In house only text: TBA

BI103 Integrated Biology. 5 hours. This introductory course and lab is intended to provide non-science majors with an understanding of the basic principles of biology. Topics include methods of scientific inquiry, cell biology, enzymes, cell division, photosynthesis, metabolism, genetics, evolution, and ecology and population biology. 3 lectures, 2 laboratory hours.

In house only text: *Biology with Mastering Biology* (8<sup>th</sup> ed) N. Campbell and J. Reece. Benjamin Cummings Publisher. Amazon ISBN-10: 0321543254 ISBN-13: 978-0321543257

BI105 Introduction to Environmental Science. 4 hours. This introductory course is primarily aimed at non-majors. This study of Biology with a focus on Environmental Science will cover topics including the inter-relations of humans with our environment; environmental ethics; risk assessment; public policy solutions; and soil, air, water, and energy conservation. The laboratory portion of the course focuses on the methodology of Environmental Science. 3 lectures, 2 laboratory hours.

In house only text: *Principles of Environmental Science: Inquiry & Applications* (5<sup>th</sup> ed) by William & Mary Cunningham. McGraw-Hill Publisher. Amazon ISBN-10: 0077270649 ISBN-13: 978-0077270643

BI106 Human Biology. 4 hours. This introductory course is primarily aimed at non-pre-health profession majors. This is a study of Biology with a focus on human Biology and will cover the systems of the human body involved in maintenance, support, movement, coordination, and reproduction. The course also will cover the basics of human genetics, evolution, and ecology.

In house only text: TBA

BI107 Human Anatomy. 4 hours. A course designed to introduce the basic components of the human anatomical systems. 3 lectures, 2 laboratory hours.

In house only text: *Human Anatomy* (2<sup>nd</sup> ed) by **McKinley and O'Loughlin**. McGraw-Hill Publisher. Amazon ISBN-10: 0072965495 ISBN-13: 978-0072965490

BI108 Biodiversity. 4 hours. This course is an introduction to the science of Biology, within the topic of biological diversity. It includes the study of the classification and evolution of all major groups of living organisms. Students will become familiar with the major groups of viruses, bacteria, protists, fungi, plants, and animals. The course includes a lab focusing on the observation and classification of living organisms. This introductory course is primarily aimed at non-Biology majors. 3 lectures, 2 laboratory hours. In house only text: *Intro to Biodiversity* (8<sup>th</sup> ed) by Raven, Johnson, Singer, Losos and Mason. McGraw-Hill Publisher. Amazon ISBN-10: 0073227390 ISBN-13: 978-0073227399

BI110 Introduction to Biotechnology. 3 hours. This introductory course is primarily aimed at non-majors. This is a study of biotechnology, including the science behind it, how it is regulated, the impact on society, and ethical concerns raised by new advances in biological sciences. 3 lectures.

In house only text: *The Unity and Diversity of Life* (11<sup>th</sup> ed) by Starr and Taggart. Brooks Cole Publisher. Amazon ISBN-10: 0495015997 ISBN-13: 978-04950159

BU110 Introduction to Business. 3 hours. Survey course to acquaint students with the major institutions and practices in the business world, to provide the elementary concepts of business, to act as an orientation course for selecting a major, and to provide information on business career opportunities.

In house/ITV text: *Business Essentials* (6<sup>th</sup> ed) by Ebert and Griffin. Prentice Hall Publisher. Amazon ISBN-10: 0132287854 ISBN-13: 978-0132287852

BU225 Computer Applications in Business. 3 hours. The course includes the use of microcomputer spreadsheet applications software. Topics include creating, formatting, and manipulating files, graphs and databases; creating both simple and advanced macros, formulas, and functions with an emphasis on business applications. Also includes an introduction to microcomputer relational database software. Topics include creating and manipulating structures and files; using relational and logical operators and statistical commands to extract data; writing simple command files; linking databases and creating reports.

In house/ITV text: TBA

BU228 Electronic Commerce. 3 hours. Processes, opportunities, and challenges in electronic business technologies. Tools and strategies for using the Internet will be covered.

Prerequisites: BU225 or CS122.

In house/ITV text: TBA

CH111 General Chemistry. 4 hours. An introduction to general chemistry and elementary physical chemistry, including atomic theory and structure, periodic table, reactions and properties of elements and compounds. Those lacking college preparation chemistry need permission of the instructor and chair of the division. 3 lectures, 3 lab hours.

