

FACULTY SENATE MINUTES

May 11, 2026

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, May 11, 2026, with David Weaver, President, presiding.

Past Minutes

Minutes from April 27, 2026, meeting were approved.

Announcements

Provost and Executive Vice President of Academic Affairs – *Dr. Susan Bon*

Provost Bon shared additional information on HB 2513, reporting that the bill is divided into two phases. Phase one requirements must be met this summer 2026 and include elimination of positions, training and contracts that are specific to diversity, equity and inclusion. In addition, all faculty and staff email signature blocks must be without pronouns. Phase two requirements must be met in summer 2027 and include elimination of required program DEI/CRT curricula/courses. Exemptions are allowed if deemed appropriate. The KBOR Provosts have been meeting regularly to develop definitions that will be provided by KBOR to the state legislators for approval. Provost Bon also reminded folks that information on several task forces was shared at the last meeting and can be found in the April agenda. Lastly, she thanked everyone for a rewarding year.

PSU/KNEA – *Ananda Jayawardhana, President*

No report.

Student Senate – *Darrel McLeod, Representative*

Darrel McLeod, the new SGA President, thanked Faculty Senate for their work with students. President McLeod also reported that he was approached by student representatives from the Collegio expressing concern for the recent budget changes and the move of student publications management to an academic department which they feel could limit student interactions. It was suggested that this would be best discussed with the new Faculty Senate President who can then assign it to the appropriate Faculty Senate subcommittee if necessary.

Unclassified Support/Professional Senate – *Eva Sager & Michelle Hensley, Co-Presidents*

No report.

Graduate College

Provost Bon reported that a graduate faculty meeting was held as part of Graduate Council. There was a robust discussion, including consideration of using scholarships to drive enrollment.

Faculty Senate President – *David Weaver, President*

President Weaver thanked everyone for a great year.

Committee Reports

Academic Affairs – *Mandi Alonzo, Chair*

See agenda for report.

Undergraduate Curriculum – *Byron McKay, Chair*

All submissions up for review were passed and recommended for approval by Faculty Senate. See the agenda for details.

All curriculum items recommended by the Undergraduate Curriculum Committee were approved.

Library Services/Learning Resources – *Philip Frank, Chair*

See agenda for report.

Online and Distance Learning – *Beth Hendrickson, Chair*
See agenda for report.

Academic Honors – *Laurent Pretot, Chair*
No report.

Honors College – *Rion Huffman, Chair*
No report.

Multicultural Affairs – *Joanne Britz, Chair*
No report.

Student-Faculty – *Serif Uran, Chair*
See agenda for report.

All University Committee – *Tracy Stahl, Chair*
See agenda for report.

Faculty Affairs – *James Whitney, Chair*
See agenda for report.

Constitution Committee – *Karen Johnson, Chair*
No report.

General Education Committee – *Michele Barnaby, Chair*
See agenda for report.

Budget Committee – *Stephen Zornes, Chair*
No report.

Academic Honesty – *Kristen Livingston, Chair*
See agenda for report.

AI Committee – *Jorge Leon, Chair*
See agenda for report.

Unfinished Business

The Constitution Committee presented the “Authority of the Executive Committee for Time-Sensitive Compliance” for second reading which passed. Additional By-Law changes were also up for second reading. (See attached.) There was discussion regarding the recommendation to dissolve the Honors College Subcommittee. Brian Moots, Director of Honors College, noted that the Honors College subcommittee reviews all applications and conducts selection interviews. They also shape program requirements. If this work is shifted to the new Honors Council, there could be a workload issue. It was also mentioned during the discussion that dissolving the subcommittee could potentially result in Faculty Senate no longer having a voice in Honors College. The original motion was amended to not include the Honors College subcommittee on the list of subcommittees to dissolve. The amended motion was passed. Lastly, President Weaver requested any end of year reports not already received.

New Business
None.

Open Forum
None.

Meeting Adjourned

Meeting adjourned Monday, May 11, 2026, at 3:53 p.m.



Melinda Roelfs, Recording Secretary

BYLAW VIII: Authority of the Executive Committee for Time-Sensitive Compliance

In order to ensure timely compliance with mandates issued by the Kansas Board of Regents and/or the Kansas State Legislature, the Faculty Senate hereby grants limited, conditional authority to the Faculty Senate Executive Committee (see Bylaw II.F) as follows:

1. Emergency Convening Authority

When legislation, policy directives, or regulatory requirements from the Kansas Board of Regents or the Kansas State Legislature necessitate prompt action affecting the Faculty Senate bylaws, the Executive Committee is authorized to convene as soon as practicable, without adherence to standard notice periods, to review such requirements.

2. Provisional Amendment Authority

The Executive Committee may, by a majority vote of its members, approve provisional amendments to the Faculty Senate bylaws strictly for the purpose of ensuring compliance with such external mandates. Any changes approved under this authority must be limited in scope to what is necessary for compliance.

3. Reporting and Ratification Requirement

Any provisional amendment adopted by the Executive Committee must be communicated in writing to the full Faculty Senate within five (5) business days of approval. Such amendments shall be placed on the agenda of the next regular or specially called meeting of the Faculty Senate for review and ratification.

4. Sunset Provision/Unlawful Provisions

Any provisional amendment temporarily approved and enacted by the Faculty Senate Executive Committee via Provisional Amendment Authority ~~under this section~~ shall remain in effect only until ratified, modified, or rejected by the full Faculty Senate. If the Faculty Senate does not ratify the amendment at its next meeting, the amendment shall expire immediately following that meeting unless continued compliance with external mandates requires temporary continuation to remove any unlawful provisions.

5. Consistency with Governing Authority

All actions taken under this section must be consistent with the governing documents of Pittsburg State University and applicable state law.

Effective Date:

This amendment shall take effect immediately upon approval by the Faculty Senate.

Suggested By-Law Changes in The Constitution

BYLAW IV. A. Academic Affairs Committee.

8. Honors College Subcommittee ***(Removed Date)***
9. Writing Across the Curriculum Subcommittee ***(Removed Date)***
10. Diversity and Multicultural Affairs Subcommittee ***(Removed Date)***

BYLAW IV. D. Faculty Affairs Committee.

This committee shall be concerned with all educational matters which may affect the welfare of the faculty and the general development of the University as an institution of higher education. The faculty affairs committee upon request of the Senate shall serve in a liaison capacity, from and to the faculty, with respect to those matters which by law, contract, or other agreement have become the primary responsibility of some other group, agency, or organization on the campus. The committee shall accept primary responsibility to function on behalf of the Senate as to all other matters within its jurisdiction. The Committee shall investigate and make policy recommendations to the Senate concerning means of facilitating the professional development of the members of the faculty. If a committee member (or their spouse/significant other) chooses to apply for sabbatical leave, leave without pay or a summer teaching grant, that member must not participate in the relevant reviewing/voting process for anyone applying for the same award, but should continue to participate in the committee for determining other awards. The Faculty Senate Executive Committee will appoint another faculty of the same College to temporarily fill the vacancy. (Amended 11/18/85, 05/12/86, 08/20/09). ***Additionally, the committee shall explore the influences of multiculturalism in instruction, in the curriculum, and in the academic content of various disciplines, including developing curriculum resources which deal with such issues. This committee will now serve as liaison among the organized multicultural groups on campus, including such as the Tilford Group and/or International Student Programs. ~~the Campus and Community Resource Center, etc.~~***

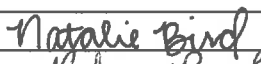
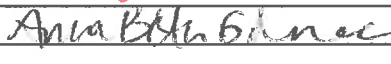
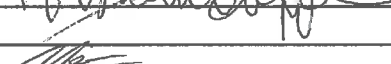
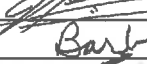
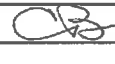
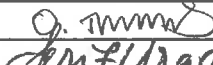
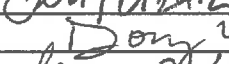
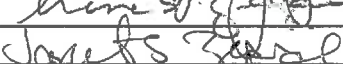
FACULTY SENATE MEMBERSHIP (2025-2026)

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	
David Weaver, (President)	X	X	X	X	**	X	X	X	X	
Kristen Livingston, (President Elect)	X	X		X		X	X	X	X	
Bakke, Chris (HPASS)	X			X		X		X		
Barnaby, Michele (At-Large)	X	X	X			X				
Benson, Christel (At-Large)										
Bertoncino, Denise (At-Large)										
Bird, Natalie (HHPR)	X	X	X	X		X	X	X	X	
Book, Rebeca (At-Large)	X	X	X	X		X	X	X	X	
Botello-Sampson, Darren (At-Large)		X	X	X		X	X		X	
Chung, Peter (BIOL)	X	X		X		X	X	X	X	
Cook, Sheila (FCS)		X	X							
Coomes, Gena (NURS)	X	X	X	X		X	*	X	X	
Crain, Chad (CMCET)	X	X	X	X		X			X	
Daley, John (At-Large)	X	X				X	X	X	X	
DeCaro, Sara (Library Svcs)	X	X		X			X	X	X	
Elliott, Kevin (At-Large)	X	X	X			X	X	X		
Ferguson, David (AUTO)	X	X	X					X	X	
Fincher, Bridgette (TCHL)	X	X	X			X	X	X		
Frisbee, Kristi (At-Large)	X	X		X		X	X	X	*	
Jason, Malcolm (WGS)										
Johnson, Mark (At-Large)	X	X	X	X			X	X	X	
Jordan, Erin (At-Large)		X	X	X		X	X		X	
Krepps, Myriam (ENGML)	X	X	X	X		X	X	X	X	
Lawson, Kris (HPASS)	X	X	X	X		X	X	X		
Leon, Jorge (At-Large)	X	X	X	X		X	X	X	X	
McClaskey, Barbara (At-Large)	X	X	X	X		X	X	X	X	
Phillips, Charlie (TWL)	X			X				X	X	
Richardson, Jennifer (TCHL)										
Ross, John (MUSIC)		X	X	X		X				
Shay, Josh (MIL)	X		X	X		*	X	X	*	
Sikola, David (KUSB)	X	X		X		X			X	
Spera, Chris (PSYCH)	X	X		X		X	X	X		
Spielbusch, Dan (ENG)	X	X		X				X		
Stahl, Tracy (NURS)	X	X	X	X		X	X	X	X	
Thuong, Scott (MATH)	X	X	X	X		X				
Timmons, Olivia (ART)	X	X	X	X		X	X	X	X	
Uran, Serif (PHYS)	X	X	X	X		X	X	X	X	
Younger, Doug (GC)	X	X	X	X		X	X		X	
Zegar, Irene (CHEM)							X		X	
Zepernick, Janet (ENGML)	X	X		X		X		X	X	
Zornes, Stephen (KUSB)	X	X		X		X	X		X	
Univ Staff Senate Rep	X	X								
Student Rep										
Student Government Rep						X				

*Substitutions: 2/23/26 Callie Becraft for Josh Shay; 3/30/26 Anna Beth Gilmore for Gena Coomes; 5/11/26 Anna Beth Gilmore for Gena Coomes; 5/11/26 Calli Becraft for Josh Shay.

**January meeting canceled due to inclement weather.

FACULTY SENATE MEMEBERSHIP (25-26) May 11, 2026

Faculty Senators	Signature	Substitute (PRINT)
David Weaver, (President)		
Kristen Livingston, (President Elect)		
Bakke, Chris (HPASS)		
Barnaby, Michele (At-Large)		
Benson, Christel (At-Large)		
Bertoncino, Denise (At-Large)		
Bird, Natalie (HHPR)		
Book, Rebeca (At-Large)		
Botello-Sampson, Darren (At-Large)		
Chung, Peter (BIOL)		
Cook, Sheila (FCS)		
Coomes, Gena (NURS)		
Crain, Chad (CMCET)		
Daley, John (At-Large)		
DeCaro, Sara (Library Svcs)		
Elliott, Kevin (At-Large)		
Ferguson, David (AUTO)		
Fincher, Bridgette (TCHL)		
Frisbee, Kristi (At-Large)		
Jason, Malcolm (WGS)		
Johnson, Mark (At-Large)		
Jordan, Erin (At-Large)		
Krepps, Myriam (ENGML)		
Lawson, Kris (HPASS)		
Leon, Jorge (At-Large)		
McClaskey, Barbara (At-Large)		
Phillips, Charlie (TWL)		
Richardson, Jennifer (TCHL)		
Ross, John (MUSIC)		
Shay, Josh (MIL)		
Sikola, David (KUSB)		Callie Becraft
Spera, Chris (PSYCH)		
Spielbusch, Dan (ENG)		
Stahl, Tracy (NURS)		
Thuong, Scott (MATH)		
Timmons, Olivia (ART)		
Uran, Serif (PHYS)		
Younger, Doug (GC)		
Zegar, Irene (CHEM)		
Zepernick, Janet (ENGML)		
Zornes, Stephen (KUSB)		
Univ Staff Senate Rep		
Student Rep		
Student Government Rep		



Pittsburg State University

Faculty Senate

Date: Monday, May 11, 2026

Time: 3:00 p.m.

Location: Sunflower, Overman Student Center

Agenda

- I. Call to Order**
- II. Open regular meeting**
- III. Approval of April 27, 2026, minutes**
- IV. Announcements**
 - a. Provost and Vice President of Academic Affairs – Dr. Susan Bon**
 - b. PSU/KNEA Remarks –**
 - c. Student Senate Remarks - - Corey Humble**
 - d. Unclassified Professional Senate Remarks & University Support Staff Remarks – Co Presidents - Eva Sager & Michelle Hensley**
 - e. Graduate College Remarks**
- V. Faculty Senate President's Report – David Weaver**
- VI. Committee Reports**
 - a. Academic Affairs Committee – Chair: Mandi Alonzo**
 - Undergraduate Curriculum Subcommittee – Chair – **Byron McKay - VOTE**
 - Library Services/Leaning Resources Subcommittee - Chair: **Philip Frank**
 - Online and Distance Learning Committee - Chair: **Beth Hendrickson**
 - Academic Honors Subcommittee - Chair: ?
 - Honors College Subcommittee - Chair: **Rion Huffman**
 - Campus and Community Resource Subcommittee - Chair: **Joanne Britz**
 - b. Student-Faculty Committee - Chair: Serif Uran**
 - c. All-University Committee - Chair: Tracy Stahl**
 - d. Faculty Affairs Committee - Chair: James Whitney**
 - e. Constitution Committee - Chair: Karen Johnson**
 - f. General Education Committee - Chair: Michele Barnaby**
 - g. Budget Committee - Chair: Stephen Zornes**
 - h. Academic Honesty Committee - Chair: Kristen Livingston**
 - i. AI Committee - Chair: Jorge Leon**

VII. Unfinished Business:

- a. Authority of the Executive Committee for Time-Sensitive Compliance – 2nd reading & vote
- b. Bylaws revisions – – 2nd reading & vote
- c. Annual Faculty Senate committee reports needed

VIII. ACCESS initiative goal for faculty senate – AI, June 2027 deadline

IX.

