



Pittsburg State University

Faculty Senate Meeting

Date: Monday, Dec.11, 2017
Time: 3:00 p.m.
Location: Sunflower Room, Overman Student Center

AGENDA

- I. Call to order**
- II. Approval of Nov. 27, 2017 minutes**
- III. Announcements**
 - A. Provost and Vice President of Academic Affairs-Dr. Lynette Olson**
 - B. PSU/KNEA Remarks- Laura Washburn**
 - C. Student Senate Remarks- Nick Bartelli**
 - D. Unclassified Senate Remarks- Erin Sullivan**
 - E. University Support Staff Remarks- Michael Kloer**
 - F. General Education Review Team- Dr. Steven Horner and Mr. Phil McNew**
 - G. Faculty Senate Report- Amy Hite**
- IV. Committee Reports**

(Reports from committees will begin with Undergraduate Curriculum committee followed by Academic Affairs)

 - A. Academic Affairs Committee—Chair: Maeve Cummings (Jorge Leon or Brian Moots)**

Second Reading: Change the catalog wording for the Bachelor of General Studies, Bachelor of Integrated Studies, and all Baccalaureate Degrees to be

effective for Fall 2018, see attached “Change to Requirements for All Baccalaureate Degrees”

- Undergraduate Curriculum Subcommittee—**Chair: James McBain, Clifford Morris**
- Library Services/Learning Resources Subcommittee—
Chair: Hazel Coltharp (Kevin Elliot or Jorge Leon to report) No report
- Information Systems Subcommittee—**Chair: Tracy Rampy (Jim McBain to report)**
- Continuing Studies Subcommittee— **Chair: Liz Mascher: No Report**
- Departmental Academic Honors Subcommittee—**Chair: Rion Huffman: No Report**
- Honors College Subcommittee—**Chair: James Greene**
- Writing Across the Curriculum Subcommittee—**Chair: Rebecca Book** See Memo WL Course Number Policy Change Request. We propose getting rid of the language that a 599 or below level course can only be qualified as Writing to Learn. Instead we propose that we can designate a course that enrolls undergraduates as a Writing to Learn course as long as it meets all other requirements for a WL course.
- Diversity and Multicultural Affairs Subcommittee—**Chair: Jonathan Dresner**

B. Student Faculty Committee—Chair: Barb McClaskey

C. All University Committee—Chair: James McBain

D. Faculty Affairs Committee—Chair: Michelle Hudiburg

E. Constitution Committee—Chair: Norman Phillip

F. General Education Committee—Chair: Mark Johnson, No Report

G. Budget Committee—Chair: Steve Polley

All University Committees or Other Appointments

- **Academic Honesty Committee—Chair: Clifford Morris, No Report**

V. Unfinished Business:

VI. New Business:

VII. Open Forum:

VIII. Adjournment

Next Faculty Senate Meeting: Jan 29, 2017

Dept: BIOL

Revision to Course:

BIOL 617	Y	Y	Y	Y	Y	Y
BIOL 641	Y	Y	Y	Y	Y	Y
BIOL 671	Y	Y	Y	Y	Y	Y
BIOL 675	Y	Y	Y	Y	Y	Y
BIOL 676	Y	Y	Y	Y	Y	Y

Dept: COMM

Request for New Course

COMM 416	Y	Y	Y	Y	Y	Y
COMM 438	Y	Y	Y	Y	Y	Y

Revision to Course

COMM 277	Y	Y	Y	Y	Y	Y
COMM 335	Y	Y	Y	Y	Y	Y
COMM 405	Y	Y	Y	Y	Y	Y
COMM 435	Y	Y	Y	Y	Y	Y
COMM 463	Y	Y	Y	Y	Y	Y
COMM 474	Y	Y	Y	Y	Y	Y
COMM 575	Y	Y	Y	Y	Y	Y
COMM 576	Y	Y	Y	Y	Y	Y
COMM 629	Y	Y	Y	Y	Y	Y
COMM 637	Y	Y	Y	Y	Y	Y
COMM 638	Y	Y	Y	Y	Y	Y
COMM 674	Y	Y	Y	Y	Y	Y

Deletion of Course

COMM 230	Y	Y	Y	Y	Y	Y
COMM 330	Y	Y	Y	Y		
COMM 350	Y	Y	Y	Y	Y	Y
COMM 374	Y	Y	Y	Y	Y	Y
COMM 425	Y	Y	Y	Y	Y	Y
COMM 642	Y	Y	Y	Y	Y	Y

New Emphasis

Human Communication	Y	Y	Y	Y	Y	Y
Media Production	Y	Y	Y	Y	Y	Y
Multimedia Journalism	Y	Y	Y	Y	Y	Y
Strategic Communication	Y	Y	Y	Y	Y	Y

Rev. to Curriculum

Theatre	Y	Y	Y	Y	Y	Y
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Deletion of Curriculum

Advertising	Y	Y	Y	Y	Y	Y
Broadcasting	Y	Y	Y	Y	Y	Y
Journalism - News-Editorial	Y	Y	Y	Y	Y	Y
Photojournalism	Y	Y	Y	Y	Y	Y
Public Relations	Y	Y	Y	Y	Y	Y

Dept: HPSS

Request for New Course

POLS 555	Y	Y	Y	Y	Y	Y
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Rev. to Curriculum

International Studies	Y	Y	Y	Y	Y	Y
Political Science	Y	Y	Y	Y	Y	Y

Dept: TCHLS

Revision to Course

EDUC 261	Y	Y	Y	Y	Y	Y
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Dept: TWL

Request for New Course

HRD 400	Y	Y	Y	Y	Y	Y
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts & Sciences

Submission Date: _____

Contact Person: Anuradha Ghosh☒ Faculty member ☐ ChairRevision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is available to any student with 10 hours of Biology or Public Health minor or Integrated Studies Major with emphasis on Sustainability, Society and Resource Management.

Purpose/Justification for Revision to Course: The existing course description needs ammendment of the following statement to reflect the modified course content: "the course demonstrates an understanding of how resources and best practices in management of those resources leads to sustainability".

Existing Course:

Course Number: BIOL 617Title of Course: Environmental HealthCredit Hours: 3Prerequisite: 10 hours of biology or permission of instructor.

Course Description (**as it appears in the current catalog**): The risks of human health from pollution; the major routes of exposure in humans from environmental contaminants in air, water, and soil; human health standards; sanitation; overview of occupational health and safety; calculations of exposures and dose/response effects; and risk assessment and management. Prerequisites: 10 hours of biology or permission of instructor.

Proposed Course:

Course Number: BIOL 617Title of Course: Environmental HealthCredit Hours: 3Prerequisite: 10 hours of biology or permission of instructor.

Course Description (**as it will appear in the next catalog**): The risks of human health from pollution; the major routes of exposure in humans from environmental contaminants in air, water, and soil; human health standards; sanitation; overview of occupational health and safety; calculations of exposures and dose/response effects; and risk assessment and management. Demonstrates an understanding of how resources and best practices in management of those resources leads to sustainability. Prerequisites: 10 hours of biology or permission of instructor.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
\$0.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☐ Approved: Department Chairperson
Date 9/11/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts and Sciences

Submission Date: _____

Contact Person: Hermann Nonnenmacher

☒ Faculty member ☐ Chair

Revision Effective: Spring/2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☐ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is an upper-division elective selected by undergraduate biology majors

Purpose/Justification for Revision to Course: The original course design accommodated 2 credit hours based on 4 hours of laboratory experience per week. The course is revised to accommodate 2 credit hours of lecture and 1 credit hour of laboratory experience based on 2 hours of lecture and 2 hours of laboratory experience per week.

Existing Course:

Course Number: BIOL - 641

Title of Course: Identification of woody Plants

Credit Hours: 2

Prerequisite: No prerequisite

Course Description (as it appears in the current catalog): BIOL - 641: Identification of woody Plants (2 hours). An overview of the morphology, basic anatomy, distribution, ecology, and identification of woody trees, shrubs, and vines. Emphasis will be on collections, identification, and field ecological methods. Numerous field trips.

Proposed Course:

Course Number: BIOL - 641

Title of Course: Identification of Woody Plants

Credit Hours: 3

Prerequisite: General Education Life Sciences requirements or Permission of Instructor

Course Description (as it will appear in the next catalog): BIOL - 641: Identification of Woody Plants (3 hours). Lecture and Laboratory. An overview of the basic anatomy, morphology, distribution, ecology, conservation, and identification of woody trees, shrubs, and vines. Laboratory will emphasize field trips, collections, and identification of specimens.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:


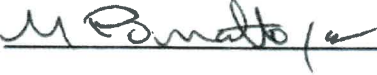
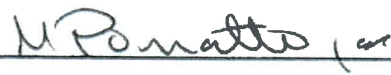

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
No additional costs will be required for revising BIOL - 641: identification of Woody Plants.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☐ Approved: Department Chairperson
Date 9/26/17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts & Sciences

Submission Date: 9/6/17

Contact Person: Peter Chung ☒ Faculty member ☐ Chair

Revision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Immunology is an upper division Biology course that has been taught for many years. It is not a service course by any means.

Purpose/Justification for Revision to Course: It is time to update the course description and pre-requisite courses to match what the Biology department is offering.

Existing Course:

Course Number: BIOL 671

Title of Course: Immunology

Credit Hours: 3

Prerequisite: BIOL 570/BIOL 571 Pathogenic Bacteriology/Laboratory and 5 hours of organic chemistry or consent of instructor.

Course Description (as it appears in the current catalog): Principles of immunity and serology; immuno-chemistry and interactions of antigen and antibodies in vitro and in vivo; mechanisms of immunologic damage.

Proposed Course:

Course Number: BIOL 671

Title of Course: Immunology

Credit Hours: 3

Prerequisite: BIOL 371/BIOL 372 General Microbiology/General Microbiology Laboratory and 5 hours of organic chemistry or consent of instructor.

Course Description (as it will appear in the next catalog): This course will provide information about areas of Immunology with emphasis on the basic concepts of immune mechanisms of the acquired and innate immune systems. It will use basic information to study immune disorders/disease states, the immune response to infectious agents, immunopathology, and immunopharmacology.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☐ Approved: Department Chairperson
Date 9/12/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 4/6/17 Signature, College Curriculum Committee Chair M Pomatto 12
- ☒ Approved: Dean of College
Date 4/6/17 Signature, Dean M Pomatto 12
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts & Sciences

Submission Date: _____

Contact Person: Anuradha Ghosh☒ Faculty member ☐ ChairRevision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is available to Biology majors with no emphasis or emphasis areas of cellular and molecular biology/pre-pharmacy; or to any student with a Biology or Cell Biology minor.

Purpose/Justification for Revision to Course: This redesigned course includes understanding of fundamentals of microbial metabolic processes as well as their expanded classical application to functional and evolutionary genomics. The change in course description and minor updates in prerequisites reflect the modified course content more accurately and this will attest that the learners gained knowledge on current perspectives of microbiology and genomics.

Existing Course:

Course Number: BIOL 675Title of Course: Microbial PhysiologyCredit Hours: 3

Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, including organic, or permission of instructor. Biochemistry strongly recommended.

Course Description (**as it appears in the current catalog**): The metabolic processes of micro organisms with emphasis on the bacteria. Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, including organic, or permission of instructor. Biochemistry strongly recommended.

Proposed Course:

Course Number: BIOL 675Title of Course: Microbial PhysiologyCredit Hours: 3

Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, or permission of instructor. Biochemistry/Intro to Biochem strongly recommended. Corequisite: BIOL 676 Microbial Physiology Laboratory.

Course Description (**as it will appear in the next catalog**): The metabolic processes of microorganisms with emphasis on bacteria. An expanded role of classical microbial physiology in metabolic engineering as well as in functional and evolutionary genomics. Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, or permission of instructor. Biochemistry/Intro to Biochem strongly recommended. Corequisite: BIOL 676 Microbial Physiology Laboratory.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

\$0

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☐ Approved: Department Chairperson
Date 9/11/17 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Biology College: Arts & Sciences

Submission Date: _____

Contact Person: Anuradha Ghosh☒ Faculty member ☐ ChairRevision Effective: Spring 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is available to Biology majors with no emphasis or emphasis areas of cellular and molecular biology/pre-pharmacy; or to any student with a Biology or Cell Biology minor.

Purpose/Justification for Revision to Course: This redesigned course includes laboratory experience to complement lecture and classroom work in microbial physiology, with emphasis on bacteria. Expanded classical application of microbial physiology involves sequencing, assembly, and annotation (with emphasis on orthology, gene clustering and phylogeny) of microbial whole genome as a method of developing core bioinformatics skills while learning basic principles in microbiology, genetics, ecology and evolution. The change in course description and minor updates in prerequisites reflect the modified course content more accurately and this will attest that the learners gained knowledge on current perspectives of microbiology and genomics.

Existing Course:

Course Number: BIOL 676Title of Course: Microbial Physiology LaboratoryCredit Hours: 2

Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, including organic, or permission of instructor. Biochemistry strongly recommended.

Course Description (**as it appears in the current catalog**): Laboratory experience to complement lecture and classroom work in microbial physiology, with emphasis on bacteria. Prerequisites: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory, 10 hours of biochemistry including organic permission of the instructor. Biochemistry strongly recommended.

Proposed Course:

Course Number: BIOL 676Title of Course: Microbial Physiology Laboratory

Credit Hours: 2

Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, or permission of instructor. Biochemistry/Intro to Biochem strongly recommended. Corequisite: BIOL 675 Microbial Physiology.

Course Description (**as it will appear in the next catalog**): Laboratory experience to complement lecture and classroom work in microbial physiology, with emphasis on bacteria. Sequencing, assembly, and annotation (with emphasis on orthology, gene clustering and phylogeny) of microbial whole genome as a method of developing core bioinformatics skills while learning basic principles in microbiology, genetics, ecology and evolution. Prerequisite: 10 hours of biology including BIOL 371/BIOL 372 General Microbiology/Laboratory. 10 hours of chemistry, or permission of instructor. Biochemistry/Intro to Biochem strongly recommended. Corequisite: BIOL 675 Microbial Physiology.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If “yes,” please indicate the University’s General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If “yes,” please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

Whole genome sequencing cost is covered under Biology-INBRE collaborative effort.

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Date 9/11/17 Signature, Department Chairperson [Signature]
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Date 11/6/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean [Signature]
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
September 8, 2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: Fall, 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This change reflects an updating of the language currently used in the field and represents an integration of the public relations and advertising areas into a more streamlined and efficient curriculum model. It should not negatively impact any use as a service course or elective.

Purpose/Justification for Revision to Course: Need to update and streamline curriculum to reflect best practices in field; supported by 2016 External Program Review

Existing Course:

Course Number: COMM 277

Title of Course: Introduction to Public Relations

Credit Hours: 3.0

Prerequisite: None

Course Description (as it appears in the current catalog): Introduction to basic public relations skills and theories, including an overview of public relations functions and history.

Proposed Course:

Course Number: COMM 277

Title of Course: Introduction to Strategic Communication

Credit Hours: 3.0

Prerequisite: None

Course Description (as it will appear in the next catalog): Introduction to the fundamental theories, concepts, and applications of strategic communication to meet a variety of organizational goals useful for promoting products, ideas, and people. Explorations into strategic communication firms, careers, and opportunities for specialization are covered.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☐ Approved: College Curriculum Committee
Date 4/6/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 4/6/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/11/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan

☐ Faculty member ☒ Chair

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course was used solely by the Advertising concentration area and the content would be duplicated in the revised Intro to Strategic Communication course.