In house only text: *Chemistry* (9<sup>th</sup> ed) by Raymond Chang. McGraw-Hill Publisher. Amazon ISBN-10: 0073221031 ISBN-13: 978-0073221038. Lab Book – CMU General Chemistry Lab Manual

CJ100 Introduction to Criminal Justice. 3 hours. The history, nature, and function of the criminal justice system in America. Prerequisite: Freshman or Sophomore status, or by **instructor's permission**.

In house/ITV text: *Criminal Justice in American* (4<sup>th</sup> ed) by Cole and Smith. Cengage Learning Publisher. Amazon ISBN-10: 0534629644 ISBN-13: 978-0534629649

Online text: *CJ: Realities and Challenges* (2<sup>nd</sup> ed) by Ruth E. Masters, et al. McGraw-Hill Publisher. Amazon ISBN-10: 0078026520 ISBN-13: 978-0078026522

CS121MS Introduction to MS Office. 1 hour. Introduction to Windows. MS Word, MS Excel and MS PowerPoint, along with MS Outlook. This course is project-oriented with an eye towards outcomes-based objectives.

In house text: *Microsoft Office Illustrated Projects* by Carol Cram. Cengage Learning Publisher. Amazon ISBN-10: 0538748486 ISBN-13: 978-0538748483

CS122AW Computers in the Academic World. 1 hour. In depth coverage of Word, Excel and PowerPoint. Document integration between the software will be integral. Also, document sharing, index creation, outline creation, etc.

In house text: *Microsoft Office Illustrated Projects* by Carol Cram. Cengage Learning Publisher. Amazon ISBN-10: 0538748486 ISBN-13: 978-0538748483

CS172 .NET1 (formerly Structured Programming I). 4 hours. A study of structured programming using C++ #.NET including: introduction to the programming environment, algorithmic development, problem solving, and an introduction to data abstraction. Emphasis is placed on program design and documentation.

In house text: TBA

CS214/CT214 Web Page Design. 3 hours. An introduction to the fundamentals of web page design including such aspects as artistic qualities, eye-catching appearance, timeliness, ease-of-use, aesthetics, and message communicated. Use of HTML to plan and create web pages that combines text, images, video and sound: and advanced features including frame tags, frame layout, nesting tags, and effective use of frames.

In house text: *Learning Web Design* (3<sup>rd</sup> ed) by **Jennifer Robbins O'Reilly**. Media Publisher. Amazon ISBN-10: 0596527527 ISBN-13: 978-0596527525

CS236 Programming in Visual Basic. 3 hours. Program development using Visual Basic.NET Topics include: language statements, Visual Basic objects in forms, menus, dialog boxes, multiple forms, file management, and accessing databases. A toolkit of objects such as buttons, text boxes, and labels are used to build programs.

In house text: TBA

CS237 Programming with Java. 3 hours. Students will learn to program using the Java language. They will explore the strengths and weaknesses of Java. Students will examine how to do input and output, branching and iteration, make calculations, save and execute Java programs. At the end of the course, students should be able to create various java applications.

In house text: TBA

CT101 Communication Skills. 3 hours. Study of the theory of speech communication with emphasis on the development of specific skills in the one-on-one and public speaking situations. Four semester weeks spent in speech lab. Required of all students.

In house/ITV text: *The Art of Public Speaking* (9<sup>th</sup> ed) by Stephen E. Lucas McGraw-Hill Publisher Amazon ISBN-10: 0073228656 ISBN-13: 978-0073228655

CT190 Special Topics. 1-5 hours. Introductory course on a topic not included in the regular curriculum. Prerequisite: Instructors permission.

In house text: TBA

EN105 Introduction to Literary Studies. 3 hours. The reading and critical discussion of literary works, including works of fiction, poetry, and drama from ancient times to contemporary. Emphasis on understanding, appreciation, and analysis of great works of literature.