X. New Business:

XI. Open Forum

XII. Adjournment

- Next Faculty Senate Meeting: **Fall 2026**, in the Sunflower Room, OSC

Committee Reports:

Academic Affairs Committee

The Academic Affairs committee met during the 2025-2026 academic year via email. Amanda Alonzo served as chair and Lori Martin served as recorder. The committee this year provided a report after completing a comprehensive review of charges and presented this report to the Faculty Senate in December 2025. No other action was taken by Academic Affairs during the 2025-2026 academic year.

Respectfully submitted,

Amanda Alonzo, PhD

5/3/26

Undergraduate Curriculum Subcommittee

Attached

Library Services/Leaming Resources Subcommittee

Library Committee Annual Report

Academic Year 2025-2026

Committee Members: Phillip Frank (Chair); Rebeca Book (Recorder); Jorge Leon; Lora Winters; Marcus Daczewitz; Mary Larsen; Beth Hendrickson; Barbara Pope; Eric Deatherage

Summary of Activities:

- Fall 2025 Semester: In response to a request from the Faculty Senate, the committee conducted an evaluation of its purpose, relevance, and ongoing need. Committee members collaborated to assess current functions and potential areas of impact. A formal report, including recommendations regarding the committee's role moving forward, was submitted to the Faculty Senate at the conclusion of the Fall 2025 semester.
- Spring 2026 Semester: The committee met to review and discuss key library initiatives, including the AI Symposium held in March 2026. Members served as liaisons by communicating event information and updates from the library to their respective departments. The committee also engaged in discussion regarding the needs of library staff and explored ways faculty can provide support and strengthen collaboration.

Online and Distance Learning Committee

Online and Distance Learning Committee End of Year Report (AY 2025-2026)

The Online and Distance Learning Committee consisted of Beth Hendrickson (chair), Kevin Elliott (recorder), Mary Kay Wachter, Janet Lewis, Shelia Cook, Charlie Judd, Caroline Kunshek, Susan Dellasega, Paul Grimes, and Melinda Roelfs.

There were two meetings in the fall and one meeting in the spring.

The committee spent most of the meetings discussing the upcoming *ADA Title II Web and Mobile Accessibility Final Rule* and how it will impact online and distance learning. This included reports from Susan Dellasega about how CTLT could assist faculty and messaging committee members could send out to their colleagues.

At the request of Faculty Senate, the committee reviewed the subcommittee guidelines and provided advice about the makeup and potential overlaps of other committees. The committee affirmed the

importance of this subcommittee along with potential implementations that would create a more robust and active subcommittee.

The committee will continue to work with CTLT and others on campus to assist with digital accessibility.

Respectfully submitted,

Beth Hendrickson

Academic Honors Subcommittee

No Report

Honors College Subcommittee

No Report

Campus and Community Resource Committee

No Report

Student-Faculty Committee

Student-Faculty Committee Report (WF 2025-SP-2026)

Our committee was tasked by our Athletic department to make recommendations about the following issues:

1. Every course to have a Syllabus that is available to students

This was well received by the Faculty Senate and carries as a recommendation.

2. How grades are determined listed in syllabus

This was also well received by the Faculty Senate and carries as a recommendation.

3. Timely submission of grades in Canvas

Our recommendation was: Grades should be provided to students for exams, homework assignments online quizzes, etc. Grades should be posted on Canvas in a timely manner; hopefully within two weeks of an assignment due date. Students must not rely on Canvas calculating the correct total course grade and need to keep their own gradebook. Our recommendation was modified by Faculty Senate and listed as "Grades should be posted online". However, this statement is very ambiguous where "Online" would be.

4. Tentative semester calendar included in syllabus

Our recommendation was: Course outlines that list week numbers, dates, chapter/chapters covered, quizzes, homework, unit exams and final exam should be listed. If there is any deviation from the weekly course outline, the students and faculty must communicate. This was well received by Faculty Senate as a recommendation.

Serif Uran

Student-Faculty Committee Chair

All-University Committee

All University Committee Annual Report (2025–2026 Academic Year)

The All University Committee convened once during the 2025–2026 academic year, with an initial meeting held in on September 4th, 2025. During this meeting, committee members selected officers and discussed the general purpose and anticipated role of the committee for the academic year. Following this initial meeting, committee activity remained minimal. On December 9th, 2025, the committee engaged in communication via email to assess the ongoing necessity and function of the committee. Members discussed whether the committee's current role continues to meet a defined need within the university structure.

Based on this discussion, there was consideration regarding the relevance and potential continuation of the committee moving forward. No formal actions or recommendations were finalized during the academic year. However, the conversation highlighted the importance of periodically evaluating committee purpose, efficiency, and alignment with our institutional needs.

Constitution Committee

No Report

General Education Committee

The General Education Subcommittee Annual Report for Academic Year 2025-2026

The committee met once a month to review requests and approve changes to general education courses. The committee also reviewed courses in Bucket 6 for evidence of:

1. A statement that includes the General Education Goals/Objectives.
2. Student Learning Outcomes (SLO) in the form of course objectives, course goals (without objectives), or course competencies.
3. Course Assessment Plan. At least one direct measure to assess each course SLO.
4. Course Map. A way to show students how assignments, activities, tests, etc. are part of the SLO.

Course that we reviewed include:

ART*178 Introduction to the Visual Arts

ART*188 The Designed World

ART*217 Crafts I

ART*222 Jewelry Design I

ART*233 Drawing I

ART*244 Ceramics I

ART*266 Sculpture I

ART*277 Painting I

ART*288 Introduction to Art History I

ART*289 Introduction to Art History II

ART*311 Art Education

COMM*105 Performance Appreciation

COMM*205 Performance Studies

COMM*395 Theatre History ()

ENGL*113 Literature and Culture

ENGL*114 General Literature (Genre)

ENGL*116 General Literature (Theme)
 ENGL*117 Introduction to Fiction
 ENGL*118 Introduction to Poetry
 ENGL*120 Literature and Film
 ENGL*121 Intro to Anti-Racist Literature
 ENGL*122 Introduction to Women's Literature
 ENGL*123 The Citizen in Literature
 ENGL*124 Health and Literature
 ENGL*125 Intro to Horror in Literature
 ENGL*250 Introduction to Creative Writing
 ENGL*315 Mythology
 ENGL*320 Literature and Film (upper level)
 HHP*151 Dance Appreciation
 HIST*101 World History to 1500
 HIST*102 World History from 1500
 HIST*201 American History to 1865
 HIST*202 American History from 1865
 HONOR*200 The Power of Music
 MLL*124 French Language & Culture I
 MLL*154 Spanish Language and Culture I
 MUSIC*120 Music Appreciation ()
 MUSIC*121 Introduction to Music Literature
 MUSIC*321 History of Music
 MUSIC*322 History of Music
 PHIL*103 Introduction to Philosophy
 PHIL*105 Ethics
 PHIL*112 Biomedical Ethics
 PHIL*113 Business Ethics
 PHIL*114 Environmental Ethics
 PHIL*231 World Religions

We found reviewing syllabi as a group was the most effective approach, as we could discuss each syllabus in detail. Recommendations were added to a spreadsheet and shared with the respective Chairs of each course.

The committee also discussed how to approach next year when courses from Buckets 3, 5, and 7 will need to be reviewed. It was decided that Mark Johnson and Mark Diacopoulos would hold a session on PD Day in August with instruction on what all general education syllabi need to include.

Submitted by Michele Barnaby, Committee Chair.

May 1, 2026

Budget Committee

No Report

Academic Honesty Committee

End-of-Year Report: Academic Honesty Subcommittee

Academic Year 2025–2026

Committee Membership

- Chairperson: Kristen Livingston
- Recorder: Judy Smetana
- Members: Daniel Zurek, Derrel Fincher, Norman Phillip, Lori Martin

Meeting Summary & Activities

The Academic Honesty Subcommittee convened for its initial organizational meeting on Wednesday, August 27th, at 1:00 pm. During this session, the committee established leadership roles, appointing Kristen Livingston as Chair and Judy Smetana as Recorder for the current academic cycle.

On September 24th at 1:30 pm, the committee conducted a formal Academic Honesty Procedural Walkthrough. This session was led by John Bartlow, who provided a comprehensive overview of the institutional workflow regarding academic integrity violations.

Key takeaways from the procedural review included:

- Maxient Integration: Monitoring of all reported violations is managed through the Maxient system by John Bartlow's office.
- Facilitation: The administrative office will serve as the primary facilitator for convening the subcommittee should a formal hearing or meeting be required.

From the commencement of the fall semester in August through the present date, the subcommittee has not been required to convene for a violation discussion. No cases reached the level of formal committee review during this reporting period.

Respectfully Submitted,

Kristen Livingston Chair, Academic Honesty Subcommittee

Faculty Affairs Committee

Faculty Affairs Committee

AY 2025-2026 Annual Report

04 May 2026

Committee Members:

James Whitney (chair) Bridgette Fincher (recorder) Tim Bailey Susan Dellasega Kevin Elliott
Ananda Jayawardhana Gail Yarick

The Faculty Affairs Committee had limited activity during academic year 2025-2026 because most of the committee's historical responsibilities were shifted elsewhere. Specifically, we did not review any faculty professional development travel fund applications because, due to a change in funding (i.e., funding coming from the Dean's and Provost's Offices rather than the PSU Foundation), those applications were reviewed by the Provost's Office rather than our committee. Additionally, we did not review any sabbatical/leave requests because those are now processed by a separate Sabbatical Leave Committee. Below is a summary of our activities during the past year:

September 02, 2025: We had our first and only meeting of the year. During this meeting it was decided that James Whitney would be the chair of the Faculty Affairs Committee and Bridgette Fincher would be the recorder.

December 05, 2025: We responded to the Faculty Senate President's list of seven questions concerning the activities and responsibilities of the Faculty Affairs Committee. April 10, 2026: We sent a resolution to the Faculty Senate President that expressed our appreciation for the support we have received over the years from the PSU Foundation for professional development travel funds.
May 04, 2026: We sent our annual report to the Faculty Senate President.

AI Ad Hoc Committee

End of Semester Committee Reports Spring 2026

Faculty Senate Artificial Intelligence (AI) Ad Hoc Committee

Current members:

Jorge León (chair), Angelina Boyd, Barth Cox, Chase Dearing, Kristi Frisbee, Ananda Jayawardhana, Kristen Maceli, Norman Philipp, Jason Reid, Rocky Restivo, and Michelle Hudiburg (ex-officio)

Prior year

Group first assembled in Feb/March 2025. That Spring semester it met regularly to develop a charge, send faculty surveys to collect feedback or concerns from faculty regarding AI issues. There was some overlap with the first AI symposium (April 2024) and there was some additional feedback gathered after the symposium. At the end of the academic year, the group finalized a guiding document/charge and that AI Committee Charge document was distributed to Faculty Senate.

Present 2025-26 Year

During the Fall of 2025, the group met regularly to work on the most deliverable portions of the committee charge. The first part was to organize the data from the prior environment scans and surveys. The data was combined and analyzed for trends, major faculty concerns, and learning opportunities. The Key Findings were combined into a short report and submitted to Faculty Senate at the end of the fall semester.

From the faculty data, some of the major items that surfaced for research and recommendations included, the concern of inconsistent institutional guidance on AI adoption, concerns on lack of policy, lack of adequate training support, and broad integrity concerns. The first thing the group started to do was initiating a wider scan of other institutions for shared policy processes, statements, and approaches.

After reviewing numerous other institutions, the group narrowed things to the top recommendations and started to develop language. The top two recommendations included:

- Developing consistent AI Use designations statements that allow instructors to designate their preferred level of AI use within their courses.
- Adopt unified institutional definitions of AI that include generative, predictive, and assistive technologies.

Language for Senate review

The AI Ad Hoc group agreed that for our campus the best starting point was to define AI Use Categories and submit language to Faculty Senate for a vote. The next step was to evaluate around 5-7 institutions with different AI Use Statements and come up with language and a category scale that would work for PSU.

After reviewing the committee came up with a simplified 3 level or categories of AI Use to be assigned by the faculty member. These categories included, Allowed, Conditional, and Prohibited. In addition, the committee recommendation was to make sure these were included in the class syllabus. The proposal was as follows:

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

☐
☐
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☐

Checklist: Check once verified.

Program guide from current catalog.

Academic Planning Excel attached.

120 Credit hours met.

Course Id's match Course names.

Course hours are correct.

Listed courses are currently active.

Needed Documentation attached.

-Approved: Department Chair/Director

Date: 3/19/2026

Signature: Khamia Saam

-Approved: College Curriculum Committee

Date: 4/9/26

Signature: Christopher Childers

-Approved: Dean of College

Date: 4/9/26

Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda Ruff

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Bachelor of Science Degree with a Major in Polymer Chemistry

Degree: Bachelor of Science

Major: Polymer Chemistry

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-150 Calculus I

Core Requirements

__ CHEM-215 General Chemistry I (3 hours)

and __ CHEM-216 General Chemistry I Laboratory (2 hours)

Note: CHEM 215 and CHEM 216 satisfies the Physical Sciences general education requirement.

__ CHEM-225 General Chemistry II (3 hours)

and __ CHEM-226 General Chemistry II Laboratory (2 hours)

__ CHEM-325 Organic Chemistry I (3 hours)

and __ CHEM-326 Organic Chemistry I Laboratory (2 hours)

__ CHEM-335 Organic Chemistry II (3 hours)

and __ CHEM-336 Organic Chemistry II Laboratory (2 hours)

__ MATH-150 Calculus I (5 hours)

Note: MATH 150 satisfies the Mathematics general education requirement.