Purpose/Justification for Course Deletion: Unnecessary duplication of material covered in another course; combined concentration areas no longer require this content

Course to be Deleted:

Course Number: COMM 230

Title of Course: Principles of Advertising

Credit Hours: 3.0

Deletion Effective: Fall 2018 (Semester/Year)

Currently Offered: ☐ Fall ☒ Spring ☐ Summer (check all that apply)

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

Was this course required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
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Date 11/6/17 Signature, College Curriculum Committee Chair M. Bonatto / 02
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Bonatto / 02
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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan

☐ Faculty member ☒ Chair

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course was used solely by the Advertising concentration area and the content would be duplicated in the revised Media Writing and Copy course.

Purpose/Justification for Course Deletion: Unnecessary duplication of material covered in another course; combined concentration areas no longer require this content

Course to be Deleted:

Course Number: COMM 330

Title of Course: Advertising Copywriting

Credit Hours: 3.0

Deletion Effective: Fall 2018 (Semester/Year)

Currently Offered: ☐ Fall ☒ Spring ☐ Summer (check all that apply)

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

Was this course required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
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Date 4/6/17 Signature, College Curriculum Committee Chair M. Pomatto
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: CommunicationCollege: Arts & Sciences

Submission Date:

9/8/17Contact Person: Dr. Cynthia Allan☐ Faculty member ☒ ChairRevision Effective: WF18 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not required as a course in any other degree program at Pittsburg State University.

Purpose/Justification for Revision to Course: The new course title and description more accurately indicates material covered in course, and is more typical of skills required in discipline.

Existing Course:

Course Number: COMM 335Title of Course: Feature WritingCredit Hours: 3Prerequisite: COMM 225 Reporting or permission of instructor

Course Description (**as it appears in the current catalog**): Examination, analysis and writing of feature stories, special articles and process/problem centered stories used by newspapers, magazines and other media which inform, entertain or investigate problems. Prerequisite: COMM 225 Reporting or permission of instructor.

Proposed Course:

Course Number: COMM 335Title of Course: Feature and Opinion WritingCredit Hours: 3Prerequisite: COMM 225 Reporting or permission of instructor

Course Description (**as it will appear in the next catalog**): The process of researching and writing in-depth stories and analytical opinion pieces focusing on issues, trends and people. Prerequisite: COMM 225 Reporting or permission of instructor

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

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LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

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Date 9-11-17 Signature, Department Chairperson Cynthia L. Allen
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Date 11/17 Signature, College Curriculum Committee Chair M. Pomatto
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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: COMM College: Arts & SciencesSubmission Date: 9-8-17Contact Person: Dr. Cynthia Allan☐ Faculty member ☒ Chair

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*This course is not included in the suggested coursework of any other major or minor at PSUPurpose/Justification for Course Deletion: Material once covered in this course will be folded into the revised COMM 335 Feature and Opinion Writing class and Com 225 Reporting class.**Course to be Deleted:**Course Number: COMM 350Title of Course: EditingCredit Hours: 3Deletion Effective: WF 18 (Semester/Year)Currently Offered: ☐ Fall ☒ Spring ☐ Summer (check all that apply)Was this course a part of the General Education package? ☐ Yes ☒ NoIs there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No*Please realize that it will need to gain approval of the General Education Committee.*Was this course required of any education majors? ☐ Yes ☒ No*If "yes," please realize that it will need to have the approval of the Council for Teacher Education.*

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
WF18

College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan

☐ Faculty member ☒ Chair

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not included in the suggested coursework of any other major or minor at PSU.

Purpose/Justification for Course Deletion: Material once covered in this course will be folded into COMM 225 Reporting and COMM 575 Broadcast Journalism

Course to be Deleted:

Course Number: COMM 374

Title of Course: Broadcast Writing

Credit Hours: 3

Deletion Effective: WF18 (Semester/Year)

Currently Offered: ☒ Fall ☒ Spring ☐ Summer (check all that apply)

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

Was this course required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is primarily an elective in the theatre emphasis although when taught with an international topic (e.g. Asian and African theatre) is eligible to be taken as part of IKE program. Nothing about this course number change should affect any other program or department.

Purpose/Justification for Revision to Course: This course is an elective recommended for students planning to pursue additional theatre study at the advanced level. The new course number reflects the rigor of the course and permits it to be taken by graduate students, which should increase enrollment by reducing the number of independent study hours offered as "Readings" courses.

Existing Course:

Course Number: COMM 405

Title of Course: Drama Studies

Credit Hours: 3.0

Prerequisite: n/a

Course Description (as it appears in the current catalog): Comparative study of selected themes in dramatic literature within the context of culture, authorship and genre. May be repeated with different content for a maximum of six hours.

Proposed Course:

Course Number: COMM 605

Title of Course: Drama Studies

Credit Hours: 3.0

Prerequisite: n/a

Course Description (**as it will appear in the next catalog**): Comparative study of selected themes in dramatic literature within the context of culture, authorship and genre. May be repeated with different content for a maximum of six hours.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None

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Date _____ Signature, General Education Committee Chair _____
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Date _____ Signature, Council for Teacher Education Chair _____
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Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
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Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication College: Arts and Science Submission Date: 9/8/2017

Contact Person: Cynthia Allan

☐ Faculty member ☒ Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Addition of Influence and Persuasion will be part of a larger proposal for new emphasis areas for the communication major.

Proposed Course:

Course Number: COMM 416

Title of Course: Social Influence and Persuasion

Credit Hours: 3 hours

Date first offered: Fall 2018 ☒ Fall ☒ Spring ☐ Summer
(Semester/Year) (check all that apply)

Prerequisite: N/A

Course Description (as it will appear in the next catalog): An in-depth look at the characteristics of persuasive messaging, message sources, and audiences; interpersonal influence, influence in groups and across media channels.

Purpose/Justification for Proposed Course: This course is in congruence with the proposal of the new communication emphasis area of Strategic Communication and supports student development in the areas of social influence and persuasion.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

A student who successfully completes this course will be able to:

1. Demonstrate knowledge of major principles and theories of the persuasion process.
2. Identify and apply ethical principles governing in the creation, distribution, and reception of persuasive messages.
3. Construct a persuasive campaign utilizing course materials.
4. Analyze a variety of persuasive situations using research and theory.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (as it will appear in the syllabus)]

This course will assess content from: projects, written assignments, discussion/participation, and examination of material.

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

N/A

3. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

N/A

Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
N/A

PITTSBURG STATE UNIVERSITY
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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication

College: Arts and Sciences

Submission Date: 9/8/17

Contact Person: Cynthia Allan Faculty member ☒ Chair

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This is course was exclusively designed for theatre emphasis majors as an elective.

Purpose/Justification for Course Deletion: There is no need for this course as some of the material is duplicated in COMM 363 and COMM 463, there are not enough faculty to maintain this course on the schedule, and there is little student interest. Enrollments are expected to stay in the <5 range.

Course to be Deleted:

Course Number: COMM 425

Title of Course: Studies in Scenic Arts

Credit Hours: 3.0

Deletion Effective: Fall 2018 (Semester/Year)

Currently Offered: ☐ Fall ☒ (EOY) ☐ Spring ☐ Summer (check all that apply)

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

Was this course required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/17

College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan

☐ Faculty member ☒ Chair

Revision Effective: WF18 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not required as a course in any other degree program at Pittsburg State University.

Purpose/Justification for Revision to Course: The new course number more accurately reflects workload and rigor of existing course material.

Existing Course:

Course Number: COMM 435

Title of Course: Photojournalism II

Credit Hours: 3

Prerequisite: COMM 276 Photojournalism I or permission of instructor

Course Description (**as it appears in the current catalog**): Advanced camera techniques. Introduction to digital darkroom and photography; feature; sports; news; studio assignments; editing and layout for photo stories and multi-media narrative presentations. Work is designed for use in student or professional publications. Prerequisite: COMM 276 Photojournalism I or permission of instructor.

Proposed Course:

Course Number: COMM 535

Title of Course: Photojournalism II

Credit Hours: 3

Prerequisite: COMM 276 Photojournalism I or permission of instructor

Course Description (**as it will appear in the next catalog**): Advanced camera techniques including; feature, sports, news, illustration and studio assignments. Picture editing and layout for layout and designing photo pages and multi-media narrative productions. Work is designed for use in student for professional media. Prerequisite: COMM 276 Photojournalism I or permission of instructor.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 9/16/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 9/16/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: CommunicationCollege: Arts and ScienceSubmission Date: 9/8/2017Contact Person: Dr. Cynthia Allan☐ Faculty member ☒ Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course provides specific to the communication discipline. It has been offered as a special issues class for several years with no comment from other departments other than to be used as an elective. This will formally legislate it as an undergraduate course in the communication discipline under the study of human communication.

Proposed Course:

Course Number: COMM 438Title of Course: Gender CommunicationCredit Hours: 3Date first offered: Fall 2018

(Semester/Year)

☒ Fall ☐ Spring ☐ Summer
(check all that apply)
Prerequisite: n/a

Course Description (**as it will appear in the next catalog**): An introductory course that examines how ideas about gender shape communication. Includes exploring the multiple ways communication in families, schools, media, and society in general, create and perpetuate various gender communication practices.

Purpose/Justification for Proposed Course: Besides creating a foundational component to the department's human communication concentration, this course will also provide a solution to an increased interest in gender communication expressed by a growing number of communication majors.

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)

1. Recognize the existence of diverse gender identities.
2. Identify the difference between gender identity and sexual orientation.
3. Enhance reflexive understanding between diverse gender identities.
4. Demonstrate how culture impacts gender communication practices.
5. Develop empathic interaction between diverse gender identities.

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]

Midterm Exam: 100 pts. 100 – 90 = A

Final Exam: 100 pts. 89 – 80 = B

Quizzes and Random Assignments: 100 pts. 79 – 70 = C

Research Project: 100 pts. 69 – 60 = D

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 4/6/17 Signature, College Curriculum Committee Chair M. Pomatto (4)
- ☒ Approved: Dean of College
Date 4/6/17 Signature, Dean M. Pomatto (4)
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is an elective and has no prerequisites.

Purpose/Justification for Revision to Course: This revision is to create clarity by eliminating the "II" designation that makes it seem as if it is a sequenced course. The reasons for the current title have been lost to history and this is a corrective change to eliminate any confusion among students and/or advisors.

Existing Course:

Course Number: COMM 463

Title of Course: Technical Production II

Credit Hours: 3.0

Prerequisite: n/a

Course Description (**as it appears in the current catalog**): Basic construction and execution techniques of costumes, makeup, properties, and special effects for theatre, film, opera, television and/or dance. Emphasis on historical styles, pattern making, and working with a variety of materials. Extensive hands-on experience. Includes laboratory.

Proposed Course:

Course Number: COMM 463

Title of Course: Technical Production

Credit Hours: 3.0

Prerequisite: n/a

Course Description (**as it will appear in the next catalog**): Basic construction and execution techniques of costumes, makeup, properties, and special effects for theatre, film, opera, television and/or dance. Emphasis on historical styles, pattern making, and working with a variety of materials. Extensive hands-on experience. Includes laboratory.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 8-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 10/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 10/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not a part of any core or elective requirements for any department outside of Communication

Purpose/Justification for Revision to Course: To update course title and description to more accurately reflect content of course

Existing Course:

Course Number: COMM 474

Title of Course: Promotional Video

Credit Hours: 3

Prerequisite: COMM 274 Introduction to Audio and Video Production, COMM 374 Broadcast Writing or permission of instructor.

Course Description (as it appears in the current catalog): Principles and practices of conceiving, planning, and producing persuasive video programs. Advanced theory and techniques for use in advertising and public relations. Covers scriptwriting, studio and field production, computer editing, and working with clients.

Proposed Course:

Course Number: COMM 474

Title of Course: Promotional and Corporate Video Production

Credit Hours: 3

Prerequisite: COMM-274: Introduction to Audio and Video Production, or permission of instructor.

Course Description (**as it will appear in the next catalog**): Principles and practices of producing audio and video for training, informational or persuasive use. Covers studio and field production, working with clients, scriptwriting, and advanced computer editing.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

\$0

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/17

College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan

☐ Faculty member ☒ Chair

Revision Effective: WF18 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not required as a course in any other degree program at Pittsburg State University.

Purpose/Justification for Revision to Course: The new course title and description more accurately indicates material covered in course, and is more typical of similar courses offered at other institutions.

Existing Course:

Course Number: COMM 575

Title of Course: Television Production

Credit Hours: 3

Prerequisite: COMM 274 Introduction to Audio and Video Production and COMM 374 Broadcast Writing or permission of instructor

Course Description (**as it appears in the current catalog**): The study and practice of fundamental skills in news, sports and feature reporting. Students will also be involved in weekly cable programs, learning all elements of studio television production. Prerequisites: COMM 274 Introduction to Audio and Video Production and COMM 374 Broadcast Writing or permission of instructor.

Proposed Course:

Course Number: COMM 575

Title of Course: Broadcast Journalism

Credit Hours: 3

Prerequisite: COMM 274 Introduction to Audio and Video Production or permission of instructor

Course Description (as it will appear in the next catalog): The study and practice of fundamental skills in news, sports and feature reporting. Students will also be involved in weekly cable news programs, learning all elements of studio television production. Prerequisites: COMM 274 Introduction to Audio and Video Production or permission of instructor.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Pomatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Pomatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
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Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
September 8, 2017

College: Arts & Sciences

Submission Date:

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: Fall, 2018 (Semester/Year)

Offered: (check all that apply)

☒ Fall

☒ Spring

☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at
Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This change reflects an updating of content with the merger of advertising and public relations into the more integrated emphasis of strategic communication. It should not negatively impact any use as a service course or elective for other programs or departments.

Purpose/Justification for Revision to Course: Need to update and streamline curriculum (emphasis areas and courses) to reflect best practices in field: supported by 2016 External Program Review

Existing Course:

Course Number: COMM 576

Title of Course: Writing for Public Relations

Credit Hours: 3.0

Prerequisite: None

Course Description (as it appears in the current catalog): Study, analysis and practice in writing news, publicity and feature stories for public relations media or public relations use by the media.

Proposed Course:

Course Number: COMM 576

Title of Course: Media Writing and Copy

Credit Hours: 3.0

Prerequisite: None

Course Description (as it will appear in the next catalog): Study, analysis, and practice in writing press releases, features, advertising copy, and publicity material for distribution through traditional and new media channels.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No
- If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
- _____

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allen
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/2017

College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan

☐ Faculty member ☒ Chair

Revision Effective: Fall 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This is a revision in description that reflects the way the course is already being taught.

Purpose/Justification for Revision to Course: need an updated description

Existing Course:

Course Number: COMM 629

Title of Course: Theories of Human Communication

Credit Hours: 3

Prerequisite: None

Course Description (as it appears in the current catalog): Study of contemporary theoretical approaches to the multi-disciplinary study of human communication. Concentration on the application of theories to professional communication career situations.

Proposed Course:

Course Number: COMM 629

Title of Course: Theories of Human Communication

Credit Hours: 3

Prerequisite: None

Course Description (as it will appear in the next catalog): Study of contemporary theoretical approaches to the multi-disciplinary study of human communication. Concentration on the application of theories to professional communication career situations as well as to everyday life.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/1/17 Signature, College Curriculum Committee Chair M. Pomatto
- ☒ Approved: Dean of College
Date 11/1/17 Signature, Dean M. Pomatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/17College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan☐ Faculty member ☒ ChairRevision Effective: WF18 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☐ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not required as a course in any other degree program at Pittsburg State University.

Purpose/Justification for Revision to Course: The new course title more accurately indicates material covered in course.

Existing Course:

Course Number: COMM 637Title of Course: Online PublishingCredit Hours: 3Prerequisite: None

Course Description (**as it appears in the current catalog**): Theory, writing and design for World Wide Web publication. Introduction to basic HTML; use of Web publishing software; writing and designing for Web publication.