In house/ITV texts: *Literature: The Human Experience: Reading and Writing* (11<sup>th</sup> ed) by **Richard Abcarian, Marvin Klotz, and Samuel Cohen**. Bedford/St. Martin's Publisher. Amazon ISBN-10: 1457604299 ISBN-13: 978-1457604294; *Jane Eyre* by Charlotte Bronte. Wilder Publications. Reprint ed. Amazon ISBN-10: 160459411X ISBN-13: 978-1604594119; *The Great Gatsby* by F. Scott Fitzgerald. Scribner Publisher. Reissue ed. Amazon ISBN-10: 0743273567 ISBN-13: 978-0743273565

EN110 College Composition I. 3 hours. This course focuses on techniques of topic development, drafting, and revision to help students write clear, concise sentences, paragraphs, and essays. Includes the study of grammar, syntax, and diction and their relationship to effective writing. Fall semester.

In house/ITV/Online text: *How to Write Anything: A Guide and Reference* (2<sup>nd</sup> ed) by John J. Ruszkiewicz. **Bedford/St. Martin's Publisher**. Amazon ISBN-10: 1457602431 ISBN-13: 978-1457602436

EN111 College Composition II. 3 hours. EN111 continues the mastery of techniques of topic development, drafting, and revision but focuses more on developing organizational patterns (e.g. narration, process, comparison, definition, and cause and effect). Students will practice these patterns through writing several essays, including a research essay. Also the study of grammar, syntax, and diction and their relationship to effective writing. Prerequisite: C or better in EN110

In house/ITV/Online text: *How to Write Anything: A Guide and Reference* (2<sup>nd</sup> ed) by John J. Ruszkiewicz. **Bedford/St. Martin's Publisher**. Amazon ISBN-10: 1457602431 ISBN-13: 978-1457602436

EN120 College Composition I & II. 3 hours. Required of all freshmen who do not take the EN110/EN111 option and prerequisite to all other courses in English. EN120 focuses students on learning to develop organizational patterns (narration, process, comparison, definition, cause & effect). Students will practice these patterns through writing several essays, including a research essay. Also the study of grammar, syntax, diction and their relationship to effective writing. Prerequisite: ACT English subscore  $\geq 20$

In house/ITV text: *How to Write Anything: A Guide and Reference* (2<sup>nd</sup> ed) by John J. Ruszkiewicz. **Bedford/St. Martin's Publisher**. Amazon ISBN-10: 1457602431 ISBN-13: 978-1457602436

FB101 Personal Finance. 3 hours. This course is a survey course for both Business and non-Business students in personal financial planning including personal budgeting, investments, insurance, credit, housing, and retirement planning. Fundamentals of financial planning and making educated decisions regarding spending, saving, borrowing, and investing that lead to long-term financial security are key components of this course.

In house/ITV text: *Managing your Personal Finance* (5<sup>th</sup> ed) by Joan S. Ryan. Cengage Learning Publisher. Amazon ISBN-10: 0538441755 ISBN-13: 978-0538441759

GL101 Physical Geology. 4 hours. A study of minerals, rocks, composition of and changes of the Earth. Basic principles concerning plate tectonics, rock cycles, ground and ground-water pollution, glaciers, and geologic resources will be studied. 3 lectures and 2 laboratory hours. Not a prerequisite for GL 102. Cross listed as ES101.

In house text: TBA

GL102 Historical Geology. 4 hours. A study of the history of the Earth. It deals with fossilization and types of fossils. Detail is given to the Geologic Time Table and the fossilized plants and animals that are representative of the various geologic ages.

In house text: TBA



HI101 World History I. 3 hours. A survey from early Mesopotamian and Egyptian civilizations to the 17<sup>th</sup> century. Topics include: Classical Greece and Rome; Judaism, Christianity and Islam; the feudal age in Europe, Asia and Africa; the commercial revolution; the Renaissance; and the Protestant Revolt.

In house/ITV text: *World Civilization – Vol I: To 1700* (6<sup>th</sup> ed) by Philip J. Adler & Randall L. Pouwels. Cengage Learning Publisher. Amazon ISBN-10: 0495913014 ISBN-13: 978-049591301

HI102 World History II. 3 hours. A survey from the 17<sup>th</sup> century (century of genius) to the present. Topics include: the liberal revolutions in England, America and France; the impact of science and Social Darwinism; the industrial revolution; democratization; World Wars I – II; the communist revolutions in Russia and China; the post-colonial Third World; and modern thought and expression.