__ PHYS-104 Engineering Physics I (4 hours)

and __ PHYS-130 Elementary Physics Laboratory I (1 hour)

__ PHYS-105 Engineering Physics II (4 hours)

and __ PHYS-131 Elementary Physics Laboratory II (1 hour)

Polymer Chemistry Courses

__ CHEM-360 Introduction to Polymer Science and Technology (3 hours)

__ CHEM-611 Senior Review and Assessment (1 hour)

__ CHEM-625 Polymer Synthesis and Characterizations (3 hours)

and __ CHEM-626 Polymer Synthesis and Characterizations Laboratory (2 hours)

__ CHEM-680 Physical Properties of Polymers (3 hours)

__ CHEM-681 Polymer Chemistry Colloquium (1 hour)

__ CHEM-690 Selected Research Projects in Polymer Chemistry (1-3 hours)

__ PET-370 Thermoplastic Resins Laboratory (1 hour)

and __ PET-371 Thermoplastic Resins (3 hours)

__ PET-374 Thermoset Resins Laboratory (1 hour)

and __ PET-375 Thermoset Resins (3 hours)

Select 6 hours of Polymer electives from:

__ CHEM-270 Sophomore Research in Polymer Chemistry (1 hour)

__ CHEM-370 Junior Research in Polymer Chemistry (1 hour)

__ CHEM-640 Polyurethanes and Their Applications (3 hours)

__ CHEM-650 Conducting Polymers and Their Applications (3 hours)

__ CHEM-670 Senior Research in Polymer Chemistry (1 hour)

__ CHEM-683 Biopolymers (3 hours)

__ CHEM-685 Selected Topics in Polymer Chemistry (__) (1-3 hours)

__ CHEM-687 Polymers in Nanotechnology (3 hours)

__ PET-273 Plastics Processing I (3 hours)

and __ PET-272 Plastics Processing I Laboratory (1 hour)

Revised: 08/28/2025

Revised 3/17

PSU Faculty Senate 25-26

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: March 2, 2026

Department: Communication

College of: Arts & Sciences

Contact Person: Troy O. Comeau

Minor Required? Yes

Revision

Major/Minor/Emphasis/Certification Name:

Media Production Emphasis in the Department of Communication

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

In the Media Production Emphasis we would like to remove COMM 713 Live Remote Production under the section "Select 1 of the following:" Instead of having a choice between COMM 390 and COMM 713 this would require our students to take COMM 390. We are also requesting a name change for COMM 390 to more accurately reflect the nature of the course and should allow for a wider variety of live events to be covered.

2. Rationale for change, including changes to curriculum objectives:

With the reduction of faculty within the Department, we are no longer able to offer both COMM 390 and COMM 713 on a regular basis. This should also increase enrollment in COMM 390 since there will no longer be a choice between two courses.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☒	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 3/5/26

Signature: Troy O. Cornwell

-Approved: College Curriculum Committee

Date: 4/9/26

Signature: Christopher Childers

-Approved: Dean of College

Date: 4/9/26

Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/24/26

Signature: Byron McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature: Recorder Faculty Senate: Melinda Rull

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - B.S., Communication, Media Production Emphasis

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			18
COMM	199	Introduction to Communication Careers	1
COMM	200	Introduction to Mass Communication	3
COMM	399	Communication Career Development	1
COMM	629	Theories of Human Communication	3
COMM	699	Communication Careers in Society	1
Select 6 hours from the following:			6
COMM	307	Introduction to Persuasive Communication	
Must be taken by Communication Education and Human Communication emphases.			
COMM	450	Small Group Communication	
Must be taken by Communication Education and Human Communication emphases.			
COMM	230	Interpersonal Communication	
Select 3 hours from the following:			3
COMM	274	Introduction to Audio and Video Production	
Must be taken for Communication Education, Multimedia Journalism, Media Production			
COMM	276	Photojournalism I	
COMM	537	Integrated Electronic Communication	
Must be taken for all Strategic Communication emphases.			
Support Courses -			0
Emphasis Courses - Media Production			18
COMM	474	Promotional and Corporate Video Production	3
COMM	475	Audio Production	3
COMM	575	Broadcast Journalism	3
COMM	715	Documentary Production	3
COMM	733	Independent Video Production	3
COMM	390	Sports Broadcasting I	3
Elective Courses -			29
Select 18 hours of any communication courses			18
9 of 18 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			

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **09-Feb-2026**

Department: **Mathematics and Physics**

College of: **Arts & Sciences**

Contact Person: **Jackson Samuel Ravindran**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **CS 550**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

This course is proposed based on the growing demand for professionals skilled in Artificial Intelligence and Machine Learning across industries such as healthcare, finance, business analytics, and technology. It provides students with both foundational AI concepts (search, reasoning, planning) and modern machine learning techniques (regression, classification, clustering, and neural networks), ensuring a balanced theoretical and practical skill set.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		Applied Artificial Intelligence and Machine Learning
Course Number:		CS 550
Credits:		
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):		CS-250 Computer Programming 2 or CS-410 Intro to Front End Frameworks
Course Description:		The course covers the foundations of Artificial Intelligence, including search strategies, game-playing algorithms, knowledge representation, reasoning systems, and classical planning methods. It also covers core Machine Learning techniques such as supervised and unsupervised learning, regression and classification models, clustering and dimensionality reduction.

Authorization Sign-Off

Checklist: Check once verified.

✓
✓
✓

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/10/2026

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/9/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/9/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

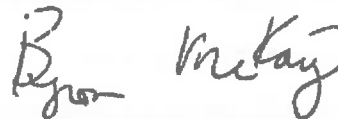
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

CS 550 Applied AI and ML

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Understand the history and development of Artificial Intelligence and its impact on society.
- Apply systematic problem-solving approaches to complex tasks.
- Develop strategies for decision-making in competitive and uncertain situations.
- Represent and organize information so that a computer system can use it effectively.
- Design step-by-step solutions to achieve specific goals.
- Distinguish between different types of learning approaches used in intelligent systems.
- Build models that can make predictions and support decision-making.
- Analyze patterns and trends in data without predefined labels.
- Develop systems that improve their performance based on experience.
- Evaluate the effectiveness and reliability of intelligent systems in real-world applications.

Assessment Strategy

The assessment strategy is designed to balance theoretical understanding, problem-solving skills, and practical implementation of intelligent systems.

1. Assignments

These assignments will assess analytical thinking, problem decomposition, and the ability to translate conceptual ideas into working solutions.

2. Programming Assignments

Students will implement predictive and analytical models using real-world datasets. These assignments will evaluate their ability to preprocess data, apply appropriate methods, interpret results, and document findings clearly.

3. Real-World Project

A semester-long project will require students to design and develop an intelligent system using publicly available datasets from sources such as Kaggle and the CDC. Students will be assessed on problem formulation, data preparation, model development, evaluation, interpretation of results, and presentation of insights.

4. Presentation and Demonstration

Students will present their project findings in international conferences, demonstrating their ability to communicate technical ideas clearly, interpret results, and justify design decisions.

This multi-dimensional assessment approach ensures that students demonstrate both conceptual mastery and practical competency in designing and evaluating intelligent systems.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **09-Feb-2026**

Department: **Mathematics and Physics**

College of: **Arts & Sciences**

Contact Person: **Jackson Samuel Ravindran**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **CS 650**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Generative AI and large language model systems are rapidly transforming industries, creating strong demand for professionals capable of building scalable, production-ready AI applications. While introductory AI courses cover foundational concepts, organizations require expertise in advanced retrieval systems, fine-tuning, agent architectures, and deployment pipelines. This course bridges the gap between experimentation and enterprise deployment by preparing students

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Generative AI and Agentic Systems
Course Number:		CS 650
Credits:		3 Credits
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):		CS 550 Applied Artificial Intelligence and Machine Learning
Course Description:		The proposed course provides advanced, hands-on learning experience in building applications using large language models (LLMs), Retrieval-Augmented Generation (RAG), fine-tuning techniques, and autonomous AI agents. Students will learn to move from prototype systems to scalable, enterprise-grade AI solutions by integrating retrieval systems, multi-modal data processing, agent frameworks, APIs, and deployment strategies.

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/10/2026

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/9/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/9/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

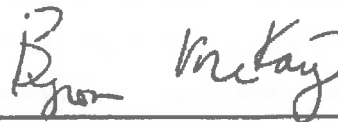
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Course CS 650 Generative AI and Agentic Systems

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Explain the architecture and capabilities of modern large language model systems.
- Build production-ready retrieval-augmented AI systems with advanced retrieval strategies.
- Evaluate and optimize system performance using structured evaluation frameworks.
- Design AI systems that integrate text, structured data, and multi-modal content.
- Apply fine-tuning techniques to adapt language models for domain-specific tasks.
- Develop scalable APIs and user interfaces for AI-powered applications.
- Implement autonomous AI agents capable of planning, reasoning, and tool usage.
- Design and orchestrate multi-agent systems for collaborative problem-solving.
- Integrate memory, knowledge management, and structured data into agent systems.
- Deploy secure, scalable, and production-ready AI applications.

Course Assessment Strategies

1. Hands-on Labs: Students will complete weekly exercises implementing advanced retrieval systems, fine-tuning workflows, agent patterns, and API development. These labs assess practical competency and system design skills.

2. Mini Projects: Each module includes a mini project such as building an enterprise knowledge base system, a domain-specific fine-tuned model, or an intelligent assistant agent. These projects assess integration of concepts within focused scenarios.

3. Major Capstone Project: Students will design and implement a complete production-ready AI system incorporating retrieval pipelines, agentic reasoning, APIs, user interfaces, evaluation dashboards, and deployment strategies.

4. Final Presentation & Demonstration: Students are encouraged to present their final work with real-world applicability.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: 09-Feb-2026

Department: **Mathematics and Physics**

College of: **Arts & Sciences**

Contact Person: **Jackson Samuel Ravindran**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **CS 675**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

As AI systems increasingly rely on deep neural architectures for perception, language understanding, and generation, there is strong demand for expertise in deep learning and computer vision. This course provides learning experience in neural network foundations, convolutional and recurrent models, transformers, and generative techniques with hands-on implementation with modern frameworks.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Machine Vision
Course Number:		CS 675
Credits:		3 credits
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):		CS 550 Applied Artificial Intelligence and Machine Learning
Course Description:		This course provides an in-depth study of deep learning techniques and their applications in computer vision, sequence modeling, and generative AI. Students will explore neural network foundations, advanced optimization methods, convolutional and recurrent architectures, attention mechanisms, and modern transformer-based models. Through hands-on projects using state-of-the-art frameworks and pre-trained models, the course emphasizes practical implementation, transfer learning, and real-world deployment of deep learning systems for vision tasks.

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/10/2026

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/9/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/9/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

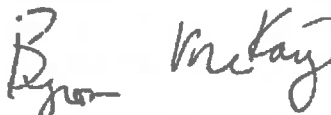
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Explain the foundational principles behind deep neural networks and how they learn from data.
- Design, train, and evaluate deep learning models using modern optimization techniques.
- Apply convolution-based models to solve image classification and object detection problems.
- Implement advanced vision architectures for feature extraction and recognition tasks.
- Model sequential and time-dependent data using recurrent and attention-based approaches.
- Develop generative models capable of learning data representations and producing new samples.
- Apply transformer-based architectures for scalable vision and language applications.
- Use transfer learning and fine-tuning strategies to adapt pre-trained models for domain-specific problems.
- Compare different deep learning architectures and select appropriate models for specific tasks.
- Evaluate model performance using appropriate metrics and improve generalization through regularization and optimization strategies.

Assessment Strategy

The assessment strategy is designed to balance theoretical understanding, problem-solving skills, and practical implementation of intelligent systems.

1. Assignments

These assignments will assess analytical thinking, problem decomposition, and the ability to translate conceptual ideas into working solutions.

2. Programming Assignments

Students will implement predictive and analytical models using real-world datasets. These assignments will evaluate their ability to preprocess data, apply appropriate methods, interpret results, and document findings clearly.

3. Real-World Project

A semester-long project will require students to design and develop an intelligent system using publicly available datasets from sources such as Kaggle and the CDC. Students will be assessed on problem formulation, data preparation, model development, evaluation, interpretation of results, and presentation of insights.

4. Presentation and Demonstration

Students will present their project findings, demonstrating their ability to communicate technical ideas clearly, interpret results, and justify design decisions.

This multi-dimensional assessment approach ensures that students demonstrate both conceptual understanding and practical competency in designing and evaluating intelligent systems.

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 3/10/2026

Department: Mathematics and Physics

College of: Select One

Contact Person: Tim Flood

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BS in Computer Science

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Add

CS 550 Applied Artificial Intelligence and Machine Learning

CS 650 Generative AI and Agentic Systems

CS 675 Machine Vision

as electives.