Proposed Course:

Course Number: COMM 637Title of Course: Online JournalismCredit Hours: 3Prerequisite: None

Course Description (**as it will appear in the next catalog**): Theory, writing and design for World Wide Web news publication. Introduction to basic HTML; use of Web publishing software; writing and designing for Web publication.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?
None

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Pomatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Pomatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
9/8/17

College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan

☐ Faculty member ☒ Chair

Revision Effective: WF18 (Semester/Year)

Offered: (check all that apply)

- ☐ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not required as a course in any other degree program at Pittsburg State University. It only serves as an elective within the department primarily for multimedia journalism and those in media production.

Purpose/Justification for Revision to Course: The course description is changed to reflect the proposed number change of prerequisite course and clarify course material.

Existing Course:

Course Number: COMM 638

Title of Course: Professional Photojournalism/Picture Editing

Credit Hours: 3

Prerequisite: COMM 435 Photojournalism II or permission of instructor

Course Description (**as it appears in the current catalog**): Professional photo techniques, principles and practices expected of photographers in media environments and media-related organizations, theory and practice of picture editing, photo illustrations, photo stories, multi-media presentations and developing a portfolio. Prerequisite: COMM 435 Photojournalism II or permission of instructor.

Proposed Course:

Course Number: COMM 638

Title of Course: Professional Photojournalism/Picture Editing

Credit Hours: 3

Prerequisite: COMM 535 Photojournalism II or permission of instructor

Course Description (**as it will appear in the next catalog**): In-depth photojournalism and advanced digital photo techniques, practices expected of photographers in media environments, theory, picture editing, photo illustrations, photo stories, multi-media presentations, professional photography assignments and portfolio preparation.
Prerequisite: COMM 535 Photojournalism II permission of instructor.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/1/17 Signature, College Curriculum Committee Chair M. Bonatte
- ☒ Approved: Dean of College
Date 11/1/17 Signature, Dean M. Bonatte
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for Deletion of Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication
WF18

College: Arts & Sciences

Submission Date:

Contact Person: Dr. Cynthia Allan

☐ Faculty member ☒ Chair

Will this deletion affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This course is not included in the suggested coursework of any other major or minor at PSU.

Purpose/Justification for Course Deletion: Material once covered in this course will be folded into the revised COMM 715 Documentary Production class

Course to be Deleted:

Course Number: COMM 642

Title of Course: Documentary Photojournalism/Electronic Imaging

Credit Hours: 3

Deletion Effective: WF18 (Semester/Year)

Currently Offered: ☐ Fall ☒ Spring ☐ Summer (check all that apply)

Was this course a part of the General Education package? ☐ Yes ☒ No

Is there a departmental course that will be proposed as a substitute? ☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

Was this course required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

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Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/1/17 Signature, College Curriculum Committee Chair Mr. Bonatto
- ☒ Approved: Dean of College
Date 11/1/17 Signature, Dean Mr. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
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Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the deletion.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: Communication College: Arts and Sciences Submission Date: 9/8/2017

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Revision Effective: Fall/2018 (Semester/Year)

Offered:(check all that apply)

☒ Fall

☐ Spring

☐ Summer

Is this revision related to, and/or affect,any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Purpose/Justification for Revision to Course: The department of Communication is revising the course curriculum. This course is streamlining its focus in accordance with the new Strategic Communication emphasis area.

Existing Course:

Course Number: COMM 674

Title of Course: Media Buying and Selling

Credit Hours: 3

Prerequisite: COMM 230 Principles of Advertising or permission of instructor

Course Description (as it appears in the current catalog): Study and analysis of commercial media buying and selling techniques, including application of various computer software programs to media decision making, media research techniques and practice in media buying and selling techniques. Prerequisite: COMM 230 Principles of Advertising or permission of instructor.

Proposed Course:

Course Number: COMM 674

Title of Course: Multimedia Sales and Production

Credit Hours: 3

Prerequisite: None

Course Description (as it will appear in the next catalog): Study and analysis of commercial multimedia advertising production and selling, including application of various software programs to decision making and research. Includes practice in selling techniques.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

_____ *Please realize that it will need to gain approval of the General Education Committee.*

2. Will this course be required of any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Panatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Panatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

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Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/2017

Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Title of Proposed Minor/Emphasis /Certificate: Human Communication

Purpose/Justification for Minor/Emphasis/Certificate: Develop a professional emphasis from existing courses that meets the interests and needs of students who plan to continue at the graduate level, work in leadership or management positions.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

This is merely the an emphasis developed from existing curriculum. It should provide for easier advising and selection of courses for students who either want to major or minor in the department. This focuses and streamlines course selection.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This new area should not affect any other program or department. This change to the curriculum was supported by the 2015 External Program Reviewer and the 2014 External Advisory Board and 2014 Department Student Advisory Board. should add rigor to the curriculum.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific General Education courses required?
☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
None.

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Pomatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Pomatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
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Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Approval at Kansas Board of Regents level:

☐ COCAO Date: _____

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an

additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

January 4, 2007

Kansas Board of Regents

**APPLICATION FOR APPROVAL
OF MINOR/CONCENTRATION**

Pittsburg State University

(NAME OF INSTITUTION)

1701 S. Broadway, Pittsburg, KS 66762

(ADDRESS)

620-235-7000

(TELEPHONE)

Concentration or Major:

Human Communication

(Title and CIP)

☐ **New**
☒ **Derived from Existing Program**

9/8/2017

(DATE SUBMITTED)

**(Signature of Vice-President
/or Provost)**

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Dr. Cynthia Allan
Arts & Sciences
College of Pittsburg State University
Division of _____

- I. Indicate major in which concentration will be located:
Human Communication will be a concentration (professional emphasis area) within the Bachelor of Science degree program in Communication
-

- II. Give the name and describe the purpose of the proposed concentration:

Name: Human Communication

Description of Purpose: This concentration (professional emphasis area) utilizes existing courses to develop a rigorous concentration that will be of interest to students planning on pursuing careers in leadership, management, or continuing studies at the graduate level. This concentration built from existing courses was supported by the 2015 External Program Review process.

(Use other sheets as needed)

- III. Provide curriculum for the major and indicate courses required for each concentration:

Bachelor of Science in Communication
Name of Major

Core:	Course Name & Number	Credit Hours
I. CORE REQUIREMENTS – 18 hours		
	COMM 199 Introduction to Communication Careers	1.0
	COMM 200 Introduction to Mass Communication	3.0
	COMM 399 Communication Career Development	1.0
	COMM 629 Theories of Human Communication	3.0
	COMM 699 Communication Careers in Society	1.0
	<i>Select 2 of the following 3:</i>	
	COMM 307 Introduction to Persuasive Communication	3.0
	COMM 450 Small Group Communication	3.0
	COMM 530 Interpersonal Communication	3.0
	<i>Select 1 of the following 3:</i>	
	COMM 274 Introduction to Audio/Video Production	3.0
	COMM 276 Photojournalism I	3.0

COMM 537 Integrated Electronic Communication 3.0

*Note: Multimedia Journalism and Media Production must take COMM 274
Strategic Communication must take COMM 274 or COMM 537
Human Communication must take COMM 307 and COMM 450*

Electives:

ELECTIVES – 12 hours

Any Communication course; 6 of 12 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

Human Communication
(Name of Concentration)

Course Name & Number

Credit Hours

Concentration:

Human Communication – 18 hours

COMM 438 Gender Communication	3.0
COMM 530 Interpersonal Communication	3.0
COMM 601 Intercultural Communication	3.0
COMM 717 Research Procedures	3.0
COMM 755 Organizational Communication	3.0
<i>Select 1 of the following:</i>	
COMM 480 Explorations in Communication	3.0
COMM 795 Issues in Communication	3.0

Total: 48

Note: By Board of Regents definition concentrations are established within existing programs and are:

1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master's level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all concentrations:
9
- B. Rank of faculty:
Instr. 4; Asst. Prof. 0; Assoc. Prof. 4; Prof. 5;
GTAs .
- C. Preparation of faculty;
Indicate level of degrees: Bach. 0; Masters 7; Doctors 6.

- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):

Faculty in the department teach a combination core classes, electives, and emphasis area courses. They also teach service courses, such as COMM 200 Intro to Mass Communication, COMM 450 Small Group Communication, COMM 629 Theories of Human Communication, and COMM 601 Intercultural Communication, for other majors (Management/Marketing, International Studies) and programs (BIS-SSRM).

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/2017

Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Title of Proposed Minor/Emphasis /Certificate: Media Production

Purpose/Justification for Minor/Emphasis/Certificate: This revises the existing Broadcasting emphasis into an emphasis area that better prepares students for the new technologies and practices in the field of media production, including sports, live remote production, documentary production, etc.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

This is a revision of an existing emphasis area to reflect best practice in the discipline and provide expanded experiential learning opportunities.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This should not affect any other department/college/unit. This emphasis area renames an existing emphasis area and revises curriculum to reflect best practices in the profession.

Please complete the Kansas Board of Regent forms located at http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific General Education courses required?
☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
None.

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 4/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 4/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
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Approval at Kansas Board of Regents level:

☐ COCAO Date: _____

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January 4, 2007

Kansas Board of Regents

**APPLICATION FOR APPROVAL
OF MINOR/CONCENTRATION**

Pittsburg State University

(NAME OF INSTITUTION)

1701 S. Broadway, Pittsburg, KS 66762

(ADDRESS)

620-235-7000

(TELEPHONE)

Concentration or Major:

Media Production

(Title and CIP)

☐ New
☒ Derived from Existing Program

9/8/2017

(DATE SUBMITTED)

**(Signature of Vice-President
/or Provost)**

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Dr. Cynthia Allan
Arts & Sciences
College of Pittsburg State University
Division of _____

- I. Indicate major in which concentration will be located:
Media Production will be a concentration (emphasis) within the Bachelor of Science degree program in Communication
-

- II. Give the name and describe the purpose of the proposed concentration:

Name: Media Production

Description of Purpose: This emphasis is a re-naming of an existing emphasis area to allow for new technology and practices to be taught and expand experiential learning opportunities. It includes sports broadcasting, documentary production, live remote production, and other courses that fully prepare the student for a career in the discipline of media production. The streamlining and renaming of existing emphasis areas to meet current practices was supported by the 2015 External Program Review process.

(Use other sheets as needed)

- III. Provide curriculum for the major and indicate courses required for each concentration:

Bachelor of Science in Communication
Name of Major

Core:	Course Name & Number	Credit Hours
I. CORE REQUIREMENTS – 18 hours		
	COMM 199 Introduction to Communication Careers	1.0
	COMM 200 Introduction to Mass Communication	3.0
	COMM 399 Communication Career Development	1.0
	COMM 629 Theories of Human Communication	3.0
	COMM 699 Communication Careers in Society	1.0
	<i>Select 2 of the following 3:</i>	
	COMM 307 Introduction to Persuasive Communication	3.0
	COMM 450 Small Group Communication	3.0
	COMM 530 Interpersonal Communication	3.0
	<i>Select 1 of the following 3:</i>	
	COMM 274 Introduction to Audio/Video Production	3.0

COMM 276 Photojournalism I	3.0
COMM 537 Integrated Electronic Communication	3.0

*Note: Multimedia Journalism and Media Production must take COMM 274
Strategic Communication must take COMM 274 or COMM 537
Human Communication must take COMM 307 and COMM 450*

Electives:

ELECTIVES – 12 hours

Any Communication course; 6 of 12 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

**Media Production
(Name of Concentration)**

Course Name & Number **Credit Hours**

Concentration:

Media Production – 18 hours

COMM 474 Promotional & Corporate Video Production	3.0
COMM 475 Audio Production	3.0
COMM 637 Online Journalism	3.0
COMM 715 Documentary Production	3.0

Select 1 of the following:

COMM 390 Sports Broadcasting	3.0
COMM 713 Live Remote Production	3.0

Select 1 of the following:

COMM 575 Broadcast Journalism	3.0
COMM 733 Independent Video Production	3.0

Total: 48

Note: By Board of Regents definition concentrations are established within existing programs and are:

1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master's level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

A. Number of FTE faculty who teach in the major, including all concentrations:
9

B. Rank of faculty:
Instr. 4; Asst. Prof. 0; Assoc. Prof. 4; Prof. 5;
GTAs .

C. Preparation of faculty;

Indicate level of degrees: Bach. 0; Masters 7; Doctors 6.

- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):

Faculty in the department teach a combination core classes, electives, and emphasis area courses. They also teach service courses, such as COMM 200 Intro to Mass Communication, COMM 450 Small Group Communication, COMM 629 Theories of Human Communication, and COMM 601 Intercultural Communication, for other majors (Management/Marketing, International Studies) and programs (BIS-SSRM).

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/2017

Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Title of Proposed Minor/Emphasis /Certificate: Multimedia Journalism

Purpose/Justification for Minor/Emphasis/Certificate: This merges two emphasis areas -- photojournalism and news-editorial into one streamlined and updated emphasis area -- Multimedia Journalism.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

This is merely the combining of 2 legislated emphasis areas into one updated emphasis area to reflect current best practices in the discipline.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Any courses that did not require prerequisites and were of interest to other areas will still be offered. This new emphasis area merges existing curriculum for efficiency and in order to reflect best practices in the profession.

Please complete the Kansas Board of Regent forms located at

[http://www.kansasregents.org/academic affairs/new program approval](http://www.kansasregents.org/academic%20affairs/new_program_approval) and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific General Education courses required?
☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
None.

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Panatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Panatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Approval at Kansas Board of Regents level:

☐ COCAO Date: _____

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an

additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in a delay in implementation.

January 4, 2007

Kansas Board of Regents

**APPLICATION FOR APPROVAL
OF MINOR/CONCENTRATION**

Pittsburg State University

(NAME OF INSTITUTION)

1701 S. Broadway, Pittsburg, KS 66762

(ADDRESS)

620-235-7000

(TELEPHONE)

Concentration or Major:

Multimedia Journalism

(Title and CIP)

☐ **New**
☒ **Derived from Existing Program**

9/8/2017

(DATE SUBMITTED)

**(Signature of Vice-President
/or Provost**

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Dr. Cynthia Allan
Arts & Sciences
College of Pittsburg State University
Division of _____

- I. Indicate major in which concentration will be located:
Multimedia Journalism will be a concentration (emphasis) within the Bachelor of Science degree program in Communication
-

- II. Give the name and describe the purpose of the proposed concentration:

Name: Multimedia Journalism

Description of Purpose: This emphasis area merges the existing concentrations of photojournalism and journalism-news-editorial into one concentration. This streamlines the concentration, reflects current and best practice in the discipline, and updates the department curriculum. This creation of a combined emphasis area was supported by the 2016 External Program Review process.