In house/ITV text: *World Civilization – Vol II: Since 1500* (6<sup>th</sup> ed) by Phillip J. Adler & Randall L. Pouwels. Cengage Learning Publisher. Amazon ISBN-10: 0495913022 ISBN-13: 978-0495913023

HI117 Development of the United States I. 3 hours. A survey from settlement to the end of Reconstruction (1877). Topics include: basic institutions (family, religion, education, politics and economics); the causes of the American Revolution; democratization; the U.S. Constitution; development of political parties; the causes of the Civil War; and the changing status of African-Americans. Fulfills the state civics requirement.

In house/ITV text: *Liberty, Equality, Power: Enhanced Concise Edition* (4<sup>th</sup> ed) by Murrin/Johnson/McPherson/Fahs/Gerstle. Wadsworth Publisher. Amazon ISBN-10: 0495565989 ISBN-13: 978-0495565987

Online texts: *Liberty, Equality, Power: A History of the American People Volume I: To 1877 Concise* (4<sup>th</sup> ed) by Murrin/Johnson/McPherson/Fahs/Gerstle. Wadsworth Publisher. Amazon ISBN-10: 0495565989 ISBN-13: 978-0495565987; *Miracle at Philadelphia* by Catherine Drinker Bowen; *Celia, A Slave* by Melton A McLaurin; *Memoir of a Revolutionary Soldier* by Joseph Plumb Martin; *Common Sense* by Thomas Paine<sup>\*\*</sup>; United States Constitution<sup>\*\*</sup>; Declaration of Independence<sup>\*\*</sup>; Missouri Constitution<sup>\*\*</sup>. (\*\*links provided by the instructor)

HI118 Development of the United States II. 3 hours. A survey from settlement to the end of Reconstruction (1877). Topics include: basic institutions (family, religion, education, politics and economics); the causes of the American Revolution; democratization; the U.S. Constitution; development of political parties; the causes of the Civil War; and the changing status of African-Americans. Fulfills the state civics requirement.

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Online texts: *Liberty, Equality, Power: A History of the American People Volume I: To 1877 Concise* (4<sup>th</sup> ed) by Murrin/Johnson/McPherson/Fahs/Gerstle. Wadsworth Publisher. Amazon ISBN-10: 0495565989 ISBN-13: 978-0495565987; *Miracle at Philadelphia* by Catherine Drinker Bowen; *Celia, A Slave* by Melton A McLaurin; *Memoir of a Revolutionary Soldier* by Joseph Plumb Martin; *Common Sense* by Thomas Paine<sup>\*\*</sup>; United States Constitution<sup>\*\*</sup>; Declaration of Independence<sup>\*\*</sup>; Missouri Constitution<sup>\*\*</sup>. (\*\*links provided by the instructor)

HI205 World Geography. 3 hours. An examination of major traditions: physical geography, historical-cultural geography and location geography. Atlas work required.

In house text: TBA

MA101 Algebra for College Students I. 3 hours. A university common core Math course in the study of operations on real numbers and algebraic expressions, polynomials, factoring, radicals and rational exponents and graphs functions and models from a problem-solving perspective. All students having an ACT Math subscore 19 or below are required to take this course. This course does not count toward the analytical skills general education requirement. Successfully completing this course with a grade of C or better and then passing MA102 Algebra for College Students II satisfies the Math literacy common core competency requirements and is equivalent to passing MA103 College Algebra.

In house/ITV text: *College Algebra* (4<sup>th</sup> ed) by Robert Blitzer (same book as MA103). Pearson Prentice Publisher. Amazon ISBN-10: 0132191415 ISBN-13: 978-0132191418

Online text: *Algebra for College Students* (7<sup>th</sup> ed) With Access Code by Lial, Hornsby, McGinnis. Addison Wesley Publisher. Amazon ISBN-10: 0321715403 ISBN-13: 978-0321715401

MA102 Algebra for College Students II. 3 hours. A university common core Math course which is a continuation of MA101 Algebra for College Students I with emphasis on graphs and functions, matrices, and analytical geometry from a problem-solving perspective. Successfully completing this course with a grade of C or better satisfies the Math literacy common core competency requirements and is equivalent to passing MA103 College Algebra. Prerequisite: A grade of C or better in MA101