2. Rationale for change, including changes to curriculum objectives:

This will help to expand our newly created degree programs, giving more options for our students, and matches up with faculty expertise.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☒	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☒	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 3/10/2026

Signature: _____

J. Flood

-Approved: College Curriculum Committee

Date: 4/9/26

Signature: _____

Christopher Childers

-Approved: Dean of College

Date: 4/9/26

Signature: _____

Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-24

Signature: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Rell

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Bachelor of Science in Computer Science

Degree: Bachelor of Science

Major: Computer Science

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 35 hours

- ___ DSIS-230 Introduction to Programming (3 hours)
- ___ DSIS-240 Intermediate Programming (3 hours)
- ___ DSIS-380 Systems Analysis and Design (3 hours)
- ___ DSIS-615 Database Management (3 hours)
- ___ CS-405 Principles of Software Architecture (3 hours)
- ___ EET-141 Introductory Electronics (3 hours)
- ___ EET-244 Logic Circuits (3 hours)
- ___ MATH-122 Plane Trigonometry (3 hours)
- ___ MATH-212 Matrix Algebra (2 hours)
- ___ MATH-326 Mathematics for Programming (3 hours)
- ___ MATH-413 Introduction to Mathematical Structures (3 hours)
- ___ MATH-626 Data Structures and Algorithms (3 hours)

Select 18 hours from:

- ___ CS-300 Web Application Development I (3 hours)
- ___ CS-305 Web Application Development II (3 hours)
- ___ CS-400 Mobile Application Development (3 hours)
- ___ CS-410 Introduction to Front End Frameworks (3 hours)
- ___ CS-500 Advanced Programming (3 hours)
- ___ EET-344 Microcomputer Systems (3 hours)
- ___ EET-449 Programmable Logic Devices (3 hours)
- ___ EET-549 Advanced Microcontrollers (3 hours)
- ___ EET-647 Digital Signal Processing (3 hours)
- ___ MATH-513 Discrete Structures (3 hours)
- ___ PHYS-302 Scientific Programming with Python (3 hours)

**32-33 hours Electives, selected with
advisement, to meet 120 hour requirement.**

Revised: 08/28/2025

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate -			
Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			32
DSIS	230	Introduction to Programming	
		OR	
CS	200	Programming 1	3
DSIS	240	Intermediate Programming	
		OR	
CS	250	Programming 2	3
DSIS	380	Systems Analysis and Design	3
DSIS	615	Database Management	3
CS	405	Principles of Software Architecture	3
EET	141	Introductory Electronics	
		AND	
EET	244	Logic Circuits	
		OR	
		(3 or 6 hours)	3
CS	235	Introduction to Low-Level Programming	
MATH	122	Plane Trigonometry	3
MATH	212	Matrix Algebra	2
MATH	326	Mathematics for Programming	3
MATH	413	Introduction to Mathematical Structures	3
MATH	626	Data Structures and Algorithms	3
Support Courses -			35
		General Electives	
		(32 or 35 hours)	35
Emphasis Courses -			0
Elective Courses -			18
18 hours chosen from			
CS	300	Web Application Development I	
CS	305	Web Application Development II	
CS	400	Mobile Application Development	
CS	410	Introduction to Front End Frameworks	
CS	500	Advanced Programming	
CS	550	Applied Artificial Intelligence and Machine Learning	
CS	650	Generative AI and Agentic Systems	
CS	675	Machine Vision	
EET	344	Microcomputer Systems	
EET	449	Programmable Logic Devices	
EET	549	Advanced Microcontrollers	
EET	647	Digital Signal Processing	
MATH	513	Discrete Structures	
PHYS	302	Scientific Programming with Python	
Total Credit Hours -			85
Minor -			
General Education, 34-35 hours -			35
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 1/31/2025

Department: **Accounting**

College of: **Business**



Contact Person: **Dr. Mary Jo Goedeke**

Prefix: **ACCTG**

Create New, Revise, Inactivate, or Reactivate: **Reactivate**



Course #: **616**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the Changes:

Several State Boards of Accountancy require a governmental accounting course before sitting for the CPA exam. This course was deactivated after several years of not being offered. The purpose of reactivating this course is to fill that void in our curriculum.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☒ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "College Curriculum Legislation" in SharePoint.

☒ Yes ☒ No

5. Will additional resources or costs be required?

☒ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Governmental and Institutional Accounting	
Course Number:	ACCTG 616	
Credits:	3	
Grading System:	A-F, IN v	Select One v
Pre/Co-Requisite(s):	ACCTG 410 Intermediate Financial Accounting II	
Course Description:	A study of the accounting procedures for state and local governmental entities and nonprofit organizations, emphasizing generally accepted accounting principles (GAAP) and required financial statements.	

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 03/03/2026

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 04/08/2026

Signature, Committee Chair:

Jennifer Puraley

-Approved: Dean of College

Date: 04/08/26

Signature, Dean:

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair:

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate:

Melinda Rull

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.



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Pittsburg State University

Course Syllabus:

Governmental & Nonprofit Accounting ACCTG 616

[Semester]

Instructor:

Office:

Hours:

Phone:

E-mail: <mailto:paul.grimes@pittstate.edu>

Textbook

- Inclusive Access eBook (includes McGraw Hill Connect): *Essentials of Accounting for Governmental and Not-for-Profit Organizations, 15e.* Paul A. Copley. (Required Purchase)
- Loose Leaf: *Essentials of Accounting for Governmental and Not-for-Profit Organizations, 15e.* Paul A. Copley. (Optional Purchase)

Catalog Course Description

A study of the accounting procedures for state and local governmental entities and nonprofit organizations, emphasizing generally accepted accounting principles (GAAP) and required financial statements. Prerequisite: ACCTG 410 Intermediate Financial Accounting II

Course Objectives / Learning Outcomes

1. Have a basic understanding of accounting for state and local governments including fund accounting.
2. Understand the basic required financial statements for state and local governments.
3. Have a basic understanding of accounting for not-for-profit organizations.

General Education Goals

N/A

Course Outline

See tentative schedule at the end of this document.

Teaching Methods

Class sessions will be a combination of interactive lectures, discussions, and problem-solving sessions. Assignments will require you to use the Connect software program provided by McGraw Hill, the publisher of your textbook.

Canvas

Most course content is available on Canvas. Links to the required assignments in Connect will be provided in Canvas. Your grades will also be provided in Canvas.



Attendance Policy

Attendance is strongly recommended.

Classroom Conduct

It is expected that students display professional behavior in class and proper etiquette in writing emails. Please use all instructional technology appropriately. Phones, laptops, and all 'smart' technology are prohibited during exams, but are allowed during all other sessions.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

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.



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Course Evaluation Methods

Connect Orientation.....	15 pts.
Homework.....	150 pts.
Kahoot!/Participation.....	75 pts.
Exams.....	<u>400 pts.</u>
Total	<u>640 pts.</u>

Grading Scale:

<u>Grade</u>	<u>Percentage</u>
A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	Below 60%

Faculty Notification of Student Academic Progress

Grades will be posted in Canvas.

Note

The instructor reserves the right to amend and to reorganize this syllabus at any time.

ACCTG 616 Assessment Strategies:

Homework problems: 25-30%

Classroom participation: 10-15%

Written examinations: 55-65%

Combination of objective, problem-solving and short essay assessment questions.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **3/6/26**

Department: **Marketing**

College of: **Business**



Contact Person: **Mary Judene Nance**

Create New, Revise, Inactivate, or Reactivate: **New**



Course #: **410**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

This course is necessary to keep up with trends in the Marketing discipline which is placing more emphasis on integrated marketing communications. It will effectively replace two courses being taught currently, Advertising Management and Social Media Marketing, as many of the subjects overlap.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☒ Yes ☐ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☒ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes ☒ No

5. Will additional resources or costs be required?

☒ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		Integrated Marketing Communications
Course Number:		MKTG 410
Credits:		3 Hours
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		MKTG 330 or COMM 277
Course Description:		Students will learn the foundational principles of integrated marketing communications, including how advertising, public relations, social media, sales promotion, and branding can be utilized strategically to create effective marketing campaigns. Students will explore the history, purpose, and current landscape of these disciplines, and dive into real-world strategies, techniques, and applications.

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/3/2026

Signature, Chair/Director: _____

Alexander D. Birn

-Approved: College Curriculum Committee

Date: 04/08/2026

Signature, Committee Chair: _____

Jennifer Purcell

-Approved: Dean of College

Date: 04/08/26

Signature, Dean: _____

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Ruff

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.



MKTG 410 Integrated Marketing Communication

Assignment Strategies

Written Assignments/Homework: There are several homework exercises that I will ask you to complete throughout the course. You will be able to access most of these through links in Canvas. Exercises are due by the assigned date and time, and it is your responsibility to see that they are submitted on time. Assignments submitted one day late (i.e., the calendar date after the due date) may be accepted for half credit. Otherwise, late assignments **will** receive no credit.

All homework must be typed and professional in appearance.

The instructor has a mailbox in room 110. Students may, if necessary, turn homework in to the mailbox. However, students must obtain a departmental stamp from the office workers in room 110 that specifies the time and date in which the homework was turned in. If the homework in the mailbox does not have a departmental stamp, no credit will be given for the assignment. It is the responsibility of the student, not Kelce staff members, to ensure that the stamp is received

Material Required: For this course, you will need a #2 pencil and a Scantron answer sheet (Form No. 882-ES) for each exam.

Exams: Four examinations worth 100 points each. Exams will consist of multiple-choice and true/false questions, and will cover both lecture material, assigned textbook material, and any handouts. I will try to follow the exam schedule indicated on this syllabus as much as possible. Occasionally, test dates may be changed. These changes will be announced in class. Permission to miss or delay an exam must be obtained prior to exam period. You must e-mail me with your request and reason and I will respond back to you via e-mail. Ten (10) points will be deducted from the score of the make-up exam if permission is not gained beforehand. Only one (1) make-up exam, per student, will be allowed for the semester.

Quizzes: Quizzes will be given randomly throughout the semester over materials discussed in class. Most quizzes will be worth 10 points each. These quizzes will be announced one class period in advance. There will not be any make up dates for quizzes.

Grading Procedure: A total of 720 points is possible. Your grade will be based upon the following: 90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; below 60% = F.

Homework Assign.	235 points
Exams	400 points



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Quizzes

60 points

Participation

25 points

720 Points Possible



MKTG 410 Integrated Marketing Communication

Instructor Information

Instructor:

Office:

Hours:

Phone:

E-mail:

Textbook

Belch, G. E. and Belch, M.A. (2017). Advertising and Promotion: An Integrated Marketing Communications Perspective, 11th Edition. McGraw-Hill

Catalog Course Description

Students will learn the foundational principles of integrated marketing communications, including how advertising, public relations, social media, sales promotion, and branding can be utilized strategically to create effective marketing campaigns. Students will explore the history, purpose, and current landscape of these disciplines, and dive into real-world strategies, techniques, and applications.

Prerequisites

MKTG 330 Principles of Marketing or COMM 277 Intro to Strategic Communication

Course Objectives / Learning Outcomes

After completing this course, you should be able to:

- Identify the key thinkers and foundational ideas that shaped today's fast-moving world of strategic communication—including advertising, public relations, and related disciplines.
- Understand how strategic, integrated communication emerged from the natural blending of these individual fields.
- Explain and apply the core models that drive effective strategic campaigns and programs.
- Use what you've learned to confidently move into more advanced coursework or tackle entry-level roles in the communication field.



Course Outline

Although we will try to stay close to this schedule, the topics may be changed at the discretion of the instructor:

Introduction.

Chapter #1, "An Introduction to Integrated Marketing Communications"

Chapter #2, "The Role of IMC in the Marketing Process"

Chapter #4, "Perspectives on Consumer Behavior"

Chapter #5, "The Communication Process"

Chapter #6, "Source, Message and Channel Factors"

EXAM #1

Chapter #7, "Establishing Objectives and Budgeting for the Promotional Program"

Chapter #8, "Creative Strategy: Planning & Development"

Chapter #9, "Creative Strategy: Implementation & Evaluation"

Chapter #10, "Media Planning & Strategy"

EXAM #2

Chapter #11, "Evaluation of Media: Television & Radio"

Chapter #12, "Evaluation of Media: Magazines & Newspapers"

Chapter #13, "Support Media"

Chapter #14, "Direct Marketing"

Chapter #15, "The Internet: Digital & Social Media"

EXAM #3

Chapter #16, "Sales Promotion"

Chapter #17, "Public Relations, Publicity & Corporate Advertising"

Chapter #18, "Measuring the Effectiveness of the Promotional Program"

EXAM #4: Chapters 12-14.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.



Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from the use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignments and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with your ability to complete course requirements. You should also notify your instructor if something occurs during the term that interferes with your ability to complete course requirements, such as experiencing a concussion.

Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Course Evaluation Methods

Written Assignments/Homework: There are several homework exercises that I will ask you to complete throughout the course. You will be able to access most of these through links in Canvas. Exercises are due by the assigned date and time, and it is your responsibility to see that they are submitted on time. Assignments submitted one day late (i.e., the calendar date after the due date) may be accepted for half credit. Otherwise, late assignments will receive no credit.

All homework must be typed and professional in appearance.

The instructor has a mailbox in room 110. Students may, if necessary, turn homework in to the mailbox. However, students must obtain a departmental stamp from the office workers in room 110 that specifies the time and date in which the homework was turned in. If the homework in the mailbox does not have a departmental stamp, no credit will be given for the assignment.



It is the responsibility of the student, not Kelce staff members, to ensure that the stamp is received

Material Required: For this course, you will need a #2 pencil and a Scantron answer sheet (Form No. 882-ES) for each exam.

Exams: Four examinations worth 100 points each. Exams will consist of multiple-choice and true/false questions, and will cover both lecture material, assigned textbook material, and any handouts. I will try to follow the exam schedule indicated on this syllabus as much as possible. Occasionally, test dates may be changed. These changes will be announced in class. Permission to miss or delay an exam must be obtained prior to exam period. You must e-mail me with your request and reason and I will respond back to you via e-mail. Ten (10) points will be deducted from the score of the make-up exam if permission is not gained beforehand. Only one (1) make-up exam, per student, will be allowed for the semester.

Quizzes: Quizzes will be given randomly throughout the semester over materials discussed in class. Most quizzes will be worth 10 points each. These quizzes will be announced one class period in advance. There will not be any make up dates for quizzes.

Grading Procedure: A total of 720 points is possible. Your grade will be based upon the following: 90% - 100% = A; 80% - 89% = B; 70% - 79% = C; 60% - 69% = D; below 60% = F.

Homework Assign.	235 points
Exams	400 points
Quizzes	60 points
Participation	25 points
	720 Points Possible

Letter grades will be assigned according to the standard scale.

A: 90%-100%, B: 80%-89%, C: 70%-79%, D: 60%-69%, F: below 60%

Faculty Notification of Student Academic Progress

Canvas gradebook will be used. Students may track their current grade there. Students with poor performance or attendance will also be notified via Early Alerts after the 4th week and for poor midterm grades after the 7th week.

Notes

Please see PSU's Syllabus Supplement for this semester, provided by the Registrar's Office.



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The instructor reserves the right to amend and to reorganize this syllabus at any time. You will be notified if this occurs.

MKTG 410 Correspondence

Alex,

Could you please also invite Kristen Livingston to our meeting. She is the instructor of Intro to Strategic Communication. I've attached her course syllabus.

She added the last page where she gave her interpretation of how Strategic Communication relates to Integrated Marketing Communication.

Hopefully we can work together in some way on these courses. I would hate to have yet another duplicate course at this university.

Troy

Dr. Troy O. Comeau
Professor/Chair, Departments of Communication/English and Modern Languages
Pittsburg State University
Grubbs Hall 313
620-235-4724

From: Kristen Livingston <kmlivingston@pittstate.edu>
Sent: Wednesday, December 3, 2025 4:07 PM
To: Mary Judene Nance <mjnance@pittstate.edu>; Lynn Murray <lmurray@pittstate.edu>; Troy Comeau <tcomeau@pittstate.edu>; Alex Binder <abinder@pittstate.edu>
Subject: Re: Intro To Strategic Communication

Happy Afternoon!!!