(Use other sheets as needed)

- III. Provide curriculum for the major and indicate courses required for each concentration:

Bachelor of Science in Communication
Name of Major

Core:	Course Name & Number	Credit Hours
I. CORE REQUIREMENTS – 18 hours		
	COMM 199 Introduction to Communication Careers	1.0
	COMM 200 Introduction to Mass Communication	3.0
	COMM 399 Communication Career Development	1.0
	COMM 629 Theories of Human Communication	3.0
	COMM 699 Communication Careers in Society	1.0
	<i>Select 2 of the following 3:</i>	
	COMM 307 Advanced Speech Communication	3.0
	COMM 450 Small Group Communication	3.0
	COMM 530 Interpersonal Communication	3.0
	<i>Select 1 of the following 3:</i>	
	COMM 274 Introduction to Audio/Video Production	3.0
	COMM 276 Photojournalism I	3.0

COMM 537 Integrated Electronic Communication 3.0

*Note: Multimedia Journalism and Media Production must take COMM 274
Strategic Communication must take COMM 274 or COMM 537
Human Communication must take COMM 307 and COMM 450*

Electives:

ELECTIVES – 12 hours

Any Communication course; 6 of 12 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

**Multimedia Journalism
(Name of Concentration)**

Course Name & Number

Credit Hours

Concentration:

Multimedia Journalism – 18 hours

COMM 225 Reporting	3.0
COMM 276 Photojournalism I	3.0
COMM 626 Law of Mass Communication	3.0
COMM 637 Online Journalism	3.0

Select one of the following:

COMM 335 Feature and Opinion Writing	3.0
COMM 535 Photojournalism II	3.0

Select one of the following:

COMM 575 Broadcast Journalism	3.0
COMM 733 Television Producing and Directing	3.0

Total: __48__

Note: By Board of Regents definition concentrations are established within existing programs and are:

1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master's level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

A. Number of FTE faculty who teach in the major, including all concentrations:
9

B. Rank of faculty:
Instr. 4; Asst. Prof. 0; Assoc. Prof. 4; Prof. 5;
GTAs .

C. Preparation of faculty;
Indicate level of degrees: Bach. 0; Masters 7; Doctors 6.

- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):**

Faculty in the department teach a combination core classes, electives, and emphasis area courses. They also teach service courses, such as COMM 200 Intro to Mass Communication, COMM 450 Small Group Communication, COMM 629 Theories of Human Communication, and COMM 601 Intercultural Communication, for other majors (Management/Marketing, International Studies) and programs (BIS-SSRM).

Request for New Minor/Emphasis/Certificate

Proposal for a New: ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/2017

Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Title of Proposed Minor/Emphasis /Certificate: Strategic Communication

Purpose/Justification for Minor/Emphasis/Certificate: Combine old Public Relations and Advertising emphasis areas into one emphasis for purposes of updating discipline to reflect best practices and to streamline curriculum.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

This is merely the combining of 2 legislated emphasis areas into one updated emphasis area to reflect current best practices in the discipline.

Is this new minor/emphasis/certificate proposal related to, and/or may affect, any other department's/ college's/ unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Service courses that may be used by other departments will still be offered under the "Strategic Comm" heading instead of "Public Relations" or "Advertising." Department chairs in departments that utilize a lot of the courses from the old PR/Ad area were notified of the proposed changes via email and no negative feedback or concerns were expressed.

Please complete the Kansas Board of Regent forms located at

http://www.kansasregents.org/academic_affairs/new_program_approval and list the proposed curriculum for the minor/emphasis/concentration, in section 3 (III) of the forms. Please input the proposed curriculum as you wish it to appear in the next catalog. If you have any questions about the KBOR forms, please contact the Provost's administrative officer at x4113.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this minor/emphasis/certificate have specific General Education courses required?
☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

4. Will this minor/emphasis/certificate affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this minor/emphasis/certificate (e.g. staffing, equipment, etc.)?
None.

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Pomatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Pomatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Approval at Kansas Board of Regents level:

☐ COCAO Date: _____

The Provost's Office will notify the department, college and Registrar of the completion of the approval process.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well. Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL) FOR FORWARDING TO THE KANSAS BOARD OF REGENTS FOR BOARD APPROVAL.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an

Additional month added to the process, before it is sent to the Kansas Board of Regents for approval, which may result in delay in implementation.

January 4, 2007

Kansas Board of Regents

**APPLICATION FOR APPROVAL
OF MINOR/CONCENTRATION**

Pittsburg State University

(NAME OF INSTITUTION)

1701 S. Broadway, Pittsburg, KS 66762

(ADDRESS)

620-235-7000

(TELEPHONE)

Concentration or Major:

Strategic Communication

(Title and CIP)

☐ New
☒ Derived from Existing Program

9/8/2017

(DATE SUBMITTED)

**(Signature of Vice-President
/or Provost)**

PROPOSAL FOR MINOR/CONCENTRATION
Kansas Board of Regents

Submitted by Dr. Cynthia Allan
Arts & Sciences
College of Pittsburg State University
Division of _____

- I. Indicate major in which concentration will be located:
Strategic Communication will be a concentration (emphasis) within the Bachelor of Science degree program in Communication
-

- II. Give the name and describe the purpose of the proposed concentration:

Name: Strategic Communication

Description of Purpose: This emphasis area combines the existing concentrations of public relations and advertising into one concentration. This follows current practice in the discipline, permits streamlining and updating of the department curriculum, and provides a more integrated and broad approach to the discipline. This creation of a combined emphasis area was supported by the 2016 External Program Review process.

(Use other sheets as needed)

- III. Provide curriculum for the major and indicate courses required for each concentration:

Bachelor of Science in Communication
Name of Major

Core:	Course Name & Number	Credit Hours
I. CORE REQUIREMENTS – 18 hours		
	COMM 199 Introduction to Communication Careers	1.0
	COMM 200 Introduction to Mass Communication	3.0
	COMM 399 Communication Career Development	1.0
	COMM 629 Theories of Human Communication	3.0
	COMM 699 Communication Careers in Society	1.0
	<i>Select 2 of the following 3:</i>	
	COMM 307 Advanced Speech Communication	3.0
	COMM 450 Small Group Communication	3.0
	COMM 530 Interpersonal Communication	3.0
	<i>Select 1 of the following 3:</i>	
	COMM 274 Introduction to Audio/Video Production	3.0
	COMM 276 Photojournalism I	3.0

COMM 537 Integrated Electronic Communication 3.0

*Note: Multimedia Journalism and Media Production must take COMM 274
Strategic Communication must take COMM 274 or COMM 537
Human Communication must take COMM 307 and COMM 450*

Electives:

ELECTIVES – 12 hours

Any Communication course; 6 of 12 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

**Strategic Communication
(Name of Concentration)**

Course Name & Number

Credit Hours

Concentration:

Strategic Communication – 18 hours

COMM 277 Introduction to Strategic Communication	3.0
COMM 416 Social Influence & Persuasion	3.0
COMM 576 Media Writing & Copy	3.0
COMM 717 Research Procedures	3.0
COMM 765 Strategic Planning & Communication Campaigns	3.0
COMM 775 Case Studies in Strategic Communication	3.0

Total: 48

Note: By Board of Regents definition concentrations are established within existing programs and are:

1. 24 hours or less at the undergraduate level
2. 12 hours or less at the master's level
3. 18 hours or less at the doctoral level

IV. Faculty resources:

- A. Number of FTE faculty who teach in the major, including all concentrations:
9
- B. Rank of faculty:
Instr. 4; Asst. Prof. 0; Assoc. Prof. 4; Prof. 5;
GTAs .
- C. Preparation of faculty;
Indicate level of degrees: Bach. 0; Masters 7; Doctors 6.
- D. Explain other instructional responsibilities of faculty. (e.g. list service courses in school or for other schools/majors):

Faculty in the department teach a combination core classes, electives, and emphasis area courses. They also teach service courses, such as COMM 200 Intro to Mass Communication, COMM 450 Small Group Communication, COMM 629 Theories of Human Communication, and COMM 601 Intercultural Communication, for other majors (Management/Marketing, International Studies) and programs (BIS-SSRM).

Request for Revision to Curriculum

Revision for: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/2017

Revision Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Theatre

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:

Description of Change: Updating and streamlining curriculum

Rationale for Change (include changes to curriculum objectives): While the objectives of the emphasis have not changed, this revision more accurately reflects the current course content, the standard language of the discipline and our fellow regent institutions.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

This is a revision internal to the Department of Communication and utilizes existing curriculum. It seeks only to more accurately reflect the standard language utilized for KS Core Outcome courses and to reflect the rigor of the courses

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

This is an internal revision as part of a general updating and streamlining of the Department of Communication curriculum.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:

II. Professional Career Emphasis (12 hours) Theatre Emphasis

- COMM-205: Performance Studies (3 hours)
- COMM-295: Theatre History (____) (3 hours)
- COMM-363: Technical Production I (3 hours)
- COMM-544: Stage Direction (3 hours)

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:

Core:	Course Name & Number	Credit Hours
I. CORE REQUIREMENTS – 18 hours		
COMM 199 Introduction to Communication Careers	1.0	
COMM 200 Introduction to Mass Communication	3.0	
COMM 399 Communication Career Development	1.0	
COMM 629 Theories of Human Communication	3.0	
COMM 699 Communication Careers in Society	1.0	
Select 2 of the following 3:		
COMM 307 Introduction to Persuasive Communication	3.0	
COMM 450 Small Group Communication	3.0	
COMM 530 Interpersonal Communication	3.0	
Select 1 of the following 3:		
COMM 274 Introduction to Audio/Video Production	3.0	
COMM 276 Photojournalism I	3.0	
COMM 537 Integrated Electronic Communication	3.0	

Note: Multimedia Journalism and Media Production must take COMM 274
 Strategic Communication must take COMM 274 or COMM 537
 Human Communication must take COMM 307 and COMM 450

Electives:

ELECTIVES – 12 hours

Any Communication course; 6 of 12 hours must be upper-division courses; students are encouraged to seek advisement for elective selection. COMM 690 Internship in Communication is recommended for all professional career emphasis areas.

II. Professional Career Emphasis (18 hours) Theatre Emphasis

- COMM-205: Performance Studies (3 hours)
- COMM-254: Acting (3 hours)
- COMM-395: Theatre History (____) (3 hours)
- COMM-544: Stage Direction (3 hours)
- COMM-605: Drama Studies (3 hours)

Select one of the following:

- COMM-363: Stagecraft
- COMM-463: Technical Production

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
None

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this revision have specific General Education courses required? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.
4. Will this revision affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.
5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
None

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 10/17/17 Signature, Department Chairperson Cynthia L. Allen
- ☒ Approved: College Curriculum Committee
Date 4/6/17 Signature, College Curriculum Committee Chair M. Donatto
- ☒ Approved: Dean of College
Date 4/6/17 Signature, Dean M. Donatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents (if required): Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL). Please check with the Provost's administrative officer at x4113 if unsure.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.

Request for Deletion of Curriculum

Deletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/17

Revision Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Advertising

Rationale for Deletion: Terminology no longer best practice in most integrated communication programs. Standard terminology is "strategic communication" and often combines advertising and public relations, for example.

Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

See statement for degree program revision quoting external program reviewer in support of streamlining program and emphasis areas with updated terminology and courses.

Will this deletion involve specific General Education courses? ☐ Yes ☒ No
If "yes," please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 4/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 4/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 2/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents: _____ Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the deletion.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form and a memo on department letterhead, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT SIGN-OFF SHEET AND the MEMO TO THE OFFICE OF THE PROVOST (220 RUSS HALL)

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent to the Kansas Board of Regents for informational purposes.

Request for Deletion of CurriculumDeletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ CertificateDepartment: Communication College: Arts & SciencesSubmission Date: 9/8/17Revision Effective: Fall, 2018
(Year)Contact Person: Cynthia Allan ☐ Faculty member ☒ ChairName of Existing Major or Minor/Emphasis/Certificate: BroadcastingRationale for Deletion: Terminology no longer accurate and does not reflect industry standard due to current technologies (e.g. live streaming). New emphasis will be created to reflect current practices.Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*See statement for degree program revision quoting external program reviewer in support of streamlining program and emphasis areas with updated terminology and courses.Will this deletion involve specific General Education courses? ☐ Yes ☒ No
*If "yes," please realize that it will need to gain approval of the General Education Committee.*Will this deletion affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair W. Donatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean W. Donatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents:

Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the deletion.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

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Request for Deletion of Curriculum

Deletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/17

Revision Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Journalism - News-Editorial

Rationale for Deletion: This is part of curriculum revision to remove photojournalism and news-ed journalism as emphasis areas and merge them into a streamlined and updated emphasis area -- Multimedia Journalism.

Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

See statement for degree program revision quoting external program reviewer in support of streamlining program and emphasis areas with updated terminology and courses.

Will this deletion involve specific General Education courses? ☐ Yes ☒ No
If "yes," please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

**PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET**

- ☒ Approved: Department Chairperson
Date 8-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

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Request for Deletion of Curriculum

Deletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ Certificate

Department: Communication College: Arts & Sciences

Submission Date: 9/8/17

Revision Effective: Fall, 2018
(Year)

Contact Person: Cynthia Allan ☐ Faculty member ☒ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Photojournalism

Rationale for Deletion: This is part of curriculum revision to remove photojournalism and news-ed journalism as emphasis areas and merge them into a streamlined and updated emphasis area -- Multimedia Journalism.

Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

See statement for degree program revision quoting external program reviewer in support of streamlining program and emphasis areas with updated terminology and courses.

Will this deletion involve specific General Education courses? ☐ Yes ☒ No

If "yes," please realize that it will need to gain approval of the General Education Committee.

Will this deletion affect any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9-11-17 Signature, Department Chairperson Cynthia L. Allan
- ☐ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair M. Bonatto
- ☐ Approved: Dean of College
Date 11/6/17 Signature, Dean M. Bonatto
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents: _____ Date: _____

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Request for Deletion of CurriculumDeletion of: ☐ Major ☐ Minor ☒ Emphasis ☐ CertificateDepartment: Communication College: Arts & SciencesSubmission Date: 9/8/17Revision Effective: Fall, 2018
(Year)Contact Person: Cynthia Allan ☐ Faculty member ☒ ChairName of Existing Major or Minor/Emphasis/Certificate: Public RelationsRationale for Deletion: Terminology no longer best practice in most integrated communication programs. Standard terminology is "strategic communication" and often combines advertising and public relations, for example.Will this deletion affect any other department's/college's/unit's curricula or programs at Pittsburg State University?
☐ Yes ☒ No*Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.*See statement for degree program revision quoting external program reviewer in support of streamlining program and emphasis areas with updated terminology and courses.Will this deletion involve specific General Education courses? ☐ Yes ☒ No*If "yes," please realize that it will need to gain approval of the General Education Committee.*Will this deletion affect any education majors? ☐ Yes ☒ No*If "yes," please realize that it will need to have the approval of the Council for Teacher Education.*

Cynthia L. Allan

MB matter

M. P. Small

Date _____ Signature, General Education Committee Chair _____

Date _____ Signature, Council for Teacher Education Chair

nittee John R.

Date _____ Signature, Recording Secretary, Faculty Senate

Date _____ Signature, Recording Secretary, Faculty Senate

Date: _____

2

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: HPASS College: Arts & Sciences

Submission Date: 9/13/17

Contact Person: Darren Botello-Samson

☒ Faculty member ☐ Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

The course deals with a subject central and exclusive to political science

Proposed Course:

Course Number: POLS 555

Title of Course: Gender and Politics

Credit Hours: 3

Date first offered: Fall/2018
(Semester/Year)

☒ Fall ☐ Spring ☐ Summer
(check all that apply)

Prerequisite: N/A

Course Description (**as it will appear in the next catalog**): Overview of issues of gender in American and global political life, with emphasis on feminist analysis within political science, gendered participation in political decision making, and issues of public policy.

Purpose/Justification for Proposed Course: This course fills a gap in the political science curriculum, as currently no courses on identity politics are offered, and takes advantage of new faculty interest and expertise

Objectives/Student Learning Outcomes (**as it will appear in the syllabus**)
see syllabus, attached

Assessment Strategies [e.g., exams, projects, university rubric, etc. (**as it will appear in the syllabus**)]
see syllabus, attached

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
N/A

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
N/A

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 18 Sept. 2017 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 11/1/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 11/1/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.

GENDER AND POLITICS

POLS 555

Pittsburg State University

Fall 2018

Time and Place TBD

Dr. Kayce Mobley

Office Hours: TBD

kmobley@pittstate.edu

And that visibility which makes us most vulnerable is that which also is the source of our greatest strength. Because the machine will try to grind you into dust anyway, whether or not we speak.