In house/ITV text: *College Algebra* (4<sup>th</sup> ed) by Robert Blitzer (same book as MA103). Pearson Prentice Publisher. Amazon ISBN-10: 0132191415 ISBN-13: 978-0132191418

Online text: *Algebra for College Students* (7<sup>th</sup> ed) With Access Code by Lial, Hornsby, McGinnis. Addison Wesley Publisher. Amazon ISBN-10: 0321715403 ISBN-13: 978-0321715401

MA103 College Algebra. 3 hours. A study of equations and inequalities, functions and graphs, and systems of equations and inequalities. Prerequisite: ACT Math subscore  $\geq 20$

In house/ITV text: *College Algebra* (4<sup>th</sup> ed) by Robert Blitzer. Pearson Prentice Publisher. Amazon ISBN-10: 0132191415 ISBN-13: 978-0132191418

Online text: *Algebra for College Students* (3<sup>rd</sup> ed) – With MyMathLab Access Code by Allen R. Angel. Pearson Publisher. Amazon ISBN-10 0136129080 ISBN-13: 978-013612908

MA104 Analytic Trigonometry. 3 hours. Theory and application of the trigonometric functions and applying them to analytical geometry. Primarily for students preparing for calculus or physics. Prerequisite: MA103

In house/ITV text: *Trigonometry: A Right Triangle Approach* (5<sup>th</sup> ed) by Sullivan. Pearson Publisher. Amazon ISBN-10: 0136028969 ISBN-13: 978-0136028963

MA105 Elementary Statistics. 3 hours. An introduction to basic statistical procedures with application to all areas. Prerequisite: ACT Math subscore  $\geq 20$  or MA101/102

In house/ITV text: *Understandable Statistics* (7<sup>th</sup> ed) by Brase & Charles Brase. Houghton Mifflin Publisher. Amazon ISBN-10: 0618205543 ISBN-13: 978-0618205547

MA107 Discrete Mathematics. 3 hours. Introduction to discrete mathematics topics including but not limited to counting methods, linear programming, graph theory, recursion, iteration and induction.

In house text: *Discrete Mathematics* (2<sup>nd</sup> ed) by James Anderson. Prentice Hall Publisher. Amazon ISBN-10: 013045914 ISBN-13: 978-0130457912

MA108 Finite Mathematics. 3 hours. Finite Mathematics is designed to introduce students to concepts of mathematics that are relevant to business and social science applications. This includes topics such as systems and equations relate to matrices, linear inequalities and linear programming, basic set theory, probability, measures of central tendency and dispersion, and counting techniques, permutations, and combinations. Prerequisite: MA103 or MA101/102.

In house/ITV text: *Finite Mathematics & its Applications* (8<sup>th</sup> ed) By Larry J. Goldstein, Schneider and Siegel. Prentice Hall Publisher. Amazon ISBN-10: 0130466204 ISBN-13: 978-0130466204

MA112 Selected Topics in Calculus. 3 hours. An introduction to the basic concepts of calculus with business and social science applications. Prerequisite: One and one-half years of high school algebra or MA 103. Not open to students having credit in MA 118 or its equivalent.

In house/ITV text: *Applied Calculus* (2<sup>nd</sup> ed) by Hughes-Hallet, et al. Wiley Publisher. Amazon ISBN-10: 0471207926 ISBN-13: 978-0471207924

MA118 Calculus & Analytic Geometry I. 5 hours. The differentiation and integration of algebraic functions and transcendental functions of a single variable, and an introduction to analytic geometry. Prerequisite: A minimum of 1.5 years of high school algebra (or MA103) and one semester of high school trigonometry (or MA104). Students having MA112 credit receive 3 hours for this course.

In house/ITV text: *Calculus* (8th ed) by Larson, Hostetler & Edwards. Cengage Learning Publisher. Amazon ISBN-10: 061850298x ISBN-13: 978-0618502981

MU145 History of Jazz. 3 hours. Introduction to the cultural and musical significance of Jazz **in America, its development, and roots in Africa, the West Indies and Europe. Fulfills "Fine Arts" requirement.**

In house text: *Introduction of Jazz History* (6<sup>th</sup> ed) by D. Megill and R. Demory. Pearson Publisher. Amazon ISBN-10: 0131829203 ISBN-13: 978-0131829206