I have attached the NEW syllabus for Introduction to Strategic Communication with the aspects discussed for IMC.

I appreciate all of you for your insight!!!

Thank you!

Dr. Kristen Livingston 📧
Assistant Professor
Department of Communication
Pittsburg State University

From: Mary Judene Nance <mjnance@pittstate.edu>
Sent: Wednesday, December 3, 2025 3:42:35 PM
To: Lynn Murray <lmurray@pittstate.edu>; Troy Comeau <tcomeau@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Kristen Livingston <kmlivingston@pittstate.edu>
Subject: Re: Intro To Strategic Communication

If I could, I would like to see a copy of Kristen's syllabus.

Thank you,
Mary Judene

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)

From: Lynn Murray <lmurray@pittstate.edu>
Sent: Wednesday, December 3, 2025 4:40:08 PM
To: Troy Comeau <tcomeau@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Kristen Livingston <kmlivingston@pittstate.edu>; Mary Judene Nance <mjnance@pittstate.edu>
Subject: Re: Intro To Strategic Communication

It would be easier if it were a number change but you have to do a new course if you change number or prefix.

Mary Judene, do you see any issues with a 300 level course?

From: Troy Comeau <tcomeau@pittstate.edu>
Sent: Wednesday, December 3, 2025 3:19 PM
To: Lynn Murray <lmurray@pittstate.edu>; Alex Binder <abinder@pittstate.edu>; Kristen Livingston <kmlivingston@pittstate.edu>; Mary Judene Nance <mjnance@pittstate.edu>
Subject: Intro To Strategic Communication

Hi all,

I talked with the Dean about our plan to provide an elective for our Business students and I asked him if there is any reason to legislate a new course or simply change the # of our current course. He felt that we could do a number change easier through the system unless we wanted to change the content of the course.

Looking at the Introduction to Strategic Communication course syllabus, is there any reason we can't simply change the course number to a 300 level? On our end I think it would still work for what we are wanting to do.

Kristen can attach the syllabus to a "reply all" if you would like to see it again.

Troy

Dr. Troy O. Comeau
Professor/Chair, Departments of Communication/English and Modern Languages
Pittsburg State University
Grubbs Hall 313
620-235-4724

From: Mary Judene Nance <mjnance@pittstate.edu>
Sent: Thursday, February 19, 2026 3:42 PM
To: Troy Comeau <tcomeau@pittstate.edu>
Cc: Alex Binder <abinder@pittstate.edu>; Lynn Murray <lmurray@pittstate.edu>
Subject: Re: Integrated Marketing Communication Course

Troy,

Thank you very much and I look forward to working with you and the Communications Department in the future.

Mary Judene Nance, M.B.A.
Instructor, Kelce College of Business
Pittsburg State University

From: Troy Comeau <tcomeau@pittstate.edu>
Sent: Thursday, February 19, 2026 1:48 PM
To: Mary Judene Nance <mjnance@pittstate.edu>
Cc: Alex Binder <abinder@pittstate.edu>; Lynn Murray <lmurray@pittstate.edu>
Subject: Re: Integrated Marketing Communication Course

Thank you for letting me know. I will hold off on paperwork to move our course to the 300 level.

Please let us know how we can work together in the future for the benefit of Pittsburg State students.

Troy

Dr. Troy O. Comeau
Professor/Chair, Department of Communication
Pittsburg State University
Grubbs Hall 313
620-235-4724

From: Mary Judene Nance <mjnance@pittstate.edu>
Sent: Thursday, February 19, 2026 1:12 PM
To: Troy Comeau <tcomeau@pittstate.edu>
Cc: Alex Binder <abinder@pittstate.edu>; Lynn Murray <lmurray@pittstate.edu>
Subject: Integrated Marketing Communication Course

Troy,

Thank you for the time that you and Kristen have spent trying to arrive at a solution regarding the Integrated Marketing Communication course proposed by the Kelce College of Business. After much deliberation, we decided we would like to move forward with seeking Senate approval for our course for two significant reasons:

- Many of our peers have a course called Integrated Marketing Communication(s) taught in the Marketing department by Marketing faculty including but not limited to: KU, Emporia State, Fort Hays State, Missouri Southern, Arkansas, Central Oklahoma, Central Missouri, Arkansas Tech, and Arkansas-Fort Smith. As you may recall, the proposed course is a combination of two courses (Advertising Management and Social Media Marketing) and the impetus for this course to begin with was to keep up with the direction of our industry.
- While there is some overlap in topics with COMM 277, their content doesn't perfectly align, including the level at which they are taught. We need the course to be taught at the 400-level because we need our students who take this class to have taken MKTG 330 Principles of Marketing both for the sake of having some understanding of the principles of marketing beforehand and because it needs to be an upper-level elective to fit with the program's other requirements. Marketing majors must take 9 hours of upper-level electives, and this course is replacing the two that we have been teaching. We also understand your faculty have some concern about your course being changed above a 300-level course.

We hope this explains and outlines our thinking. We're still very open to collaboration with the Communications faculty and will encourage our students to add a Communications major or minor when appropriate, as many already have. If you have any questions, please do not hesitate to contact Dr. Alex Binder, Dr. Lynn Murray or myself.

Thank you in advance for your consideration

Mary Judene Nance, M.B.A.
Instructor, Kelce College of Business
Pittsburg State University

From: Troy Comeau <tcomeau@pittstate.edu>
Sent: Tuesday, February 24, 2026 10:07 AM
To: Alex Binder <abinder@pittstate.edu>
Subject: Re: Meeting about new course

Sounds good, supposed to be a warm day. 313 Grubbs Hall.

Troy

Dr. Troy O. Comeau
Professor/Chair, Department of Communication
Pittsburg State University
Grubbs Hall 313
620-235-4724

From: Alex Binder <abinder@pittstate.edu>
Sent: Tuesday, February 24, 2026 10:05 AM
To: Troy Comeau <tcomeau@pittstate.edu>
Subject: Re: Meeting about new course

I can do 2pm tomorrow. I will come to you unless you object. I could use the steps.

Alexander D. Binder, PhD
Associate Professor of Economics | Faculty Chair
Kelce College of Business
Pittsburg State University
Kelce 211B
(620) 235-4546

From: Troy Comeau <tcomeau@pittstate.edu>
Sent: Tuesday, February 24, 2026 10:01 AM
To: Alex Binder <abinder@pittstate.edu>
Subject: Re: Meeting about new course

Yes, how about between 11 - 12 or 1:30 - 3:00 tomorrow or anytime after 2 PM on Thursday.

Troy

Dr. Troy O. Comeau
Professor/Chair, Department of Communication
Pittsburg State University
Grubbs Hall 313
620-235-4724

From: Alex Binder <abinder@pittstate.edu>
Sent: Tuesday, February 24, 2026 9:30 AM
To: Troy Comeau <tcomeau@pittstate.edu>
Subject: Meeting about new course

Troy,

Would you have time (15 minutes or so) this week to meet about the new marketing course? I have one idea I'd like to run by you.

Alex

Alexander D. Binder, PhD
Associate Professor of Economics | Faculty Chair
Kelce College of Business
Pittsburg State University
Kelce 211B
(620) 235-4546

Alex Binder: At our meeting on February 25, 2026, Troy and I came to an understanding that the Marketing faculty would like to proceed with legislating MKTG 410 as a new course to keep up with the standards and curriculum in the industry. We recognized that there is some overlap in the programs and agreed to collaborate together to find ways to mutually benefit each program's students.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **2/27/2026**

Department: **Marketing**

College of: **Business**

Contact Person: **Chandler Davidson**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **450**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

The course name is being updated to align with peer institutions and better reflect its content and progression within the program, supporting clarity, consistency, and curricular alignment.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Personal Selling & Sales Mgmt	Introduction to Professional Selling
Course Number:	MKTG 450	MKTG 450
Credits:	3	3
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):	MKTG 330 Principles of Marketing	MKTG 330 Principles of Marketing -or- MKTG 201 Fundamentals of Marketing
Course Description:	Study of professional selling practices and philosophies. Provides an introduction to the basic activities of sales management and personal selling skills. Topics covered include training, recruiting, motivation, evaluation and compensation of sales force; time and territory management; personal selling process; sales ethics. Prerequisite: MKTG 330 Principles of Marketing.	Study of professional selling practices and philosophies. Provides an introduction to the basic activities of sales management and personal selling skills. Topics covered include training, recruiting, motivation, evaluation and compensation of sales force; time and territory management; personal selling process; sales ethics. Prerequisite: MKTG 330 Principles of Marketing. or MKTG 201 Fundamentals of Marketing

Authorization Sign-Off

Checklist: Check once verified.

✓
✓
✓

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 03/03/2026

Signature, Chair/Director: _____

Alfred D. Birch

-Approved: College Curriculum Committee

Date: 04/08/2026

Signature, Committee Chair: _____

Jennifer Puralez

-Approved: Dean of College

Date: 04/08/26

Signature, Dean: _____

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Ruff

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **2/27/2026**

Department: **Marketing**

College of: **Business**

Contact Person: **Chandler Davidson**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **451**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

The course name is being updated to align with peer institutions and better reflect its content and progression within the program, supporting clarity, consistency, and curricular alignment.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Pro. Selling & Negotiations	Advanced Professional Selling
Course Number:	MKTG 451	MKTG 451
Credits:	3	3
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):	MKTG 450 Personal Selling and Sales Management	MKTG 450 Introduction to Professional Selling
Course Description:	An experiential study of the relationship selling and negotiation process in consumer and business-to-business selling environments. Focuses on development of student competence in professional selling theory and approaches, presentation skills, and negotiation analysis and practices. Pre-requisite: MKTG 450 Personal Selling and Sales Management.	An experiential study of the relationship selling and negotiation process in consumer and business-to-business selling environments. Focuses on development of student competence in professional selling theory and approaches, presentation skills, and negotiation analysis and practices. Pre-requisite: MKTG 450 Introduction to Professional Selling.

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 03/03/2026

Signature, Chair/Director: _____

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 04/08/2026

Signature, Committee Chair: _____

Jennifer Purcell

-Approved: Dean of College

Date: 04/08/26

Signature, Dean: _____

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Bryon McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Rull

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **03/06/2026**

Department: **KUSB**

College of: **Business**

Contact Person: **Chandler Davidson**

Create New, Revise, Inactivate, or Reactivate: **New**

Course #: **MKTG 452**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

This course is being added to bolster and enhance our sales certificate and our new Sales Center efforts to serve our students interested in careers in sales. It will be included as an elective for our Marketing majors for now with the likelihood of a new Sales minor in the near future.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☒ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes ☒ No

5. Will additional resources or costs be required?

☒ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		Sales Management
Course Number:		MKTG 452
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		MKTG 450 Introduction to Professional Selling
Course Description:		Sales Management prepares students for advanced professional selling roles by expanding on the foundational skills learned in MKTG 450. This course emphasizes sales strategy, leadership, sales technology, analytics, and negotiation within modern B2B environments. Students will engage with real-world cases, role-plays, cultural intelligence scenarios, and applied projects that reflect contemporary challenges in sales management.

Authorization Sign-Off

Checklist: Check once verified.

☒	Required fields completed.
☒	Syllabus attached for new courses
☒	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 03/03/2026

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 04/08/2026

Signature, Committee Chair:

Jennifer Purvalley

-Approved: Dean of College

Date: 04/08/26

Signature, Dean:

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair:

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate:

Melinda Ruff

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.



MKTG 452*01 Sales Management

Course Evaluation Methods

Advanced Sales Role-Play Series (15%):

Students will complete a three-part sales role-play sequence that increases in difficulty across the semester. Each role-play focuses on a different phase of the selling process; prospecting, needs assessment, and negotiation. Students are evaluated on preparation, communication skills, value presentation, adaptability, and professionalism. Feedback will be provided after each call to support improvement and skill development.

CRM & Analytics Application Project (10%):

Using sample customer and territory data, students will assess account potential, segmentation opportunities, and sales activity priorities. Students will use CRM-style insights to develop a territory strategy and make data-driven recommendations. This project emphasizes analytics, strategic decision-making, and real-world application of Chapters 3–5.

Sales Training Module (10%):

Students will design a training program for onboarding new salespeople. The module must include clear learning objectives, training content, delivery methods, and evaluation metrics based on the principles in Chapter 10. The final deliverable should demonstrate understanding of sales knowledge, skills development, and instructional design.

Quizzes, Cases, Chapter Reflections (5%):

Short, low-stakes assessments will be assigned throughout the semester to reinforce chapter content. These may include quizzes, case responses, chapter reflections, and ethical scenario questions. They are designed to encourage consistent engagement with the material and to prepare students for exams.

Exams (60%):

Three exams will be administered throughout the semester. Each exam covers the major concepts, frameworks, and applications from the assigned chapters. Question formats may include multiple-choice, short answer, applied scenarios, and data interpretation. Exams emphasize conceptual understanding, application of sales management principles, and mastery of course content.



Grading Scale: Final grades will be based on a standard scale.

90% or greater = A; 80 - 89% = B; 70 - 79% = C; 60 - 69% = D; below 60% = F

Faculty Notification of Student Academic Progress

Students can conveniently access their course grades, monitor their progress, and get feedback on their assignments via the Canvas learning management system. The instructor is committed to posting grades within one week of the due date. Additionally, it is important to note that mid-term grades of Ds and Fs will be reported to the Registrar's Office to ensure accurate academic records. Additionally, it is important to note that poor attendance and/or academic performance will prompt an alert in Navigate.



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Pittsburg State University

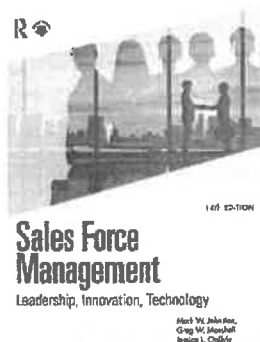
MKTG 452*01 Sales Management

Instructor Information

Instructor: Chandler Davidson, Assistant Instructional Professor of Marketing
Office: Kelce 110J
Hours: Monday & Wednesday 12:30pm - 2:00pm
Tuesday & Thursday 9:00am - 11:00am & 12:30pm - 2:00pm
Phone: 620-235-4585
E-mail: cdavidson@pittstate.edu

Textbook

Johnston, Michael W., Greg W. Marshall, and John L. Ogilvie. Sales Force Management. 14th edition., 2025.