-Audre Lourde

COURSE DESCRIPTION AND OBJECTIVES

If, according to a popular adage, politics is the process of “who gets what, when, and how,” then this field fundamentally concerns the division of finite goods, such as wealth, opportunity, and power. These finite goods are not distributed according to merit or even chance, however. Instead, divisions such as gender, sexuality, race, ethnicity, ability, etc. often guide who gets what in societies across the globe. In this course, we will concentrate primarily on issues of gender in both American and global political life, though we will also discuss other divisions through a lens of intersectionality. In the first few weeks, we will lay the groundwork for feminist analysis in political science. Then the second part of the course will address gendered participation and representation in political decision making, as well as media’s impact on and relationship with female political figures. The third stage of the class will then examine issues of public policy at the local and global level. Finally, the last portion of the course will engage an in-depth analysis of security issues and gender; in particular, we will evaluate arguments presented in the text *Sex and World Peace*. At the end of the course, through writing, presentations, and discussion, students should be able to identify and analyze issues of gender in political life, to critique issues of gender inequality, and to begin to identify solutions for these problems.

COURSE REQUIREMENTS AND GRADES

Evaluation

15% Attendance & Participation	Attendance and engagement in daily discussion and activities.
15% Reading Quizzes and Short Assignments	In-class and take-home reading quizzes and short assignments.
30% Reading Responses	6 short reading responses distributed throughout the semester. Further instructions will be given in class.
20% Research Paper and Presentation	Research presentation given in class either on November 8 or November 10. Research paper due by the end of class on November 17. Further instructions will be given in class.
20% Final Exam	Cumulative final exam on Friday, December 15 from 1-2:50pm.

Required Texts

- Hudson, Valerie M., Bonnie Ballif-Spanvill, Mary Caprioli, and Chad F. Emmett. 2012. *Sex and World Peace*. Columbia University Press.
 - Available via the campus bookstore and online retailers such as [Amazon](#).
- Other readings will include journal articles, newspaper articles, and book chapters. These will either be available via the PSU library website or will be provided by the professor via the course website.

COURSE POLICIES

Absences

Attendance, participation, and reading quizzes make up 30% of your grade. Yet, life can occasionally get in the way of attending every class. As such, you get **3 unexcused** absences for the duration of this course. In addition, absences will be excused for college-sanctioned events (sports/conferences). Unexcused absences beyond the 3 freebies will automatically deduct points from your grade.

Do not make a habit of coming to class late or leaving class early. This behavior is rude to your fellow students and to your professor. Missing more than 5 minutes of any class will cause that day to be counted as an absence. If you arrive to class less than 5 minutes late, you must ask the professor to note your attendance after class.

You may **not** make up quizzes if you are absent. If your absence is unexcused, you will receive a 0 for that quiz. (Even if you miss a quiz due to one of your 2 allotted “freebie” unexcused absences, you will receive a 0 for the missed quiz.) If your absence is excused, that grade will simply not factor into your quiz score.

Missing a test requires prior notice (at least 48 hours). Unless you are violently ill and can document this illness, you should be present for the test. Make-up exams will not be scheduled for unexcused absences (including family trips, weddings, etc.).

Participation

If you attend every class, but never say a word, you can expect to earn a poor participation grade. Participation entails **thoughtfully** asking questions, answering questions, providing feedback to classmates’ questions, etc.

Classroom Etiquette

Turn off or silence your cell phone when in class, and do not use it during class. If you use a laptop, use it for taking notes or viewing class material, not surfing YouTube or Facebook, however great the temptation might be. Distracting other students or your professor with your use of technology during class is rude.

One purpose of this course is to evaluate every side of each issue, a goal achieved through civil, informed debate and discussion. We will discuss relatively controversial subjects throughout the course. Despite trespassing on some “hot button topics,” you must remain respectful of your classmates’ thoughts and opinions.

Academic Honesty

By matriculating to Pittsburg State University, you agreed to abide by the PSU Academic Misconduct Policy. Among other things, this means that you have agreed not to cheat, plagiarize, or otherwise submit dishonest work. As a professor at the school, I have agreed to enforce this standard as outlined. If you are caught cheating in any way, I will impose sanctions which may

include, but not be limited to, assigning a failing grade to the assignment, assigning a failing grade for the course, and/or reporting the infraction to the university administration. Furthermore, even if you break the policy unintentionally, I will still hold you accountable for the violation. Thus, if you ever have any questions or concerns about academic honesty, you should read the [PSU Academic Misconduct Policy](#) and contact me.

Syllabus Supplement

For additional information regarding PSU academic policies and services, please read this [syllabus supplement](#) provided by the university. This document covers information regarding dropping courses, grades, the Writing Center, the Axe Library, etc.

Communicating with the Professor

The best way to contact your professor is via email at kmobley@pittstate.edu. Additionally, my office phone number is x4337, and I will hold regular office hours in Russ 303. Feel free to stop by with any questions or concerns you have. If those times do not work for you, we can schedule an appointment for another time.

The Fine Print

This syllabus is a general plan; some deviations will occur. As such, attending class, checking your PSU email, and keeping updated via the class web site are all crucial.

You should use the grading system on Canvas to keep track of specific grades for assignments. Please note, however, that due to the weighting of grades, the inability to record all grades in the system, etc., Canvas may not provide an accurate representation of your final course grade.

COURSE SCHEDULE

I. INTRODUCTION TO FEMINIST ANALYSIS

Day 1: Introduction to the Course

Day 2: Introduction to Feminist Theory and Critiques

Required:

- Sloan, Nate and Charlie Harding. 2016. "Cool Girl." *Switched on Pop*. Episode 49. November 17.

Day 3: "Mainstream" Feminism

Required:

- Slaughter, Anne-Marie. 2012. "Why Women Still Can't Have It All." *The Atlantic*. July/August.
- Moravcsik, Andrew. 2015. "Why I Put My Wife's Career First." *The Atlantic*. October.
- Note: Slaughter and Moravcsik, the authors, are married to each other and are both political scientists.

Day 4: The Roles of Gender and Sexual Identities

Required:

- Paterniti, Michael. 2014. "The Mountains Where Women Live as Men." *GQ*. March 10.
- Morris, Alex. 2015. "How Exactly Do You Teach Femininity?" *The Cut*. April 26.
- Fischer, Molly. 2016. "Think Gender Is Performance? You Have Judith Butler to Thank for That." *New York Magazine*. June 13.

Day 5: Intersectionality

Required:

- hooks, bell. 2000. *Feminism is for Everybody: Passionate Politics*. Cambridge, MA: South End Press. Introduction-Chapter 4. 1-24.

Day 6: Intersectionality: Race, Ethnicity, and Gender

Required:

- hooks, bell. 2000. "Race and Gender." Chapter 10. In *Feminism is for Everybody: Passionate Politics*. Cambridge, MA: South End Press. 55-60.
- Lorde, Audre. 1984. "The Master's Tools Will Never Dismantle the Master's House." *Sister Outsider: Essays and Speeches by Audre Lorde*. Ed. Berkley, CA: Crossing Press. 2007. 110-114.
- Thompson, Ahmir "Questlove." 2013. "Questlove: Trayvon Martin and I Ain't Shit." *New York Magazine*. July 16.

Day 7: Intersectionality: Race, Ethnicity, and Gender (Continued)

Required:

- Lorde, Audre. 1981. "The Uses of Anger: Women Responding to Racism." *Sister Outsider: Essays and Speeches by Audre Lorde*. Ed. Berkley, CA: Crossing Press. 2007. 124-133.
- Dyson, Michael Eric. 2016. "The Courage of Colin Kaepernick." *The Undefeated*. September 6.
 - Note: this article contains descriptions of violence.
- Sule, Ahmed Olayinka. 2015. "#LoveSerenaHateRacism: A Discourse on Western Attitudes Towards Serena Williams." *Media Diversified*. June 8.

Day 8: Intersectionality: Race, Ethnicity, and Gender (Continued)

Required:

- Listen: Latino USA. 2016. "Sanctuaries." *NPR*. June 24. [57 minutes.]
- Note: this episode contains descriptions of violence (including the shooting at Pulse nightclub in Orlando in 2016).

II. GENDER, CIVIL SOCIETY, AND POLITICAL PARTICIPATION

Day 9: Contextualizing Feminism in World Politics

Required:

- Runyan, Anne Sisson and V. Spike Peterson. 2013. "Gender and Global Issues." Chapter 1. In *Global Gender Issues in the New Millennium*. 4th ed. Boulder, CO: Westview Press. 1-38.

Day 10: Class

Required:

- hooks, bell. 2000. "Feminist Class Struggle." Chapter 7. In *Feminism is for Everybody: Passionate Politics*. Cambridge, MA: South End Press. 37-43.
- Relyea, Laura. 2015. "With Drawl." *The Bitter Southerner*.

Day 11: Language

Required:

- Kunsmann, Peter. 2013. "Gender, Status and Power in Discourse Behavior of Men and Women." *Linguistik Online* 5(1). November.
- Listen: Gross, Terry. 2015. "From Upspeak to Vocal Fry: Are we 'Policing' Young Women's Voices?" *NPR*. July 23.
- Reeve, Elspeth. 2015. "Why Do So Many People Hate the Sound of Hillary Clinton's Voice?" *The New Republic*. May 1.

Recommended:

- Griswold, Eliza. 2014. "Landays: Cries of the Pashtun Women." *Outside Magazine*. April 25.

Day 12: Gender and Power

Required:

- Bartkey, Sandra Lee. 1988. "Foucault, Femininity, and the Modernization of Patriarchal Power." In *The Politics of Women's Bodies*. Ed. Rose Weitz. Oxford: Oxford University Press. 1998. 25-45.

Day 13: Bodies

Required:

- West, Lindy. 2016. "The 'Perfect Body' Is a Lie. I Believed It for a Long Time and Let It Shrink My Life." *The Guardian*. May 8.
- Larocca, Amy. 2017. "The Politics of Blondness, from Aphrodite to Ivanka." *The Cut by New York Magazine*. August 10.

Recommended:

- Holland, Julie. 2015. "Medicating Women's Feelings." *The New York Times*. March 1.
- Machado, Carmen Maria. 2017. "The Trash Heap Has Spoken." *Guernica*. February 13.

Day 14: Bodies (Continued)

Required:

- Lepore, Jill. 2015. "The Facts of Life: Sex Ed Around the World." *Foreign Affairs* 94(July/August): 144-149.
- TBD.

Day 15: Bodies (Continued)

Required:

- Garland-Thompson, Rosemarie. 2002. "Integrating Disability, Transforming Feminist Theory." *NWSA Journal* 14(3): 1-32.

Day 16: Why Women Don't Run

Required:

- Lawless, Jennifer L. & Richard L. Fox. 2013. "Girls Just Wanna Not Run: The Gender Gap in Young American's Political Ambition." *Women & Politics Institute*. Washington, DC. March.

Day 17: Women and Media Coverage

Required:

- Carlin, Diana B. and Kelly L. Winfrey. 2009. "Have You Come a Long Way, Baby? Hilary Clinton, Sarah Palin, and Sexism in the 2008 Campaign Coverage." *Communication Studies* 60(4): 326-343.
- Wasburn, Philo C. and Mara H. Wasburn. 2011. "Media Coverage of Women in Politics: The Curious Case of Sarah Palin." *Media, Culture & Society* 33(7): 1027-1041.

Day 18: Women and Right-Wing Politics

Required:

- Schreiber, Ronnee. 2008. "Conservative Women's Political Activism." Chapter 2. In *Righting Feminism: Conservative Women and American Politics*. Oxford: Oxford University Press. 17-38.
- Schreiber, Ronnee. 2008. "Are Women Victims? Framing Violence against Women." Chapter 4. In *Righting Feminism: Conservative Women and American Politics*. Oxford: Oxford University Press. 56-77.

Day 19: Women and Right-Wing Politics (Continued)

Required:

- TBD.

III. GENDER AND PUBLIC POLICY

Day 20: Sexual Violence and Solidarity

Required:

- TBD.

In Class:

- *India's Daughter*

Day 21: Sexual Violence and Solidarity

Required:

- Menon, Nivedita. 2015. "Indian Feminists, 'India's Daughter,' and Sexual Violence: The Issues at Stake." *Caravan*. March 8.
- Krishnan, Kavita. 2015. "Nirbhaya Film: Solidarity Is What We Want, Not a Civilizing Mission." *Daily O*. March 3.

Day 22: Sexual Violence and Solidarity

Required:

- Callimachi, Rukmini. 2015. "ISIS Enshrines a Theology of Rape." *The New York Times*. August 13.
- Guest, Robert. 2017. "Two Women, One Cause." *1843 Magazine*. From *The Economist*. February/March.

Day 23: Health

Required:

- hooks, bell. 2000. "Our Bodies, Ourselves: Reproductive Rights." Chapter 5. In *Feminism is for Everybody: Passionate Politics*. Cambridge, MA: South End Press. 25-30.
- hooks, bell. 2000. "Beauty Within and Without." Chapter 6. In *Feminism is for Everybody: Passionate Politics*. Cambridge, MA: South End Press. 25-36.
- Listen: Abumrad, Jad and Robert Krulwich. 2015. "Birthstory." *Radiolab*. WNYC. November 22.

Day 24: Marriage

Required:

- Hopper, Briallen. 2015. "On Spinsters." *Los Angeles Review of Books*. July 12.
- Lam, Bourree. 2016. "How Dating Has Always Been Like Work." *The Atlantic*. May 22.
- Pollard, Ruth. 2016. "Lebanese Citizenship Law Strips Women of Identity and Property." *Reuters*. May 25.

Recommended:

- Sussman, Anna Louie. 2011. "In Lebanon, a Tangle of Religious Laws Govern Life and Love." *The Atlantic*. September 29.

Day 25: Marriage

Required:

- 2014. *Obergefell et al v. Hodges, Director, Ohio Department of Health, et al. The Supreme Court of the United States. Opinion of the Court and Dissenting Opinions*. October.
 - Read both the majority and the dissenting opinion on *Obergefell et al. v. Hodges*, the 2014 U.S. Supreme Court case [100 pages- with LOTS of blank space. Don't panic.]

Day 26: Public Policy

Required:

- TBD

Day 27: Gender and Sustainability

Required:

- Bagri, Neha Thirani. 2017. "Bangladesh's Water Crisis: A Story of Gender." *Al Jazeera*. April 25.
- TBD.

Day 28: Gender and Sustainability

Required:

- Gaard, Greta and Lori Gruen. 1993. "Ecofeminism: Toward Global Justice and Planetary Health." *Society and Nature* 2: 234-257.

Day 29: Gender and Sustainability

Required:

- Mahadevia, Darshini. 2015. "Promoting Low Carbon Transport in India: Gender Sensitive Transport Planning for Cities in India." *Promoting Low Carbon Transport in India* Project. UNEP and UNEP DTU Partnership. December.

IV. SEX AND WORLD PEACE

Day 30: Gender and International Relations

Required:

- Goldstein, Joshua S. and Jon C. Pevehouse. 2013. "Gender Theories." In *International Relations*. 10th edition. Selection from Chapter 3, "Liberal and Social Theories." Boston: Pearson. 110-122.
- Hudson, Valerie M., Bonnie Ballif-Spanvill, Mary Caprioli, and Chad F. Emmett. 2012. "Roots of National and International Relations." In *Sex & World Peace*. Chapter 1. New York: Columbia University Press. 1-16.
- Sjoberg, Laura. 2014. "‘Mansplaining’ International Relations? What Walt Misses.” *Relations International*. May 21.

Day 31: State of Women in the World

Required:

- Hudson, Valerie M. et al. 2012. "What Is There to See, and Why Aren't We Seeing It?" In *Sex & World Peace*. Chapter 2. New York: CUP. 17-53.