MU188 Music Appreciation – The World of Music. 3 hours. Designed to serve the cultural interests of students not concentrating in music. Lectures, and assigned readings, are **supplemented by recorded music. No credit toward a major in music. Fulfills "Fine Arts" requirement.**

In house text: *Enjoyment of Music: An Introduction to Perceptive Listening* (Shorter 11<sup>th</sup> ed) by K. Forney and J. Machlis. W.W. Norton & Company Publisher. Amazon ISBN-10: 0393912442 ISBN-13: 978-0393912449

PE111 Wellness. 1 hour. The recognition of physical fitness and physical well being as expressions of strength of character is rooted in the ancient Greek and modern Olympic Games. Both the study of physical well being and the practice of physical well being have a long tradition in higher education. Strength of character includes (1) understanding the nature and bases of physical well being, (2) the development of physical as well as mental disciplines, (3) habits of life that support physical as well as mental well being, and (4) enhanced awareness of the meaning and applications of sportsmanship. This course includes both classroom and laboratory experiences to move students toward these dimensions of character formation. This course is part of the General Education Common Core requirement. (Army Physical Training fulfills this requirement)

In house text: *Lifetime Physical Fitness and Wellness: A Personalized Program* (12<sup>th</sup> ed) by W.K. Hoeger and Sharon Hoeger. Cengage Learning Publisher. Amazon ISBN-10: 1111990018 ISBN-13: 978-1111990015

PE210 Personal and Community Health. 2 hours. Education majors study the personal health problems and the safety education of students PK through grade 12. Areas of study include growth and development, nutrition, sex and drug education, personal hygiene, and how these areas relate to the students and the community.

In house text: *Comprehensive School Health Education: Totally Awesome Strategies for Teaching Health* (7<sup>th</sup> ed) by Meeks/Heit and Page. McGraw-Hill Publisher. Amazon ISBN-10: 0073404667 ISBN-13: 978-0073404660

PH111 General Physics. 4 hours. A survey of Physics including an introduction to mechanics, thermodynamics, fluids, wave characteristics, sound. 3 lectures, 3 laboratory hours.

In house text: *College Physics* (8<sup>th</sup> ed) by Sears/Zemansky/Young and Gellner. Addison-Wesley Publisher. Amazon ISBN-10: 0805378219 ISBN-13: 978-0805378214

PL101 Introduction to Logic. 3 hours. This introduction to the study of logic gives attention to both the analysis of formal arguments and to the examination of arguments in ordinary language. Special attention is given to induction and informal fallacies.

In house text: TBA

PL105 Introduction to Philosophy. 3 hours. Students explore the nature of philosophy and its methods, including the problems of knowledge, reality, ethics, aesthetics, and religion.

In house text: *Introduction to Modern Philosophy: Examining the Human Condition* (7<sup>th</sup> ed) by Castell/Borchert and Zucker. Pearson Publisher. Amazon ISBN-10: 0130194581 ISBN-13: 978-0130194589

PS101 Introduction to American National State & Local Government. 3 hours. A study of the structure and functions of national, state and local government. This course applies toward fulfilling secondary teaching certification requirements in the Social Services.

In house/ITV text: *Government by the People, Basic Version* (22<sup>nd</sup> ed) by Magleby/O'Brien/Light/Peltason and Cronin. Prentice Hall Publisher. Amazon ISBN-10: 0132434423 ISBN-13: 978-0132434423

PY101 General Psychology. 3 hours. A survey of many factors that influence behavior and the techniques that psychologists use to study these factors. Major topics include heredity and physiology; development; learning and thinking; motivation and emotion; personality; and psychological adjustment, disorders, and treatment.

In house/ITV text: *Psychology: an Introduction* (10<sup>th</sup> ed) by Benjamin Lahey. McGraw-Hill Publisher. Amazon ISBN-10: 0073531984 ISBN-13: 978-0073531984

RL122 Religion and the Human Adventure. 3 hours. This is an introduction to the ways in which religion provides meaning and purpose for human life. The course includes a study of a variety of religious traditions, beliefs, and practices. Prerequisite of all upper-level courses in Religion.