ISBN: 9781032692722

Required textbook, can also be purchased in the Campus Bookstore.

Catalog Course Description

Sales Management prepares students for advanced professional selling roles by expanding on the foundational skills learned in MKTG 450. This course emphasizes sales strategy, leadership, sales technology, analytics, and negotiation within modern B2B environments. Students will engage with real-world cases, role-plays, cultural intelligence scenarios, and applied projects that reflect contemporary challenges in sales management.

Prerequisites

- MKTG 450 Introduction to Professional Selling

Course Objectives / Learning Outcomes

Upon completion of this course, students will be able to:



- Demonstrate advanced selling and negotiation strategies in both individual and team-based selling environments.
- Apply CRM, analytics, and digital tools to support decision-making and customer engagement.
- Evaluate and design components of a sales management system, including motivation, performance measures, and compensation.
- Diagnose customer needs and present value-based solutions supported by evidence and insight.
- Exhibit cultural intelligence and ethical judgment in domestic and global selling situations.
- Lead and coach sales conversations using concepts of modern leadership (e.g., servant leadership).

Teaching Methods

As this course is designed as a traditional (face-to-face) medium, course delivery will primarily consist of class lectures, discussions, chapter assignments, case studies, quizzes, exams, and oral sales presentations. The Textbook IS REQUIRED for this course. Students are expected to communicate with the instructor via Canvas or email. Inquiries will be responded to within 24 hours.

Canvas

Most course content is available on Canvas. It is imperative that you know how to use Canvas for this course. Canvas help can be found [here](#).

Attendance Policy

Students are expected to attend this face-to-face class as scheduled. There may be exceptions to this as the semester progresses. Please watch Canvas announcements for details. If class must be cancelled due to inclement weather (or any other reason), an announcement will be made on Canvas as soon as possible. An alternative assignment or recorded lecture may also be provided in lieu of regular class meetings. If the student needs to miss consecutive classes, he or she needs to contact the professor. Should a student decide to drop the class, it is his or her responsibility to complete the appropriate forms with the Registrar's Office to officially withdraw from the class. For those who will be absent due to PSU related events, please submit a schedule of those dates ahead of time from your faculty sponsored advisor. Students should also contact the Registrar's Office if special consideration needs to be given for personal problems that arise.



Classroom Conduct

Rules of common courtesy will apply in this class. The minimum courtesy requirement is that students refrain from disturbing the learning experience by disrupting other students or the professor. At the discretion of the professor, courtesy disruptions will result in the deduction of class participation points. Continued violations of any courtesy requirements may result in the student being dropped from the class roster.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current [Syllabus Supplement](#). Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from the use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignments and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with your ability to complete course requirements. You should also notify your instructor if something occurs during the term that interferes with your ability to complete course requirements, such as experiencing a concussion.



Assistance and/or appropriate accommodations may be available through the contacts listed on the current [Syllabus Supplement](#).

Course Outline

Week		Class Focus	Assignments Due
1	Introduction	Course Introduction & The Modern Sales Landscape	Reading: Chapter 1 Topics: Changes in sales post-COVID, innovation, technology, ethics, global sales, leadership Activity: Chapter Discussion #1 – Leading on New Turf
2	Formulation of a Sales Program	The Sales & Buying Processes	Reading: Chapter 2 Topics: B2B vs. B2C selling, buying center roles, selling stages Activity: Mini-case discussion
3		CRM, Data Analytics & Strategic Integration	Reading: Chapter 3 Topics: CRM process, predictive analytics, social CRM, relationship selling Activity: CRM audit assignment
4		Linking Sales Strategy to Marketing Strategy	Reading: Continue Chapter 3 Topics: Integrating sales with other business functions, market orientation Activity: Case: Strategic account planning
5		Organizing the Sales Effort	Reading: Chapter 4 Topics: Sales structure, key account management, team selling, digital cold calling
6		The Strategic Role of Information	Reading: Chapter 5 Topics: Forecasting, quota-setting, territory design, AI in sales planning Activity: Forecasting simulation
7	Exam	Exam 1 Assessment + Applied Negotiation Workshop	Exam 1 Assessment Introduction to negotiation frameworks and prep tools
8	Implementation of the Sales Program	Understanding Salesperson Performance	Reading: Chapter 6 Topics: Motivation models, role ambiguity, stress, conflict Activity: Leadership challenge
9		Motivating the Sales Force	Reading: Chapter 7 Topics: Expectancy theory, incentives, career stages Activity: Case-based incentive plan design
10		Selecting & Recruiting Sales Talent	Reading: Chapters 8 & 9 Topics: Aptitude, characteristics of successful salespeople, structured interviewing Activity: Job profile & selection metric exercise
11	Exam	Exam 2 + Sales Training Programs	Exam 2 Assessment Reading: Chapter 10 Topics: Training design, evaluation methods, e-learning, technology Activity: Develop a training module
12	Evaluation and Control of the Sales Program	Salesperson Compensation & Incentives	Reading: Chapter 11 Topics: Salary, commission, hybrid compensation, contests, transparency Activity: Compensation plan simulation
13		Cost Analysis	Reading: Chapter 12 Topics: Full cost vs. contribution margin, ABC accounting, ROI Activity: Sales cost analysis worksheet
14		Evaluating Salesperson Performance	Reading: Chapter 13 Topics: Objective vs. subjective measures, BARS, 360° feedback, tech-enabled evaluation Activity: Performance evaluation role-play
15	Thanksgiving Break		
16	Presentations	Capstone Negotiation & Final Presentations	Students complete a full negotiation simulation and present analysis of strategy, outcomes, and ethical considerations
17	Final Exam		



Course Evaluation Methods

Advanced Sales Role-Play Series (15%):

Students will complete a three-part sales role-play sequence that increases in difficulty across the semester. Each role-play focuses on a different phase of the selling process; prospecting, needs assessment, and negotiation. Students are evaluated on preparation, communication skills, value presentation, adaptability, and professionalism. Feedback will be provided after each call to support improvement and skill development.

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Students can conveniently access their course grades, monitor their progress, and get feedback on their assignments via the Canvas learning management system. The instructor is committed to posting grades within one week of the due date. Additionally, it is important to note that mid-term grades of Ds and Fs will be reported to the Registrar's Office to ensure accurate academic records. Additionally, it is important to note that poor attendance and/or academic performance will prompt an alert in Navigate.

Notes

Please see [PSU's Syllabus Supplement for this semester](#), provided by the Registrar's Office.

The instructor reserves the right to amend and to reorganize this syllabus at any time. You will be notified if this occurs.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **3/5/2026**

Department: **HHPR**

College of: **Education**



Contact Person: **Cole Shewmake**

Create New, Revise, Inactivate, or Reactivate: **New**



Course #: **HHP 201**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

This course is for student athlete participation in Intercollegiate Athletics. We currently have the HHP 200: Lifetimes Sports course that we offer a variety of classes in (e.g. yoga, pilates, weight training, etc.). We also offer that course as credit for participation in Intercollegiate Athletics. Since only athletes are allowed to take the "Athletics course for credit", and the other courses under the HHP 200 umbrella are offered to general students, we would like to pull out the Athletics courses and make a new course HHP 201 Intercollegiate Athletics for all of those classes.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

**7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.**

**8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.**

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Intercollegiate Athletics
Course Number:		HHP 201
Credits:		1
Grading System:	Select One	Pass/Fail 
Pre/Co-Requisite(s):		none
Course Description:		This course will include a comprehensive experience of participation in Intercollegiate Athletics. Must be a member of an Intercollegiate Athletics team to enroll. May be repeated. Offered on Pass-Fail basis only.

Authorization Sign-Off

Checklist: Check once verified.

☒
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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/5/2026

Signature, Chair/Director: Cole Shewmake



-Approved: College Curriculum Committee

Date: 3/31/26

Signature, Committee Chair: [Signature]



-Approved: Dean of College

Date: Apr 2, 2026

Signature, Dean: Susan C. Bon

-Approved: Council for Teacher Education (if applicable)

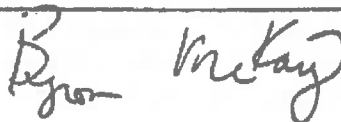
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: [Signature]



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda Rull



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

PITTSBURG STATE UNIVERSITY COLLEGE OF EDUCATION

Department of Health, Human Performance & Recreation

HHP 201: Intercollegiate Athletics

TBA

1 Credit Hours

Instructor:
Office:
Office Hours:

E-mail:
Phone:

Course Description: This course will include a comprehensive experience of participation in Intercollegiate Athletics. Must be a member of an Intercollegiate Athletics team to enroll. May be repeated. Offered on Pass-Fail basis only.

Purpose of the Course: The major purpose of this course is to provide student-athletes with comprehensive experience of competition at the collegiate level.

Competencies/Objectives: Upon completing this course the student should be able to:

1. Apply the concepts of teamwork in a competitive setting.
2. Analyze the importance of positive relationships on their effect on success.
3. Understand the importance of mental health in one's life.
4. Apply success strategies to competition in a given sport.
5. Understand general health-related fitness components and how to create an active lifestyle

Class Policies:

- A. **Student rights and responsibilities:** Please refer to this [link](#) for general information regarding student rights and responsibilities.
- B. **Academic Misconduct Policy (Article 30): Code of Student Rights and Responsibilities | Pittsburg State University:** It is the responsibility of each student to become familiar with the University's policies concerning academic misconduct.
- C. **USSA Policy:** Please see the Policy on University-Sponsored Student Activities for details on excused absences.
- D. **PSU Syllabus Supplement (Spring 2026): Syllabus Supplement Spring 2026**
- E. **Disability Services:** Any student in this class who has a disability that prevents the fullest expression of abilities may contact me as soon as possible to discuss class requirements. However, disclosure of any disability is not required.

Teaching Strategies: Course material will be presented through experiential learning and collaborative discussions with in a competitive setting.

Instructional Resources: No textbook required.

Evaluation: The grade for each student is based on...

- A. **Skill Demonstrations/Practical Labs** – Students will demonstrate learning outcomes through skilled performance during practice and competition settings.
- B. **Reflection** – Students will reflect on learning outcomes throughout the season and have one-on-one conversations with the instructor at various time intervals.
- C. **Attendance** – Students will cooperate with teammates to produce successful physical, affective, and cognitive outcomes.

Grading Scale: Pass/Fail

HHP 201 Intercollegiate Athletics

Final Audit Report

2026-04-02

Created:	2026-04-02
By:	Karen Lasota (KLASOTA@PITTSTATE.EDU)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0TO-SDb0llePf0nqmYuhn5wi-ZHxLy_c

"HHP 201 Intercollegiate Athletics" History

-  Document created by Karen Lasota (KLASOTA@PITTSTATE.EDU)
2026-04-02 - 3:13:25 PM GMT- IP address: 198.49.82.49
-  Document signing automatically delegated to Stephanie Swezey (sswezey@pittstate.edu) by Susan Bon (sbon@pittstate.edu)
2026-04-02 - 3:13:46 PM GMT
-  Document emailed to Stephanie Swezey (sswezey@pittstate.edu) for signature
2026-04-02 - 3:13:46 PM GMT
-  Document emailed to Susan Bon (sbon@pittstate.edu) for signature
2026-04-02 - 3:13:46 PM GMT
-  Email viewed by Stephanie Swezey (sswezey@pittstate.edu)
2026-04-02 - 8:41:01 PM GMT- IP address: 198.49.82.57
-  Document e-signed by Susan Bon (sbon@pittstate.edu)
Signature Date: 2026-04-02 - 10:41:58 PM GMT - Time Source: server- IP address: 198.49.82.57
-  Agreement completed.
2026-04-02 - 10:41:58 PM GMT



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Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **3/5/2026**

Department: **HHPR**

College of: **Education**



Contact Person: **Cole Shewmake**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **HHP 360**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

The course description for HHP 360 needs to be updated to reflect the content covered in the course. With growing popularity of Pickleball, we have been covering it in this course. Also, racquetball needs to be removed from the course description due to limited access to racquetball courts on campus. Additionally, with the removal of the pool, we previously removed HHP 120: Swimming from the physical education core. Swimming will now be covered in HHP 360, via use of a local facility.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes

☐ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Theory & Fundamentals of Activities I	Theory & Fundamentals of Activities I
Course Number:	HHP 360	HHP 360
Credits:	2	2
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	none	none
Course Description:	Theories and techniques of individual and dual sports with practical application of knowledge, principles, and analysis of skill as they relate to the teaching process. Sport activities to be covered will be selected from the following: tennis, bowling, badminton, golf, archery, and racquetball.	Theories and techniques of individual and dual sports with practical application of knowledge, principles, and analysis of skill as they relate to the teaching process. Possible sport activities to be covered include: tennis, pickleball, bowling, badminton, golf, archery, and swimming.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/5/2026

Signature, Chair/Director: Cole Shewmake



-Approved: College Curriculum Committee

Date: 3/31/26

Signature, Committee Chair: [Signature]



-Approved: Dean of College

Date: Apr 2, 2026

Signature, Dean: [Signature]



-Approved: Council for Teacher Education (if applicable)

Date: 4/1/26

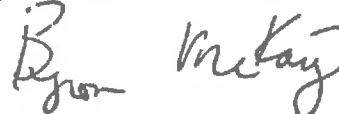
Signature, Council Chair: [Signature]



-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

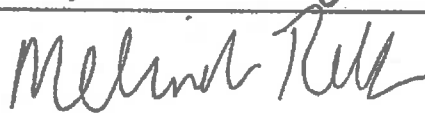
Signature, Committee Chair: [Signature]



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: [Signature]



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

HHP 360 Theory and Fundamentals of Activities

Final Audit Report

2026-04-02

Created:	2026-04-02
By:	Karen Lasota (KLASOTA@PITTSTATE.EDU)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2sDXKIiKI52KeLe8Y1Ailb8kj-JlXhx-

"HHP 360 Theory and Fundamentals of Activities" History

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-  Document signing automatically delegated to Stephanie Swezey (sswezey@pittstate.edu) by Susan Bon (sbon@pittstate.edu)
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2026-04-02 - 8:40:56 PM GMT- IP address: 198.49.82.57
-  Document e-signed by Susan Bon (sbon@pittstate.edu)
Signature Date: 2026-04-02 - 10:42:17 PM GMT - Time Source: server- IP address: 198.49.82.57
-  Agreement completed.
2026-04-02 - 10:42:17 PM GMT



Adobe Acrobat Sign

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **3/6/26**

Department: **HHPR**

College of: **Education**

Contact Person: **David Boffey, PhD**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **HHP 464**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Remove Corequisite: HHP 460 Kinesiology. Many students take HHP 460 and HHP 464 during separate semesters. This change will decrease the amount of overrides and give students more options when scheduling classes.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes

☐ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Physiology of Exercise	Physiology of Exercise
Course Number:	HHP 464	HHP 464
Credits:	3	3
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):	Prerequisites: BIOL 257/BIOL 258 Anatomy and Physiology/Laboratory. Corequisite: HHP 460 Kinesiology	Prerequisites: BIOL 257/BIOL 258 Anatomy and Physiology/Laboratory.
Course Description:	Responses of the human body to exercise with special emphasis on muscular contraction, body composition, training regimens, generation of energy, and oxygen transport system.	Responses of the human body to exercise with special emphasis on muscular contraction, body composition, training regimens, generation of energy, and oxygen transport system.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.