Day 32: How This Happened

Required:

- Hudson, Valerie M. et al. 2012. "When We Do See the Global Picture, We Are Moved to Ask How This Happened." In *Sex & World Peace*. Chapter 3. New York: CUP. 54-94.

Day 32: Research Presentations

Day 33: Research Presentations

Day 34: Security

Required:

- TBD.

In-Class:

- Film: *Pray the Devil Back to Hell*. Note: this movie describes rape and violence. Some images portray violence.

Day 35: Security

Required:

- TBD.

In-Class:

- Film: *Pray the Devil Back to Hell*. Note: this movie describes rape and violence. Some images portray violence.

Day 36: Security

Required:

- Afua, Hirsch. 2017. "Can Ellen Johnson Sirleaf Save Liberia?" *The Guardian*. July 22.
- Listen: Abumrad, Jad and Robert Krulwich. 2014. "60 Words." *Radiolab*. WNYC. Season 12: Episode 7. April 18.

Day 37: Security

Required:

- Hudson, Valerie M. et al. 2012. "The Heart of the Matter: The Security of Women and the Security of States." In *Sex & World Peace*. Chapter 4. New York: CUP. 95-118.
- Also flip through Appendix A & B and spend some time perusing the website Women Stats (at <http://www.womanstats.org/>).

Day 38: Top-Down Approaches to Change

Required:

- Hudson, Valerie M. et al. 2012. "Wings of National and International Relations, Part One: Effecting Positive Change Through Top-Down Approaches." In *Sex & World Peace*. Chapter 5. New York: CUP. 119-156.

Day 39: Top-Down Approaches to Change

Required:

- Woolf, Virginia. 1940. "Thoughts on Peace in an Air Raid." August.
- Saint-Amour, Paul. 2015. "Waiting for the Bomb to Drop." The New York Times. August 2.

Day 40: Bottom-Up Approaches to Change

Required:

- Hudson, Valerie M. et al. 2012. "Wings of National and International Relations, Part Two: Effecting Positive Change Through Bottom-Up Approaches." In *Sex & World Peace*. Chapter 6. New York: CUP. 157-200.
- Hudson, Valerie M. et al. 2012. "Taking Wing." In *Sex & World Peace*. Chapter 7. New York: CUP. 201-209.

Day 41: Bottom-Up Approaches to Change

Required:

- Lorde, Audre. 1981. "The Transformation of Silence into Language and Action." *Sister Outsider: Essays and Speeches by Audre Lorde*. Ed. Berkley, CA: Crossing Press. 2007. 40-44.
- TBD.

Day 42: Conclusions

V. FINAL EXAM

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: History, Philosophy, and Social Sciences College: Arts and Sciences

Submission Date: 9/13/17

Revision Effective: Fall, 2018
(Year)

Contact Person: Darren Botello-Samson

☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Arts Degree with a Major in International Studies

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:

Description of Change: Addition of newly created courses to their proper locations within the curriculum (POLS 523: Asian Politics, POLS 576: Global Human Rights, POLS 652: International Law, POLS 603: Senior Honors Project 1, POLS 605: Senior Honors Project 2)

Rationale for Change (include changes to curriculum objectives): These are courses that were created and legislated over the past couple of semester and they simply need to be included in the curriculum in their proper places.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

The changes are only relevant to the Political Science and International Studies program

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:
see attached

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:
see attached

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):

N/A

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?

☐ Yes ☒ No

If "yes," please realize that it will need to gain approval of the President's Council.

Please give the rationale for additional student fees:

3. Will this revision have specific General Education courses required? ☐ Yes ☒ No

Please realize that it will need to gain approval of the General Education Committee.

4. Will this revision affect any education majors? ☐ Yes ☒ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?

N/A

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 18 Sept. 2017 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents (if required): _____ Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL). Please check with the Provost's administrative officer at x4113 if unsure.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.

Bachelor of Arts with a Major in International Studies – Current

- Core Requirements (24 hours)
 - HIST-102: World History from 1500 (3 hours)
 - POLS-103: Comparative Political Institutions (3 hours)
 - POLS-530: International Relations (3 hours)
 - INT-699: Senior Seminar in International Studies (3 hours)
 - Comparative Politics (Choose one):
 - POLS-524: European Politics (3 hours)
 - POLS-525: Middle Eastern Politics (3 hours)
 - POLS-526: Latin American Politics (3 hours)
 - POLS-527: African Politics (3 hours)
 - Environmental Issues (Choose one):
 - BIOL-330: Principles of Ecology (3 hours)
 - GEOG-302: Introduction to Environmental Geography (3 hours)
 - GEOG-502: Global Environmental Change (3 hours)
 - POLS-512: Environmental Politics (3 hours)
 - BIOL 330 Principles of Ecology recommended for science majors/minors only. POLS 512 Environmental Politics when research/individual project is international or comparative in scope.
 - Economic Issues (Choose one):
 - GEOG-507: Geography of the Global Economy (3 hours)
 - POLS-630: International Political Economy (3 hours)
 - Cultural Issues (Choose one):
 - ANTH-101: Introduction to Cultural Anthropology (3 hours)
 - SOC-200: Introduction to Anthropology (3 hours)
 - PHIL-231: World Religions (3 hours)
 - GEOG-304: Human Geography (3 hours)
 - COMM-601: Intercultural Communication (3 hours)
 - SOC-676: Global Sociology (3 hours)
- Modern Language Requirements (12 hours in same language – or equivalent/proficiency)
 - Spanish
 - MLL-154: Spanish Language and Culture I (3 hours)
 - MLL-158: Spanish Language and Culture II (3 hours)
 - MLL-251: Spanish Language and Culture III (3 hours)
 - MLL-253: Spanish Conversation (3 hours)
 - OR MLL-254: Spanish Grammar and Composition I (3 hours)
 - French
 - MLL-124: French Language and Culture I (3 hours)
 - MLL-128: French Language and Culture II (3 hours)
 - MLL-221: French Language and Culture III (3 hours)
 - MLL-225: French Grammar and Conversation 1 (3 hours)
- Elective Courses* (12 hours)
 - Anthropology
 - ANTH-101: Introduction to Cultural Anthropology (3 hours)
 - ANTH-301: Food and Culture (3 hours)

- Art
 - ART-178: Introduction to the Visual Arts (3 hours)
 - ART-288: Introduction to Art History I (3 hours)
 - ART-289: Introduction to Art History II (3 hours)
 - ART-688: History of Modern Art (3 hours)
 - ART-689: Contemporary Issues in Art (3 hours)
- Biology
 - BIOL-330: Principles of Ecology (3 hours)
 - BIOL-665: Medical Entomology (3 hours)
- Communication
 - COMM-405: Drama Studies (____) (3 hours)
 - International topic required
 - COMM-601: Intercultural Communication (3 hours)
- Economics
 - ECON-640: International Trade (3 hours)
- English
 - ENGL-220: World Masterpieces (3 hours)
 - ENGL-555: Topics in Literature (____) (1-3 hours)
 - International topic required
 - ENGL-556: Topics in Writing (____) (3 hours)
OR ENGL-756: Topics in Writing (____) (1-3 hours)
 - ENGL-560: British Genre (____) (3 hours)
 - ENGL-561: British Theme (____) (3 hours)
 - ENGL-570: International Literatures Genre (____) (3 hours)
 - ENGL-571: International Literatures Theme (____) (3 hours)
- Family and Consumer Sciences
 - FCS-154: Dress and Culture (3 hours)
 - FCS-455: History of Costume (3 hours)
- Finance
 - FIN-625: International Finance (3 hours)
- Geography
 - GEOG-106: World Regional Geography (3 hours)
 - GEOG-302: Introduction to Environmental Geography (3 hours)
 - GEOG-304: Human Geography (3 hours)
 - GEOG-307: East Asia: China, Japan, and Korea (3 hours)
 - GEOG-502: Global Environmental Change (3 hours)
 - GEOG-507: Geography of the Global Economy (3 hours)
- General Technology
 - GT-350: Technology and Civilization (3 hours)
- History
 - HIST-501: Special Topics in World History (____) (1-3 hours)
 - Contemporary topic required
 - HIST-505: African Civilizations (3 hours)
 - HIST-507: Modern Africa (3 hours)
 - HIST-510: Modern Middle East (3 hours)
 - HIST-522: Korean and Vietnam Wars (3 hours)

- HIST-523: Early China (3 hours)
- HIST-524: Early Japan (3 hours)
- HIST-526: Japan Since 1700 (3 hours)
- HIST-527: China Since 1700 (3 hours)
- HIST-529: History of South Asia (3 hours)
- HIST-531: Samurai: History, Literature, Myth (3 hours)
- HIST-532: History of Japanese Women (3 hours)
- HIST-533: US-East Asia Relations (3 hours)
- HIST-534: Korea Since 1700 (3 hours)
- HIST-546: Age of Empire (3 hours)
- HIST-547: Radical Islam (3 hours)
- HIST-626: U.S. Iraq and Afghanistan (3 hours)
- HIST-646: Modern Scotland (3 hours)
- HIST-648: Modern Britain (3 hours)
- HIST-668: U.S. as a Superpower (3 hours)
- HIST-700: History: Selected Subjects (____) (1-3 hours)
 - Contemporary, international topic required
- Interior Design
 - IND-312: History of Design I (3 hours)
 - IND-313: History of Design II (3 hours)
- International Studies
 - INT-505: Topics in International Studies (____) (3 hours)
 - INT-510: Readings in International Studies (1-3 hours)
 - INT-690: Study Abroad (____) (3-6 hours)
 - INT-695: Internship/Practicum (3 hours)
 - INT 505 Topics in International Studies - maximum of two if topics are different. INT 510 Readings in International Studies - maximum of two.
- Management and Marketing
 - MGMKT-439: International Business (3 hours)
 - MGMKT-605: Cross Cultural Analysis (3 hours)
 - MGMKT-611: International Marketing (3 hours)
 - MGMKT-625: Emerging Markets (3 hours)
- Modern Languages
 - All upper-division courses covering topics of literature, culture, art, civilization, history, or contemporary affairs.
- Music
 - MUSIC-120: Music Appreciation (____) (3 hours)
- Philosophy
 - PHIL-231: World Religions
- Political Science
 - POLS-512: Environmental Politics (3 hours)
 - International topic required
 - POLS-524: European Politics (3 hours)
 - POLS-525: Middle Eastern Politics (3 hours)
 - POLS-526: Latin American Politics (3 hours)

- POLS-527: African Politics (3 hours)
- POLS-587: U.S. Foreign Policy (3 hours)
- POLS-630: International Political Economy (3 hours)
- POLS-680: War: The Politics of Violence (3 hours)
- Sociology
 - SOC-200: Introduction to Anthropology (3 hours)
 - SOC-534: Political Sociology (3 hours)
 - SOC-676: Global Sociology (3 hours)
- Women's Studies
 - WOMEN-399: Global Women's Issues (3 hours)

Total (48 hours)

Additional Requirements

1. At least 18 hours within the major must be completed with courses numbered 300 or above.
2. Minimum four weeks study abroad.
3. International Studies Majors must also major or minor in a second discipline.
Suggested Majors/Minors: Biology, Communication, English, History, Justice Studies, Modern Languages and Literature, Political Science, and Sociology. (See the Pittsburg State University Catalog for course prerequisites).

*Courses from the Core may also be used as electives if they are not used to meet core requirements. (Note: The list of elective courses published here is not exhaustive. Additional offerings will be available as electives when departments add new courses appropriate to International Studies to their own curricula and when appropriate "special topics" classes are offered. Students should refer to the International Studies section in the on-line class schedule to see what elective courses are available for the current semester. Majors and minors can also consult their International Studies adviser.)

Bachelor of Arts with a Major in International Studies – (Proposed, with changes highlighted)

- Core Requirements (24 hours)
 - HIST-102: World History from 1500 (3 hours)
 - POLS-103: Comparative Political Institutions (3 hours)
 - POLS-530: International Relations (3 hours)
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 - POLS-512: Environmental Politics (3 hours)
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- Modern Language Requirements (12 hours in same language – or equivalent/proficiency)
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 - ART-178: Introduction to the Visual Arts (3 hours)
 - ART-288: Introduction to Art History I (3 hours)
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 - COMM-405: Drama Studies (____) (3 hours)
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 - HIST-505: African Civilizations (3 hours)
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- HIST-546: Age of Empire (3 hours)
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 - SOC-676: Global Sociology (3 hours)
- Women's Studies
 - WOMEN-399: Global Women's Issues (3 hours)

Total (48 hours)

Additional Requirements

1. At least 18 hours within the major must be completed with courses numbered 300 or above.
2. Minimum four weeks study abroad.
3. International Studies Majors must also major or minor in a second discipline.
Suggested Majors/Minors: Biology, Communication, English, History, Justice Studies, Modern Languages and Literature, Political Science, and Sociology. (See the Pittsburg State University Catalog for course prerequisites).

*Courses from the Core may also be used as electives if they are not used to meet core requirements. (Note: The list of elective courses published here is not exhaustive. Additional offerings will be available as electives when departments add new courses appropriate to International Studies to their own curricula and when appropriate "special topics" classes are offered. Students should refer to the International Studies section in the on-line class schedule to see what electives courses are available for the current semester. Majors and minors can also consult their International Studies adviser.)

Request for Revision to Curriculum

Revision for: ☒ Major ☐ Minor ☐ Emphasis ☐ Certificate

Department: History, Philosophy, and Social Sciences College: Arts and Sciences

Submission Date: 9/13/17

Revision Effective: Fall, 2018
(Year)

Contact Person: Darren Botello-Samson

☒ Faculty member ☐ Chair

Name of Existing Major or Minor/Emphasis/Certificate: Bachelor of Arts Degree with a Major in Political Science

If proposing a name change to major or minor/emphasis/certificate, indicate Proposed Name Change:

Description of Change: Addition of newly created courses to their proper locations within the curriculum (POLS 523: Asian Politics, POLS 576: Global Human Rights, POLS 652: International Law, POLS 603: Senior Honors Project 1, POLS 605: Senior Honors Project 2)

Rationale for Change (include changes to curriculum objectives): These are courses that were created and legislated over the past couple of semester and they simply need to be included in the curriculum in their proper places.

Is this revision related to, and/or may affect, any degree program or minor/emphasis/certificate at any other Regent university?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation.

The changes are only relevant to the Political Science and International Studies program

Is this revision related to, and/or may affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

Existing Major or Minor/Emphasis/Certificate

Copy and paste the existing curriculum as it currently appears in the online catalog:
see attached

Proposed Major or Minor/Emphasis/Certificate:

List below, the proposed curriculum as you wish it to appear in the online catalog:
see attached

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
N/A

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Will this revision have specific General Education courses required? ☐ Yes ☒ No
Please realize that it will need to gain approval of the General Education Committee.

4. Will this revision affect any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this modification (e.g. staffing, equipment, etc.)?
N/A

Additional Questions for certificate only:

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? (minimum of 24 hours) ☐ Yes ☐ No
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student? ☐ Yes ☐ No

If "yes," to both questions, it is the department's responsibility to send a copy of this legislation form to the Director of Financial Assistance to initiate Department of Education approval.

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 18 Sept. 2017 Signature, Department Chairperson [Signature]
- ☒ Approved: College Curriculum Committee
Date 11/6/17 Signature, College Curriculum Committee Chair [Signature]
- ☒ Approved: Dean of College
Date 11/6/17 Signature, Dean [Signature]
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair [Signature]
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____
- ☐ Final approved packet forwarded to Provost's office.
Date _____ Signature, Recording Secretary, Faculty Senate _____

Notification to COCAO/Kansas Board of Regents (if required): Date: _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process. If COCAO/KBOR approval is required, questions should be directed to the Provost's administrative officer at x4113.