In house text: *Studying Religion: An Introduction through Cases* (3<sup>rd</sup> ed) by Gary Kessler. McGraw-Hill Publisher. Amazon ISBN-10: 0073386596 ISBN-13: 978-0073386591

SC103 Introduction to Meteorology. 3 hours. A basic survey course of the atmosphere and atmospheric phenomena. Most topics in this Science course are presented descriptively. However, some familiarity with algebra and computers is assumed. Emphasis is placed on understanding and application of meteorological concepts to everyday life.

In house/ITV text: *Meteorology Today: An Introduction to Weather, Climate, and the Environment* (10<sup>th</sup> ed) by C. Donald Ahrens. Cengage Learning Publisher. Amazon ISBN-10: 0840054998 ISBN-13: 978-0840054999

SO101 Introduction to Sociology. 3 hours. A study of social interaction and its products; culture, personality, social groups, institutions and social change.

In house/ITV/Online text: *You May Ask Yourself: An Introduction to Thinking like a Sociologist* (2<sup>nd</sup> ed) by Dalton Conley. W.W Norton & Company Publisher. Amazon ISBN-10: 0393935175 ISBN-13: 978-0393935172

SO102 Social Problems. 3 hours. A study of the major problems of social and personal disorganization.

In house/ITV text: TBA

SO150 Introduction to Anthropology. 3 hours. A study of humans and their works from prehistory to the present. Covers the four major subfields of anthropology, in addition to anthropological theory and method.

In house text: *Anthropology* (2<sup>nd</sup> ed) by Barbara D. Miller. Pearson Publisher. Amazon ISBN-10: 0205583539 ISBN-13: 978-0205583539

SO204 World Cultures. 3 hours. A survey of western and non-western world cultures using anthropological and historical perspectives. Special emphasis on sample groups in Africa, India and Asia. Cross listed with HI204.

In house/ITV text: TBA

SP101 Elementary Spanish. 4 hours. Beginning courses. Introduction to current Spanish including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. Introduction to Spanish culture. No prior Spanish required.

In house/ITV text: *Puntos de partida* (9th ed) by Thalia Dorwisch et al. McGraw-Hill Publisher. Amazon ISBN-10: 0073385417 ISBN-13: 978-0073385419

SP102 Intermediate Spanish. 4 hours. Continuation of SP101 including oral practice, listening and reading comprehension, and the grammar necessary for spoken and written expression. There is also an introduction to Spanish culture. Prerequisite: SP101 or equivalent

In house/ITV text: *Puntos de partida* (9th ed) by Thalia Dorwisch et al. McGraw-Hill Publisher. Amazon ISBN-10: 0073385417 ISBN-13: 978-0073385419

TA103 Basic Principles of Theatre. 3 hours. An introduction to the art of theatre including an introduction to both classic and modern plays, analysis and criticism of the plays and an examination of the roles of the director, the actor, the designer, and the technician. Fulfills **“Fine Arts” requirement.**

In house/ITV text: *Theatre* (6<sup>th</sup> ed) by Robert Cohen. McGraw-Hill Publisher. Amazon ISBN-10: 0767430069 ISBN-13: 978-0767430067

TA111 Acting I. 3 hours. This course introduces students to the craft of realistic acting focusing on the theory and practices originated by Constantin Stanislavski and his followers in the U.S. Students will read and practice exercises developed by the masters, applying them to **individual exercises and scene work. Fulfills “Fine Arts” requirement.**

In house/ITV text: TBA

TA114 Script Analysis. 3 hours. This course focuses on the analysis of play scripts with an emphasis on developing insights for theatre practitioners: designers, actors, and directors.

**Fulfills “Fine Arts” requirement.**

In house/ITV text: TBA



Adjunct Approval Form for First Class at CMU

Full Legal Name \_\_\_\_\_

Address:

Home \_\_\_\_\_ Work \_\_\_\_\_

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E-mail address \_\_\_\_\_

Name of school \_\_\_\_\_

Classes currently  
taught \_\_\_\_\_

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Classes you wish to teach for Dual Credit with First Class at CMU:

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Please attach the following:

1. Current Resume/CV
2. Copy of Undergraduate Transcripts
3. Copy of Graduate Transcripts (If approved to teach, we will need an official copy)

Please submit to: **Peggy O'Connell**, First Class Coordinator  
Central Methodist University  
411 CMU Square  
Fayette, MO 65248

Fax – 660-248-6392 email – [moconnel@centralmethodist.edu](mailto:moconnel@centralmethodist.edu)