Syllabus attached for new courses

Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/5/2026

Signature, Chair/Director: Cole Shewmake



-Approved: College Curriculum Committee

Date: 3/31/26

Signature, Committee Chair:



-Approved: Dean of College

Date: Apr 2, 2026

Signature, Dean: Sean C. Bon



-Approved: Council for Teacher Education (if applicable)

Date: 4/1/26

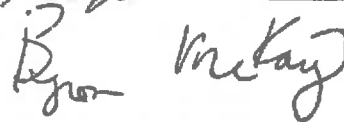
Signature, Council Chair:



-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

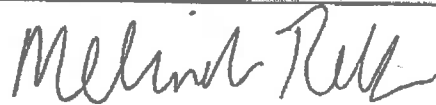
Signature, Committee Chair:



-Approved: Faculty Senate

Date: 6/11/26

Signature, Recorder Faculty Senate:



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

HHP 464 Physiology of Exercise

Final Audit Report

2026-04-02

Created:	2026-04-02
By:	Karen Lasota (KLASOTA@PITTSTATE.EDU)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQsLCT9MoKW0FzF3IC5lxBrjPBtAqI

"HHP 464 Physiology of Exercise" History

-  Document created by Karen Lasota (KLASOTA@PITTSTATE.EDU)
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-  Document signing automatically delegated to Stephanie Swezey (sswezey@pittstate.edu) by Susan Bon (sbon@pittstate.edu)
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-  Document emailed to Susan Bon (sbon@pittstate.edu) for signature
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2026-04-02 - 8:40:33 PM GMT- IP address: 198.49.82.57
-  Document e-signed by Susan Bon (sbon@pittstate.edu)
Signature Date: 2026-04-02 - 10:42:39 PM GMT - Time Source: server- IP address: 198.49.82.57
-  Agreement completed.
2026-04-02 - 10:42:39 PM GMT



Adobe Acrobat Sign

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 3/6/26

Department: HHPR

College of: Education

Contact Person: David Boffey, PhD

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BS Exercise Science

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Remove the following courses from the Core Requirements of the Major:

FCS-203 Nutrition and Health (3 credits)

FCS-405 Advanced Nutrition and Wellness (3 credits)

Add the following to Human Performance/Strength and Conditioning Emphasis:

FCS-203 Nutrition and Health (3 credits)

Add the following to Exercise Science Electives:

FCS-405 Advanced Nutrition and Wellness (3 credits)

Add the following to Additional Electives Available for Clinical/Pre-Professional Emphasis:

FCS-203 Nutrition and Health (3 credits)

Change Core Requirements Hours from 51 to 45

2. Rationale for change, including changes to curriculum objectives:

These two FCS classes are not required for Clinical/Pre-Professional Emphasis students entering graduate school or professional school after their undergraduate degree. This change enables these students to have a wider variety of elective choices and more options.

FCS 203 Nutrition and Health is a prerequisite for FCS 406 Sports Nutrition, which is in the Human Performance/Strength and Conditioning Emphasis. Adding FCS 203 Nutrition and Health into this emphasis clearly shows students the pathway to graduation with this emphasis.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".



Yes



No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/5/2026

Signature, Chair/Director: Cole Shewmake

Cole Shewmake

-Approved: College Curriculum Committee

Date: 3/31/26

Signature, Committee Chair: *[Signature]*

[Signature]

-Approved: Dean of College

Date: Apr 2, 2026

Signature, Dean: Sean C. Bo

Sean C. Bo

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: *Ben McKay*

Ben McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: *Melinda Ruff*

Melinda Ruff

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Bachelor of Science Degree with a major in Exercise Science

Degree: Bachelor of Science

Major: Exercise Science

Emphasis available: Clinical/Pre-Professional,
Human Performance/Strength Conditioning

General Education Requirements

General Education requirements consist of 34-36 credit hours of course work.

Required Math Gateway Courses, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51 hours

See notes *1

- ___ BIOL-111 General Biology (3 hours)
- ___ BIOL-112 General Biology Laboratory (2 hours)
- ___ BIOL-257 Anatomy and Physiology (3 hours)
- ___ BIOL-258 Anatomy and Physiology Laboratory (2 hours)
- ___ CHEM-105 Introductory Chemistry (3 hours)
- ___ CHEM-106 Introductory Chemistry Laboratory (1 hour)
- ___ FCS-203 Nutrition and Health (3 hours)
- ___ FCS-405 Advanced Nutrition and Wellness (3)
- ___ EXSCI-480 Strength and Conditioning (3 hours)
- ___ EXSCI-520 Exercise Testing and Prescription (3 hours)
- ___ EXSCI-540 Introduction to Research Methods (3 hours)
- ___ EXSCI-550 Research Project in Exercise Physiology (3 hours)
- ___ EXSCI-599 Pre-Internship (1 hour)
- ___ HHP-480 Kinesiology (3 hours)
- ___ HHP-484 Physiology of Exercise (3 hours)
- ___ HHP-486 Motor Learning and Development (3 hours)
- ___ MATH-110 College Algebra with Review (5 hours)
- or ___ MATH-143 Elementary Statistics (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- or ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PSYCH-155 General Psychology (3 hours)

Notes *1: Minimum 3.00 GPA required

Select 14 hours of Exercise Science electives from:

- ___ BIOL-211 Principles of Biology I (4 hours)
- ___ BIOL-212 Principles of Biology II (4 hours)
- ___ BIOL-322 Genetics (3 hours)

- and ___ BIOL-323 Genetics Laboratory (2 hours)
- ___ BIOL-371 General Microbiology (3 hours)
- and ___ BIOL-372 General Microbiology Laboratory (2 hours)
- ___ BIOL-410 Biological and Medical Terminology (2 hours)
- ___ BIOL-656 Human Physiology (3 hours)
- and ___ BIOL-657 Human Physiology Laboratory (2 hours)
- ___ BIOL-680 Human Anatomy and Dissection (5 hours)
- ___ CHEM-215 General Chemistry I (3 hours)
- and ___ CHEM-216 General Chemistry I Laboratory (2 hours)
- ___ CHEM-225 General Chemistry II (3 hours)
- and ___ CHEM-226 General Chemistry II Laboratory (2 hours)
- ___ CHEM-575 Biochemistry I (3 hours)
- ___ COMM-629 Theories of Human Communication (3 hours)
- ___ FCS-285 Lifespan Human Development (3 hours)
- ___ HHP-280 First Aid and CPR (2 hours)
- ___ HHP-282 Care and Prevention of Athletic Injuries (2 hours)
- ___ HHP-349 Group Fitness Instruction (2 hours)
- ___ HHP-482 Adapted Physical Education (2 hours)
- ___ HHP-763 Scientific Principles of Strength and Conditioning (3 hours)
- ___ MGT-101 Introduction to Business (3 hours)
- ___ MGT-105 Introduction to Entrepreneurship (3 hours)
- ___ MGT-201 Introduction to Management (3 hours)
- ___ MKTG-201 Fundamentals of Marketing (3 hours)
- ___ NURS-285 Health Promotion and Disease Prevention (2 hours)
- ___ NURS-314 Health Care Terminology and Drug Calculations (3 hours)
- ___ NURS-405 Gerontological Nursing (3 hours)
- ___ NURS-442 Pharmacology in Nursing (3 hours)
- ___ PHIL-207 Critical Thinking (3 hours)
- ___ PHIL-208 Logic (3 hours)
- ___ PHYS-100 College Physics I (4 hours)
- and ___ PHYS-130 Elementary Physics Laboratory I (1 hour)
- ___ PHYS-101 College Physics II (4 hours)
- and ___ PHYS-131 Elementary Physics Laboratory II (1 hour)
- ___ PSYCH-263 Developmental Psychology (3 hours)
- ___ PSYCH-362 Death and Dying (3 hours)
- ___ PSYCH-394 Principles of Learning (3 hours)
- ___ PSYCH-571 Abnormal Psychology (3 hours)
- ___ PSYCH-675 Human Factors Psychology (3 hours)
- ___ REC-240 Introduction to Therapeutic Recreation (3 hours)
- ___ REC-280 Leadership and Management in RSSHM (3 hours)
- ___ REC-320 Promotion in Recreation, Sport and Hospitality (3 hours)
- ___ REC-419 Research in Recreation (3 hours)
- ___ REC-441 Therapeutic Recreation Interventions for Older Adults (3 hours)
- ___ REC-450 Sport Operations and Governance (3 hours)
- ___ REC-465 Assessment and Documentation in Therapeutic Recreation (3 hours)
- ___ REC-469 Interventions in Therapeutic Recreation (3 hours)
- ___ REC-473 Diagnostic Groups within Therapeutic Recreation (3 hours)

Additional Electives Available for Clinical/Pre-Professional Emphasis

- ___ EXSCI-480 Science and Skills for the Fitness Professional (3 hours)
- ___ EXSCI-495 Physiology of Weight Management (3 hours)
- ___ FCS-406 Sports Nutrition (3 hours)

**Select one of the following
Emphases:**

Clinical/Pre-Professional

*See notes *2*

- ___ EXSCI-500 Physiology of Exercise II (3 hours)
- ___ EXSCI-510 Technology and Instrumentation in Exercise Physiology (3 hours)
- ___ EXSCI-530 Clinical Exercise Physiology (3 hours)
- ___ EXSCI-600 Internship (8-12 hours)

*Notes *2: 3.00 GPA required (Suggested Minor: Biology, Physical Science, Interdisciplinary Gerontology, Public Health, or Psychology)*

**Human Performance/Strength
Conditioning**

*See notes *3*

- ___ FCS-406 Sports Nutrition (3 hours)
- ___ EXSCI-480 Science and Skills for the Fitness Professional (3 hours)
- ___ EXSCI-495 Physiology of Weight Management (3 hours)
- ___ EXSCI-600 Internship (8-12 hours)

*Notes *3: 3.00 GPA required (Suggested Minor: Business Administration, Marketing, Public Health, or Psychology)*

Revised: 08/28/2025

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - BS Exercise Science

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			45
BIOL	111	General Biology	3
BIOL	112	General Biology Lab	2
BIOL	257	Anatomy and Physiology	3
BIOL	258	Anatomy and Physiology Lab	2
CHEM	105	Introductory Chemistry	3
CHEM	106	Introductory Chemistry Lab	1
EXSCI	490	Strength and Conditioning	3
EXSCI	520	Exercise Testing and Prescription	3
EXSCI	540	Introduction to Research Methods	3
EXSCI	550	Research Project in Exercise Physiology	3
EXSCI	599	Pre-Internship	1
HHP	460	Kinesiology	3
HHP	464	Physiology of Exercise	3
HHP	466	Motor Learning and Development	3
MATH	113	College Algebra	
		OR	3
MATH	143	Elementary Statistics	
PHIL	105	Ethics	
		OR	3
PHIL	112	Biomedical Ethics	
PSYCH	155	General Psychology	3
Support Courses -			0
Emphasis Courses -			15
		Clinical/Pre-Professional Emphasis	15
EXSCI	500	Physiology of Exercise II	3
EXSCI	510	Technology and Instrumentation in Exercise Physiology	3
EXSCI	530	Clinical Exercise Physiology	3
EXSCI	600	Internship (6-12 hours)	6
		OR	
		Human Performance/Strength and Conditioning Emphasis	18
EXSCI	480	Science and Skills for the Fitness Professional	3
EXSCI	495	Physiology of Weight Management	3
EXSCI	600	Internship (6-12 hours)	6
FCS	203	Nutrition and Health	3
FCS	406	Sports Nutrition	3
Elective Courses -			26
		General Electives for Both Emphases	

BIOL	211	Principles of Biology I	4
BIOL	212	Principles of Biology II	4
BIOL	322	Genetics/Lab	3
BIOL	323	Genetics Lab	2
BIOL	371	General Microbiology	2
BIOL	372	General Microbiology Lab	2
BIOL	410	Biological and Medical Terminology	2
BIOL	656	Human Physiology	3
BIOL	657	Human Physiology Lab	2
BIOL	660	Human Anatomy and Dissection	5
BUS	101	Introduction to Business	3
CHEM	215	General Chemistry	3
CHEM	216	General Chemistry Lab	2
CHEM	225	General Chemistry II	3
CHEM	226	General Chemistry II Lab	2
CHEM	575	Biochemistry I	3
COMM	629	Theories of Human Communication	3
FCS	285	Lifespan Human Development	3
FCS	405	Advanced Nutrition and Wellness	3
HHP	260	First Aid and CPR	2
HHP	262	Care and Prevention of Athletic Injuries	2
HHP	349	Group Fitness Instruction	2
HHP	462	Adaptive Physical Education	2
HHPR	763	Scientific Principles of Strength and Conditioning	3
MGT	105	Introduction to Entrepreneurship	3
MGT	201	Introduction to Management	3
MKTG	201	Fundamentals of Marketing	3
NURS	265	Health Promotion and Disease Prevention	2
NURS	314	Health Care Terminology and Drug Calculations	3
NURS	405	Health Alterations in Older Adults	3
NURS	442	Pharmacology in Nursing	3
PHIL	207	Critical Thinking	3
PHIL	208	Logic	3
PHYS	100	College Physics I	4
PHYS	130	Elementary Physics Lab I	1
PHYS	101	College Physics II	4
PHYS	131	Elementary Physics Lab II	1
PSYCH	263	Developmental Psychology	3
PSYCH	362	Death and Dying	3
PSYCH	394	Principles of Learning	3
PSYCH	571	Abnormal Psychology	3
PSYCH	675	Human Factors Psychology	3
REC	240	Intro to Therapeutic Recreation	3
REC	280	Methods and Leadership	3
REC	320	Promotion in Recreation, Sport, and Hospitality	3
REC	419	Research in Recreation	3
REC	441	Therapeutic Interventions for Older Adults	3