Originating Department(s): After completing this form, in its entirety, please upload it to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Following Faculty Senate Approval, SUBMIT (if required) SIGN-OFF SHEET AND FINAL COMPLETE PACKAGE, in electronic format, TO THE OFFICE OF THE PROVOST (220 RUSS HALL). Please check with the Provost's administrative officer at x4113 if unsure.

Please Note: This is at least a 2-3 month process from the time of first submission and is designed to eliminate concerns and questions at the beginning of the process. Any questions/concerns not addressed prior to the review by the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process, before it is sent (if required) to the Kansas Board of Regents, which may result in a delay in implementation.

CURRENT CURRICULUM

The political science major must (1) complete the university's General Education requirements; (2) meet the distribution and hour requirements (36) in political science; (3) take either MATH 143 Elementary Statistics (substitutes for MATH 113 College Algebra in the university's General Education requirements) or SOSCI 388 Social Research Analysis; (4) elect a minor; (5) take at least 45 upper division hours of classes listed at the 300 level or above; and (6) complete at least 27 hours of upper division political science classes.

- Core (12 hours)
 - POLS-101: U.S. Politics (3 hours)
 - POLS-103: Comparative Political Institutions (3 hours)
 - POLS-320: Introduction to Political Science (3 hours)
 - POLS-686: Senior Seminar in Political Science (3 hours)
- American Government (3 hours)
 - POLS-516: Political Parties and Elections (3 hours)
OR POLS-517: U.S. Congress (3 hours)
OR POLS-604: The American Presidency (3 hours)
OR POLS-609: Administrative Law (3 hours)
OR POLS-616: Interest Groups and Social Movements (3 hours)
- International Relations (3 hours)
 - POLS-530: International Relations (3 hours)
OR POLS-630: International Political Economy (3 hours)
- Political Philosophy (3 hours)
 - POLS-450: Political Philosophy (3 hours)
OR POLS-578: Democratic Theory and Public Opinion (3 hours)
- Regional Politics (3 hours)
 - POLS-524: European Politics (3 hours)
OR POLS-525: Middle Eastern Politics (3 hours)
OR POLS-526: Latin American Politics (3 hours)
OR POLS-527: African Politics (3 hours)
- Political Science electives (12 hours)
 - POLS-301: State and Local Government and Politics (3 hours)
 - POLS-412: Law in Film and Literature (3 hours)
 - POLS-450: Political Philosophy (3 hours)
 - POLS-492: Directed Readings in Political Science (1-3 hours)
 - POLS-512: Environmental Politics (3 hours)
 - POLS-516: Political Parties and Elections (3 hours)
 - POLS-517: U.S. Congress (3 hours)
 - POLS-524: European Politics (3 hours)
 - POLS-525: Middle Eastern Politics (3 hours)
 - POLS-526: Latin American Politics (3 hours)
 - POLS-527: African Politics (3 hours)

- POLS-530: International Relations (3 hours)
- SOC-534: Political Sociology (3 hours)
- JUST-538: Philosophy of Law (3 hours)
- POLS-562: Law and Politics (3 hours)
- POLS-571: Political Studies-Selected Topics (____) (1-3 hours)
- POLS-578: Democratic Theory and Public Opinion (3 hours)
- POLS-587: U.S. Foreign Policy (3 hours)
- POLS-604: The American Presidency (3 hours)
- POLS-609: Administrative Law (3 hours)
- POLS-616: Interest Groups and Social Movements (3 hours)
- POLS-630: International Political Economy (3 hours)
- POLS-660: Political Science Internship (____) (1-3 hours)
- POLS-661: Constitutional Law I (3 hours)
- POLS-662: Constitutional Law II (3 hours)
- POLS-680: War: The Politics of Violence (3 hours)
- Statistics Requirement (3-4 hours)
 - MATH-143: Elementary Statistics (3 hours)
 - OR SOSCI-388: Social Research Analysis (4 hours)
 - MATH 143 can be used as a General Education substitute for MATH 113 College Algebra.

PROPOSED CURRICULUM (CHANGES HIGHLIGHTED)

The political science major must (1) complete the university's General Education requirements; (2) meet the distribution and hour requirements (36) in political science; (3) take either MATH 143 Elementary Statistics (substitutes for MATH 113 College Algebra in the university's General Education requirements) or SOSCI 388 Social Research Analysis; (4) elect a minor; (5) take at least 45 upper division hours of classes listed at the 300 level or above; and (6) complete at least 27 hours of upper division political science classes.

- Core (12 hours)
 - POLS-101: U.S. Politics (3 hours)
 - POLS-103: Comparative Political Institutions (3 hours)
 - POLS-320: Introduction to Political Science (3 hours)
 - POLS-686: Senior Seminar in Political Science (3 hours)
- American Government (3 hours)
 - POLS-516: Political Parties and Elections (3 hours)
 - OR POLS-517: U.S. Congress (3 hours)
 - OR POLS-604: The American Presidency (3 hours)
 - OR POLS-609: Administrative Law (3 hours)
 - OR POLS-616: Interest Groups and Social Movements (3 hours)
- International Relations (3 hours)
 - POLS-530: International Relations (3 hours)
 - OR POLS-630: International Political Economy (3 hours)
- Political Philosophy (3 hours)
 - POLS-450: Political Philosophy (3 hours)
 - OR POLS-578: Democratic Theory and Public Opinion (3 hours)
- Regional Politics (3 hours)
 - POLS-523: Asian Politics (3 hours)
 - OR POLS-524: European Politics (3 hours)
 - OR POLS-525: Middle Eastern Politics (3 hours)
 - OR POLS-526: Latin American Politics (3 hours)
 - OR POLS-527: African Politics (3 hours)
- Political Science electives (12 hours)
 - POLS-301: State and Local Government and Politics (3 hours)
 - POLS-412: Law in Film and Literature (3 hours)
 - POLS-450: Political Philosophy (3 hours)
 - POLS-492: Directed Readings in Political Science (1-3 hours)
 - POLS-512: Environmental Politics (3 hours)
 - POLS-516: Political Parties and Elections (3 hours)
 - POLS-517: U.S. Congress (3 hours)
 - POLS-523: Asian Politics (3 hours)
 - POLS-524: European Politics (3 hours)
 - POLS-525: Middle Eastern Politics (3 hours)

- POLS-526: Latin American Politics (3 hours)
- POLS-527: African Politics (3 hours)
- POLS-530: International Relations (3 hours)
- SOC-534: Political Sociology (3 hours)
- JUST-538: Philosophy of Law (3 hours)
- POLS-562: Law and Politics (3 hours)
- POLS-571: Political Studies-Selected Topics (____) (1-3 hours)
- POLS-576: Global Human Rights (3 hours)
- POLS-578: Democratic Theory and Public Opinion (3 hours)
- POLS-587: U.S. Foreign Policy (3 hours)
- POLS-603: Senior Honors Project 1 (3 hours)
- POLS-605: Senior Honors Project 2 (3 hours)
- POLS-604: The American Presidency (3 hours)
- POLS-609: Administrative Law (3 hours)
- POLS-616: Interest Groups and Social Movements (3 hours)
- POLS-630: International Political Economy (3 hours)
- POLS-652: International Law (3 hours)
- POLS-660: Political Science Internship (____) (1-3 hours)
- POLS-661: Constitutional Law I (3 hours)
- POLS-662: Constitutional Law II (3 hours)
- POLS-680: War: The Politics of Violence (3 hours)
- Statistics Requirement (3-4 hours)
 - MATH-143: Elementary Statistics (3 hours)
 - OR SOSCI-388: Social Research Analysis (4 hours)
 - MATH 143 can be used as a General Education substitute for MATH 113 College Algebra.

Request for Revision to Course

(Undergraduate Course Numbers through Course Number 699)

Department: TCHLS College: EducationSubmission Date: 09/20/17Contact Person: Alice Sagehorn ☐ Faculty member ☒ ChairRevision Effective: Fall, 2018 (Semester/Year)

Offered: (check all that apply)

- ☒ Fall
☒ Spring
☐ Summer

Is this revision related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☒ Yes ☐ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

The change will affect ECU, Elementary, Middle, and Secondary education majors. The revision was discussed and voted on at the Elementary/ECU Coordinating Council and the Secondary Education Coordinating Council. Minutes from these meetings are available in the Office of Teacher Education, 110 Hughes Hall.

Purpose/Justification for Revision to Course: The revision to the pre-requisite for EDUC 261 Explorations in Education is needed because students in this introductory course determine if they are going to be education majors based on the course content and field experiences. This course should be one of the earliest taken so if a student decides to change majors, s/he can complete the appropriate general education and program requirements.

Existing Course:

Course Number: EDUC 261Title of Course: Explorations in EducationCredit Hours: 3

Prerequisite: Prerequisites: At least 30 credit hours completed, BSEd or BME degree declared, minimum 2.50 cumulative GPA or permission of Department Chair and Teacher Education office. NOTE: Courses with the EDUC prefix may be taken concurrently with this course, if student has an ACT score of 22 or higher or has passed a Basic Skills Test but not prior to.

Course Description (**as it appears in the current catalog**): This course is designed as the "gateway" course into the Teacher Education program for students considering teaching as a profession. The course includes a survey of the historical, philosophical, and sociological foundations of education with an introductory emphasis given to common effective teaching methodologies. An overview of the Teacher Education program and knowledge base. Incorporated within this course is a supervised clinical experience to be conducted in area schools. Prerequisites: At least 30 credit hours completed, BSEd or BME degree declared, minimum 2.50 cumulative GPA or permission of Department Chair and Teacher Education office. NOTE: Courses with the EDUC prefix may be taken concurrently with this course, if student has an ACT score of 22 or higher or has passed a Basic Skills Test but not prior to.

Proposed Course:

Course Number: EDUC 261

Title of Course: Explorations in Education

Credit Hours: 3

Prerequisite: BSEd or BME degree declared. NOTE: Courses with the EDUC prefix may be taken concurrently with this course, if student has an ACT score of 22 or higher or has passed a Basic Skills Test but not prior to.

Course Description (**as it will appear in the next catalog**): This course is designed as the "gateway" course into the Teacher Education program for students considering teaching as a profession. The course includes a survey of the historical, philosophical, and sociological foundations of education with an introductory emphasis given to common effective teaching methodologies. An overview of the Teacher Education program and knowledge base. Incorporated within this course is a supervised clinical experience to be conducted in area schools. Prerequisites: BSEd or BME degree declared. NOTE: Courses with the EDUC prefix may be taken concurrently with this course, if student has an ACT score of 22 or higher or has passed a Basic Skills Test but not prior to.

Additional Questions

1. Is this course to be considered for General Education? ☐ Yes ☒ No

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

NA

Please realize that it will need to gain approval of the General Education Committee.

2. Will this course be required of any education majors? ☒ Yes ☐ No

If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

3. What additional costs will be required for revising this course (e.g. staffing, equipment, etc.)?

None

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 9/21/17 Signature, Department Chairperson *Michele E. Jaghorn*
- ☒ Approved: College Curriculum Committee
Date 10/31/17 Signature, College Curriculum Committee Chair *James Turbone*
- ☒ Approved: Dean of College
Date 10/31/17 Signature, Dean *James Turbone*
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☒ Approved: Council for Teacher Education (if applicable)
Date 11/1/17 Signature, Council for Teacher Education Chair *James Turbone*
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair *[Signature]*
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee, may result in an additional month added to the process.

Request for New Course

(Undergraduate Course Numbers through Course Number 699)

Department: TWL College: COTSubmission Date: 10.19.2017Contact Person: Ms. Kristina Lewis☒ Faculty member ☐ Chair

Is this new course proposal related to, and/or affect, any other department's/college's/unit's curricula or programs at Pittsburg State University?

☐ Yes ☒ No

Whether a "yes" or "no" response, please provide an explanation. Provide documentation of any discussions (e.g. copies of e-mails, memos, etc.) that have occurred.

An Internship provides the HRD student with an opportunity to apply classroom theory and activities in actual work situations. It enables the student to develop an appreciation for the importance of his/her studies and a greater interest in the application of his/her academic work to practical job related situations. The Internship provides the opportunity to broaden both knowledge and skills, HRD technical and interpersonal, as he/she meets a variety of people in conjunction with the Internship. He/she will have the opportunity to discuss problems, experiences, and his/her professional goals with experienced practitioners in this chosen field. It should introduce them to a variety of HRD related tasks and roles.

Proposed Course:

Course Number: HRD 400Title of Course: HRD InternshipCredit Hours: 3Date first offered: SP 18

(Semester/Year)

☒ Fall ☒ Spring ☒ Summer
(check all that apply)
Prerequisite: The student must receive consent of thier academic advisor to enroll.

Course Description (**as it will appear in the next catalog**): To provide HRD students an opportunity to observe HRD practitioners in actual work situations, to observe the implementation and results of HRD interventions, to interact with HR practitioners and employees, and to develop specific HRD skills and knowledge that will enhance career growth and increase employability. The HRD intern should spend a minimum of 320 hours for 3 semester hours of credit (this is approximately 20 hours per week during the fall or spring semester and 40 hours per week during the summer semester) in activities related to their internship.

Purpose/Justification for Proposed Course: The internship in Human Resources requires students to:

1. Work in a designated department of Human Resources and, if possible, rotate to other departments to introduce intern to the overall operation of the organization.
2. Attend department staff meetings, showcases and trainings as available; identify key decision makers and topics, potential problems, propose solutions.
3. Interact with internship liason and other staff regarding assignments.
4. Prepare reports and analytic tables if needed.

Objectives/Student Learning Outcomes (as it will appear in the syllabus)

The course objectives include:

1. apply academic learning experience.
2. acquire experience in the working world, adding depth and relevance to classroom work.
3. enhance understanding of business processes.
4. increase understanding of how specific projects relate to larger business and industry goals.
5. distinguish important communications skills and how interactions between people are a key factor in business success at all levels.
6. experience accountability for work product and job performance.
7. gain knowledge of different career fields and of specific jobs within these fields.
8. further ability to match career and employment choices with personal goals and abilities.
9. improve job search, interview, and other professional skills.

Assessment Strategies [e.g., exams, projects, university rubric, etc. **(as it will appear in the syllabus)**]

Academic credit will be granted if all of the following competencies are met:

1. Computer-based skills: by use of standard software the internship student will store, retrieve, and print Form A: Intent to Enroll in an Internship, Form B: Internship Plan, Form C: Bi-Weekly (weekly in the summer) Internship Report, Form D: Midterm Student Internship Report, Form E: Midterm Supervisor Internship Report, Form F: Student Final Internship Report, Form G: Internship Supervisor Final Internship Report, and Form H: Project Activity Documentation.
2. Communication-skills: the internship student will discuss with his internship sponsor job assignments and job progress through bi-weekly (weekly in the summer) internship feedback and the midterm supervisor internship report.
3. Interpersonal skills: the internship student will experience how interactions between and among people can be key factors in various levels of business and industry.
4. Problem-solving: the internship student will evaluate the strengths and weaknesses of the internship job position along with identifying three areas where additional preparation could have helped in completing internship work assignments.
5. Ethical issues in decision making: to be eligible for an internship, the student must demonstrate self-direction and the ability to work independently. Students will sign an agreement to strict confidence of information received by them at their sponsoring organization.
6. Personal accountability for achievement: the internship student will be responsible for initiating and collecting all required internship documents in a timely manner.
7. Competence in basic technology principles: the student will experience the employment process through the process of securing an internship position.

If you wish to attach a syllabus, you may attach it to the end of this document as part of the packet.
--

Additional Questions

1. Additional resources required (e.g. library or multimedia resources, technology, space, major expense, etc.):
N/A

2. Will any additional student fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
☐ Yes ☒ No *If "yes," please realize that it will need to gain approval of the President's Council.*

Please give the rationale for additional student fees:

3. Is this course to be considered for General Education? ☐ Yes ☒ No



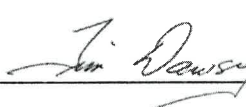

If "yes," please indicate the University's General Education Goals met by this course AND the assessment data that will be collected to measure these goals:

Please realize that it will need to gain approval of the General Education Committee.

4. Will this course be required of any education majors? ☐ Yes ☒ No
If "yes," please realize that it will need to have the approval of the Council for Teacher Education.

5. What additional costs will be required for this course (e.g. staffing, equipment, etc.)?
N/A

PITTSBURG STATE UNIVERSITY
LEGISLATIVE PROCESS
AUTHORIZATION/NOTIFICATION SIGN-OFF SHEET

- ☒ Approved: Department Chairperson
Date 10.24.17 Signature, Department Chairperson 
- ☒ Approved: College Curriculum Committee
Date 10.24.17 Signature, College Curriculum Committee Chair 
- ☒ Approved: Dean of College
Date 10.27.17 Signature, Dean 
- ☐ Approved: General Education Committee (if applicable)
Date _____ Signature, General Education Committee Chair _____
- ☐ Approved: Council for Teacher Education (if applicable)
Date _____ Signature, Council for Teacher Education Chair _____
- ☒ Approved: Faculty Senate University Undergraduate Curriculum Committee
Date 12/1/17 Signature, Undergraduate Curriculum Committee Chair 
- ☐ Approved: Faculty Senate
Date _____ Signature, Recording Secretary, Faculty Senate _____

Each college curriculum representative will notify their respective college and department(s) of the completion of the approval process.

Originating Department: Please complete this form and upload to the Zimbra Briefcase, "Undergraduate Curriculum Legislation" (within the appropriate College folder, "Preliminary Legislation"), to allow for review and questions. Any modifications should be saved as "original file name.version2.docx" (e.g. MATH 343.version 2.docx) and uploaded as well.

Please print the final version of this form, apply the appropriate signatures, and forward to the Office of the Registrar.

Please Note: This is a 2-3 month process, at least, and is designed to eliminate questions and concerns at the beginning of the process. Any questions/concerns not addressed prior to the College Curriculum Committee and the Faculty Senate University Undergraduate Curriculum Committee may result in an additional month added to the process.



Pittsburg State University

Course Syllabus:
Human Resource Development Internship
HRD, 400

Instructor: Ms. Kristina Lewis: Instructor and Program Director of the Department of Technology and Workforce Learning
Office: S220c Kansas Technology Center
Phone: 620-235-4223
E-mail: kllewis@pittstate.edu

Course Description

To provide HRD students an opportunity to observe HRD practitioners in actual work situations, to observe the implementation and results of HRD interventions, to interact with HR practitioners and employees, and to develop specific HRD skills and knowledge that will enhance career growth and increase employability. The HRD intern should spend a minimum of 320 hours for 3 semester hours of credit (this is approximately 20 hours per week during the fall or spring semester and 40 hours per week during the summer semester) in activities related to their internship.

Prerequisites

The student must receive consent of academic advisor to enroll.

Course Objectives / Learning Outcomes

The course objectives include;

1. apply academic learning experience.
2. acquire experience in the working world, adding depth and relevance to classroom work.
3. enhance understanding of business processes.
4. increase understanding of how specific projects relate to larger business and industry goals.
5. distinguish important communications skills and how interactions between people are a key factor in business success at all levels.
6. experience accountability for work product and job performance.
7. gain knowledge of different career fields and of specific jobs within these fields.
8. further ability to match career and employment choices with personal goals and abilities.
9. improve job search, interview, and other professional skills.



Pittsburg State University

Course Syllabus:
Human Resource Development Internship
HRD, 400

Purpose/ Justification for Course

The internship in Human Resources requires students to:

1. Work in a designated department of Human Resources and, if possible, rotate to other departments to introduce intern to the overall operation of the organization.
2. Attend department staff meetings, showcases and trainings as available; identify key decision makers and topics, potential problems, propose solutions.
3. Interact with internship liason and other staff regarding assignments.
4. Prepare reports and analytic tables if needed.

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods

Grades will be assigned for the course on a Pass/Fail basis.

You will receive a passing grade for the course, if:

you complete all of the following items by the date grades must be submitted:

1. Form A – Intent to Enroll
2. Form B – Internship Plan
3. Form C – Bi-Weekly (weekly in summer) Internship Reports
4. Form D – Midterm Student Internship Report
5. Form E – Supervisor Internship report
6. Form F- Student Final Internship Report
7. Form G- Internship Supervisor Final Internship Report
8. Form H- Project Activity Documentation

You will be dropped from the course, if:

1. Form A – Intent to Enroll is not submitted prior to the first day of the summer session.
2. more than one weekly report is more than one week late.
3. no weekly reports are submitted by the end of the first three weeks.



Pittsburg
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Course Syllabus:
Human Resource Development Internship
HRD, 400

You will receive a failing grade for the course, if:

1. you are fired or released from the internship site due to misconduct, attendance, or other issues
2. all requirements are not completed by the date grades are due and you do not qualify for an incomplete based on the following requirements.

You will receive an incomplete grade for the course, if:

1. you have not completed the 320 hour requirement and have communicated a plan for completion.
2. there are extenuating circumstances that limit your ability to complete all requirement by the date grades are due and that have been communicated to the Internship Coordinators.

Assessment Strategies

Academic credit will be granted if all of the following competencies are met:

1. Computer-based skills: by use of standard software the internship student will store, retrieve, and print Form A: Intent to Enroll in an Internship, Form B: Internship Plan, Form C: Bi-Weekly (weekly in the summer) Internship Report, Form D: Midterm Student Internship Report, Form E: Midterm Supervisor Internship Report, Form F: Student Final Internship Report, Form G: Internship Supervisor Final Internship Report, and Form H: Project Activity Documentation.
2. Communication-skills: the internship student will discuss with his internship sponsor job assignments and job progress through bi-weekly (weekly in the summer) internship feedback and the midterm supervisor internship report.
3. Interpersonal skills: the internship student will experience how interactions between and among people can be key factors in various levels of business and industry.
4. Problem-solving: the internship student will evaluate the strengths and weaknesses of the internship job position along with identifying three areas where additional preparation could have helped in completing internship work assignments.
5. Ethical issues in decision making: to be eligible for an internship, the student must demonstrate self-direction and the ability to work independently. Students will sign an agreement to strict confidence of information received by them at their sponsoring organization.



Pittsburg
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Course Syllabus:
Human Resource Development Internship
HRD, 400

6. Personal accountability for achievement: the internship student will be responsible for initiating and collecting all required internship documents in a timely manner.
7. Competence in basic technology principles: the student will experience the employment process through the process of securing an internship position.

Additional Notes

- The instructor reserves the right to amend and to reorganize this syllabus at any time.
- Grades will be posted on Canvas as they are determined. Students are responsible for checking to see that they have a grade for all required course projects (tests, papers, etc.). Students must notify the instructor by the time of the final exam if any grades are missing. NO changes will be made once the grades have been submitted to the Registrar
- Students should keep a copy of all papers and materials turned in for grading. Should any papers be misplaced or lost, a replacement copy may be requested.
- I encourage students to talk with me if they are having problems, need some additional help, want guidance on projects, or would just like to discuss any matters that I can help with.

Form A – Intent to Enroll in an Internship

Instructions: Students should fill out Forms A and B and submit to their advisor and/or the PSU internship instructor when they have located a possible internship. Forms A and B need to be completed and approved before enrolling in *HRD 400 Internship in HRD*.

Student Intern: _____ Semester: _____

Student PSU ID #: _____ E-mail address: _____

Local Address: _____ Phone: _____

_____ Cell: _____

_____ (city) _____ (state) _____ (zip code)

Perm. Address: _____ Phone: _____

_____ Cell: _____

_____ (city) _____ (state) _____ (zip code)

Total number of semester hours completed toward degree: _____

<u>Work Experience (Job/Position)</u>	<u>Organization</u>	<u>Length</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PSU Instructor: _____

Address: _____ Phone: () _____

_____ E-Mail: _____

Internship Location

Organization: _____

Address: _____ Phone: _____

_____ Web Address: _____

_____ (city) _____ (state) _____ (zip code)

Mentor/Supervisor: _____

Job Title: _____

Department: _____ Employees in Department: _____

Address: _____ Phone: () _____

_____ E-Mail: _____

_____ (city) _____ (state) _____ (zip code)

Internship Dates: _____
(starting date) (ending date)

Days & Hours on Location: _____

Remuneration: _____

_____ Instructional Design

_____ Instructional Materials Development

_____ Training/Delivery/Facilitation

_____ Employee Counseling and Career Development

_____ Organizational Development _____

_____ HRM _____

_____ (other) _____

(internship must be HR related)

(course#)	(course name)	(sem)

Time Commitment: The HRD intern should spend a minimum of 320 hours for 3 semester hours of credit (this is approximately 20 hours per week during the fall or spring semester and 40 hours per week during the summer semester) in activities related to their internship.

Prerequisites: The student must receive consent of thier academic advisor to enroll.

Legal Implications: Should an Intern be paid?

The U.S. Department of Labor (DOL) has released a new set of standards that address whether an intern must be paid minimum wage and overtime under the Fair Labor Standards Act (FLSA). These standards apply to interns working for “for-profit” private sector employers.

According to these new standards the employer must discuss payment for the internship prior to the finalization of the internship. This form should be completed and submitted to the internship academic advisor along with Internship Forms A & B.

_____ This organization is a “not-for-profit” organization so the FLSA minimum wage and overtime provisions do not apply (Skip next section; complete signature section).

Instructions:

Discuss the following six criteria. For each check either “Yes” or “No”.

Yes	No	Criteria
		The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in an educational environment.
		The internship experience is for the benefit of the intern.
		The intern does not displace regular employees but works under close supervision of staff.
		The employer that provides the training derives no immediate advantage from the activities of the intern and on occasion its operations might be impeded.
		The intern is not necessarily entitled to a job at the conclusion of the internship.
		The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the above factors apply to this internship (all marked yes), an employment relationship does not exist under FLSA and the law’s minimum wage and overtime provisions do not apply.

We have reviewed the six criteria, and the intern _____ Will or _____ Will not be paid.

(student intern)

(date)

(internship supervisor or organization representative)

(date)

Form B - Internship PlanIntern Objectives:

- 1)
- 2)
- 3)

Specific Actions, Activities, or Functions to be Performed by Intern:

- 1)
- 2)
- 3)

Expected Outcomes or Products:

- 1)
- 2)
- 3)

Specific Responsibilities of Supervisor:

- 1)
- 2)

Specific Responsibilities of PSU Instructor:

- 1)
- 2)

Other Factors:Agreement to Plan:

(student intern's signature)

(date)

(internship supervisor's signature)

(date)

(PSU instructor's signature)

(date)

Form C – Bi-Weekly (weekly in summer) Internship Report

Complete at the end of every week/two weeks and submit by Canvas, fax, letter, or e-mail to:

Ms. Kristina Lewis
kllewis@pittstate.edu
Department of Technology and Workforce Learning
E 222 Kansas Technology Center
Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762
Fax: (620) 235 – 4020

Midterm Weekly/Bi-Weekly Report

Name: _____

Time Period: _____ to _____

Internship hours during this time period: _____

Total cumulative internship hours: _____

Organization: _____

- 1) Projects or activities worked on this week:

- 2) Accomplishments or things completed during this week:

- 3) Meetings, individuals worked with (outside of immediate job assignment)

- 4) New knowledge or skill gained or improved

- 5) Problems or concerns

Feedback:

- 1) Changes in work that may need internship plan adjusted

- 2) Suggested time for visit by PSU internship supervisor (explain why this would be a good time for instructor to visit)

Form D - Midterm Student Internship Report

(submit when internship time is ½ completed)

Student: _____

Semester: _____

Supervisor: _____

Date Submitted: _____

The Student Intern Should Complete the Following:

1. Describe the activities which you have done up to this time, including what you have gained and learned from these.

2. Describe any problems that you have had and how these have been resolved.

3. Describe major activities and your responsibilities for the remainder of the internship.

4. How do you presently feel about your internship (check one).
☐ very satisfied
☐ satisfied
☐ unsure
☐ dissatisfied
☐ very dissatisfied

5. Explain Why: (what changes would you like to see)

Form E - Midterm Supervisor Internship Report

(have supervisor mail or fax to PSU Internship Instructor when internship is ½ completed)

Student: _____

Semester: _____

Supervisor: _____

Date Submitted: _____

The Supervisor/Mentor Should Complete the Following:

1. What has the intern been exposed to up to this point in the internship. What do you feel they have learned? What skills have they developed?

2. Describe how this intern has been able to assist you and your organization.

3. What intern developmental needs have you identified and how have these been addressed.

4. What suggestions do you have that will help the intern during the remainder of the internship?

5. How do you presently feel about this intern and internship (check one).
____ very satisfied
____ satisfied
____ unsure
____ dissatisfied
____ very dissatisfied

6. Explain Why: (what changes would you like to see)

Form F - Student Final Internship Report

(submit when internship is completed)

Student: _____

Semester: _____

Supervisor: _____

Date Submitted: _____

1. Summarize the activities which you assisted with or completed as part of your internship. Indicate the approximate amount of time spent on each.
2. List the skill and knowledge gained from this internship. Indicate which you feel is most important and why.
3. What problems did you have during the internship? How were they resolved and what did you learn from them? (your response will be kept confidential).
4. What were your best three experiences during the internship? Be specific explaining why you enjoyed each.
5. Reflect on the organization and the people you worked with. Then provide your perceptions of the climate, morale, and working relationships in this organization. What was the general leadership style, and what were the personality styles of those you worked with. Then explain how these perceptions will affect your search for a job, and how you will interact with others in your next job.
6. Explain how this internship related to HRD and other courses you have taken. What did you learn in these classes that you were able to use in your internship? What courses do you now feel that you need to take based on your internet experience?
7. What suggestions do you have to improve internships for future students? (include such things as the activities, the supervisor, and the organization).
8. How could your instructor have helped make the internship better?
9. Now that it is over, How do you feel about this internship (check one).
___ very satisfied ___ satisfied ___ unsure ___ dissatisfied ___ very dissatisfied
(you may need more space for your answers than provided above)

(have supervisor mail or fax to PSU Internship Instructor when internship is completed)

Semester: _____

Date Submitted: _____

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Form H – Project Activity Documentation

(submit at appropriate times during internship)

Interns may be asked by their PSU internship advisor to provide examples of tasks and projects they are working on, or have completed, as part of their internship.

Student: _____ Semester: _____

Supervisor: _____

Date Submitted: _____

Project/task name or identifier: _____

Description: _____

Time spent on project: _____

Learning from project: _____

Project/task name or identifier: _____

Description: _____

Time spent on project: _____

Learning from project: _____

Explanation

To provide the PSU advisor and department a better understanding of what the intern is doing or has accomplished, the advisor may ask that the intern provide documentation of their work. Documentation may be in print, electronic, or mediated (such as video/DVD) format.

Documentation may include (but is not limited to) such things as:

____ Training materials developed or revised

____ Training programs delivered or assisted with delivery

____ HR related forms developed or revised

____ HR activities (such as schedules of recruiting activities)

____ (other) _____

____ (other) _____

Documentation provided by the intern and/or the internship organization will remain confidential. The intern and/or internship supervisor may block out or delete information that would compromise the confidentiality of the organization or individuals within the organization (such as names on a training program attendance list or employee names on a HR interview form).