REC	450	Sport Operations and Governance	3
REC	465	Assessment and Documentation in TR	3
REC	469	Intervention in Therapeutic Recreation	3
REC	473	Diagnostic Groups within Therapeutic Rec	3

		Additional Electives Available for Clinical/Pre-Professional Emphasis	
EXSCI	480	Science and Skills for the Fitness Professional	3
EXSCI	495	Physiology of Weight Management	3
FCS	203	Nutrition and Health	3
FCS	406	Sports Nutrition	3
Total Credit Hours -			86
Minor -			
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions REQUIRE a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BS Exercise Science Rev

Final Audit Report

2026-04-02

Created:	2026-04-02
By:	Karen Lasota (KLASOTA@PITTSTATE.EDU)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUZDh2WBIZKRarskdS1Bw8XGTd2B3u5k

"BS Exercise Science Rev" History

-  Document created by Karen Lasota (KLASOTA@PITTSTATE.EDU)
2026-04-02 - 3:08:58 PM GMT- IP address: 198.49.82.49
-  Document signing automatically delegated to Stephanie Swezey (sswezey@pittstate.edu) by Susan Bon (sbon@pittstate.edu)
2026-04-02 - 3:09:21 PM GMT
-  Document emailed to Stephanie Swezey (sswezey@pittstate.edu) for signature
2026-04-02 - 3:09:22 PM GMT
-  Document emailed to Susan Bon (sbon@pittstate.edu) for signature
2026-04-02 - 3:09:22 PM GMT
-  Email viewed by Stephanie Swezey (sswezey@pittstate.edu)
2026-04-02 - 8:41:02 PM GMT- IP address: 198.49.82.57
-  Document e-signed by Susan Bon (sbon@pittstate.edu)
Signature Date: 2026-04-02 - 10:41:17 PM GMT - Time Source: server- IP address: 198.49.82.57
-  Agreement completed.
2026-04-02 - 10:41:17 PM GMT



Adobe Acrobat Sign

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: Mar 9, 2026

Department: School of Construction - Electrical Technology College of: Select One

Contact Person: Mr. Ed Moore

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Electrical Technology Certificate

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

We consolidated ET-181 Residential Wiring Methods 5CH and ET-182 Residential Wiring Methods Laboratory 1 into one course, ET-181 Residential Wiring Methods 6CH. We moved the Fundamentals of Electricity course from the ET-183 course number into the ET-182 course number. We now require our students to choose either the ET-396 Construction Safety 3 CH or the ET-393 Industrial Safety 3 CH course. In the vacated ET-183 course number, we created a new course called Electrical Safety – NFPA 70E, 3CH. We no longer offer the Special Project Course, previously ET-184. We consolidated the ET-185 Electrical Machinery & Equipment 5CH and the ET-186 Electrical Machinery and Equipment Laboratory 3CH into one course, now ET-184 Electrical Machinery & Equipment, 6CH. We changed the name of the Electrical Estimating and Blueprint Reading course to Electrical Blueprint Reading and Estimation and the course number from ET-187 to ET-185. We changed the summer semester class back to the ET-299 course number, renamed it Electrical Internship/Cooperative Education, and changed the CH to 1. We consolidated and renamed the ET-282 Motor Control Fundamentals 5CH and the ET-282 Motor Control Fundamentals Laboratory 3CH into the ET-283 Industrial Control Fundamentals Course 4CH. We no longer offer the Special Project course, previously ET-285 3CH. We created a new course called Programmable Logic Controllers for the ET-285 course number 4CH. We consolidated and renamed the ET-286 Industrial and Commercial Wiring Methods 5CH and the ET-287 Industrial and Commercial Wiring Methods Laboratory 1 3CH into the ET-287 Commercial and Industrial Wiring Methods course 4 CH. We created a new course called Professional and Personal Development 1CH for the ET-286 course number. We changed the credit hours for the ET-288 Journeyman Certification course from 3CH to 4CH. We no longer offer the Special Project course, previously ET-289. We utilized the ET-289 course number for a new course we created called Limited Energy Systems. Lastly, we created a new course and course number, ET-296 Advanced Industrial Controls and Automation.

We inactivated the Course Numbers ET-186, ET-187, ET-188, ET-282 course numbers

2. Rationale for change, including changes to curriculum objectives:

We initiated a deep overhaul of our program in order to better represent the actual instruction our students are receiving and time spent in lecture/labs. We also created some much needed new courses to dive deeper into our Programmable Logic Controllers, electrical safety, personal and professional development, and advanced industrial controls and automation topics. These topics are of great importance to current industry needs. We've also legislated in the requirement of either the ET-393 Industrial Safety or the ET-296 Construction Safety courses, which will provide each graduate an industry recognized safety credential, the OSHA-30 certification. These courses will help us better utilize our new third instructor and his expertise as well as allow our program to grow in size. We have doubled the size of our program in just 5 short years. These changes will be crucial to helping us accomplish our goals and produce more industry-ready graduates from our program.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".*



Yes



No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.	
☐	Program guide from current catalog.
☐	Academic Planning Excel attached.
☐	120 Credit hours met.
☐	Course Id's match Course names.
☐	Course hours are correct.
☐	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 2/26/26

Signature: Don Colgrove

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: Brian McKay

-Approved: Dean of College

Date: 4/7/26

Signature: Anna C. Bissett

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: Brian McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda Rell

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Major/Emphasis/Minor/Certificate - Electrical Technology Certificate

[illegible]

General Education, 34-35 hours -		
Total Credit Hours:	48	48 If they choose ET-289 49 if they choose ET-290

Be sure all information is correct and courses are active before submitting. Curriculum Revisions REQUIRE a program guide from the current catalog, 24/25. Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

Two-Year Technical Certificate in Electrical Technology

The two-year technical certificate is for individuals who want electrical training and certification without taking general education courses.

First Year

See notes *1

First Semester

- ___ET-181 Residential Wiring Methods (5 hours)
- ___ET-182 Residential Wiring Methods Laboratory I (3 hours)
- ___ET-183 Fundamentals of Electricity (3 hours)
- ___ET-184 Special Project (2 hours)

Second Semester

- ___ET-185 Electrical Machinery and Equipment (5 hours)
- ___ET-186 Electrical Machinery and Equipment Laboratory I (3 hours)
- ___ET-187 Electrical Estimating and Blueprint Reading (3 hours)
- ___ET-188 Special Project (2 hours)

Summer Session

- ___ET-299 Cooperative Industrial Training (Electrical Internship) (6 hours)

Notes *1: Note: The "on-the-job" Internship (ET 299) is required of all Electrical Technology students.

Second Year

Fourth Semester

- ___ET-282 Motor Control Fundamentals (5 hours)
- ___ET-283 Motor Control Fundamentals Laboratory I (3 hours)
- ___ET-284 National Electrical Code (3 hours)
- ___ET-285 Special Project (2 hours)

Fifth Semester

- ___ET-286 Industrial and Commercial Wiring Methods (5 hours)
- ___ET-287 Industrial and Commercial Wiring Methods Laboratory I (3 hours)
- ___ET-288 Journeyman Electrical Certification (3 hours)
- ___ET-289 Special Project (3 hours)

Total hours for Two-Year Technical Certificate in Electrical Technology (59 hours)

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date:

Department: School of Construction

College of: Technology

Contact Person: Mr. Ed Moore

Minor Required? No

Revision



Major/Minor/Emphasis/Certification Name:

Associate of Applied Science in Electrical Technology

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

We consolidated ET-181 Residential Wiring Methods 5CH and ET-182 Residential Wiring Methods Laboratory 1 into one course, ET-181 Residential Wiring Methods 6CH. We moved the Fundamentals of Electricity course from the ET-183 course number into the ET-182 course number. We now require our students to choose either the EST-396 Construction Safety 3 CH or the EST-393 Industrial Safety 3 CH course. In the vacated ET-183 course number, we created a new course called Electrical Safety - NFPA 70E, 3CH. We no longer offer the Special Project Course, previously ET-184. We consolidated the ET-185 Electrical Machinery & Equipment 5CH and the ET-186 Electrical Machinery and Equipment Laboratory 3CH into one course, now ET-184 Electrical Machinery & Equipment, 6CH. We changed the name of the Electrical Estimating and Blueprint Reading course to Electrical Blueprint Reading and Estimation and the course number from ET-187 to ET-185. We changed the summer semester class back to the ET-299 course number, renamed it Electrical Internship/Cooperative Education, and changed the CH to 1. We consolidated and renamed the ET-282 Motor Control Fundamentals 5CH and the ET-282 Motor Control Fundamentals Laboratory 3CH into the ET-283 Industrial Control Fundamentals Course 4CH. We no longer offer the Special Project course, previously ET-285 2CH. We created a new course called Programmable Logic Controllers for the ET-285 course number 4CH. We consolidated and renamed the ET-286 Industrial and Commercial Wiring Methods 5CH and the ET-287 Industrial and Commercial Wiring Methods Laboratory 1 3CH into the ET-287 Commercial and Industrial Wiring Methods course 4 CH. We created a new course called Professional and Personal Development 1CH for the ET-286 course number. We changed the credit hours for the ET-288 Journeyman Certification course from 3CH to 4CH. We no longer offer the Special Project course, previously ET-289. We utilized the ET-289 course number for a new course we created called Limited Energy Systems. Lastly, we created a new course and course number, ET-290 Advanced Industrial Controls and Automation.

We inactivated the Course Numbers ET-186, ET-187, ET-188, ET-282 course numbers.

We made one slight change to our possible electives from different departments. The GT-190 Introduction to Technological Systems 2CH is no longer offered. It was replaced with the GT-210 Survey of Technological Systems 3CH course. We also changed one of our Support course options as well, we used to take PHIL -208, but are changing that to PHIL -103 Intro to Philosophy, as it appears PHIL-208 is no longer offered on the Spring or Fall schedule of courses and PHIL-103 is.

2. Rationale for change, including changes to curriculum objectives:

We initiated a deep overhaul of our program in order to better represent the actual instruction our students are receiving and time spent in lecture/labs. We also created some much needed new courses to dive deeper into our Programmable Logic Controllers, electrical safety, personal and professional development, and advanced industrial controls and automation topics. These topics are of great importance to current industry needs. We've also legislated in the requirement of either the ET-393 Industrial Safety or the ET-296 Construction Safety courses, which will provide each graduate an industry recognized safety credential, the OSHA-30 certification. These courses will help us better utilize our new third instructor and his expertise as well as allow our program to grow in size. We have doubled the size of our program in just 5 short years. These changes will be crucial to helping us accomplish our goals and produce more industry-ready graduates from our program.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".



Yes



No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

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Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☒	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 2/26/26 Signature: Dan Colgrove

-Approved: College Curriculum Committee

Date: 4/7/26 Signature: Bryan McKay

-Approved: Dean of College

Date: 4/7/26 Signature: Anna C. Biddle

-Approved: Council for Teacher Education (if applicable)

Date: _____ Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26 Signature: Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26 Signature, Recorder Faculty Senate: Melinda Rull

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.psu.edu/catalog>**Academic Planning Document for 2025-2026**

Major/Emphasis/Miscellaneous - Electrical Technology - Associate of Applied Science (AAS)

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			48
ET	181	Residential Wiring Methods	6
ET	182	Fundamentals of Electricity	3
BST	996	Introduction to Construction Safety	3
or			
BST	993	Introduction to Industrial Safety	3
ET	183	Electrical Safety - NFPA70e	3
ET	184	Electrical Machinery and Equipment	6
ET	185	Electrical Blueprint Reading and Estimation	3
ET	283	Industrial Control Fundamentals	4
ET	284	National Electric Code	3
ET	285	Programmable Logic Controllers	4
ET	286	Professional and Personal Development	1
ET	287	Commercial & Industrial Wiring Methods	4
ET	288	Journeyman Certification	4
ET	299	Electrical Internship/Cooperative Education	1
		Select 3 hours of from course list below	3
ET	290	Advanced Industrial Controls & Automation (4hrs)	
ET	289	Limited Energy Systems (3hrs)	
Support Courses -			9
ENGL	101	English Composition	3
COMM	207	Speech Composition	3
		Select 3 hours of from course list below	3
PSYCH	155	General Psychology	
PHIL	103	Introduction to Philosophy	
POLS	101	U.S. Politics	
Emphasis Courses -			0
Elective Courses -			6
		Select 6 hours of electives from different departments	
ACCTG	201	Financial Accounting	3
DSIS	130	Computer Information Systems	3
ECON	191	Issues in Today's Economy	3
GT	210	Survey of Technological Systems	3
MATH	110	College Algebra with Review	5
MATH	113	College Algebra	3
MATH	133	Quantitative Reasoning	3
MATH	143	Elementary Statistics	3
MGT	101	Introduction to Business	3
MGT	105	Introduction to Entrepreneurship	3
PHYS	171	Physical Science	3
and			
PHYS	172	Physical Science Laboratory	1
Total Credit Hours -			63
Miscellaneous -			1
General Education, 34-35 hours -			34-35
Total Credit Hours:			63

48 If they choose ET-289 49 If they choose ET-290

63 If they choose ET-289 64 If they choose ET-290

Be sure all information is correct and courses are active before submitting.
Curriculum revisions REQUIRE a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

Associate of Applied Science Degree with a Major in Electrical Technology

Degree: Associate of Applied Science

Major: Electrical Technology

The Associate of Applied Science Degree is for individuals who seek electrical training and certification plus additional preparation for advancement into management, engineering, sales or other related areas.

First Year

See notes *1

First Semester

- ___ ET-181 Residential Wiring Methods (5 hours)
- ___ ET-182 Residential Wiring Methods Laboratory I (3 hours)
- ___ ET-183 Fundamentals of Electricity (3 hours)
- ___ ET-184 Special Project (2 hours)
- ___ ENGL-101 English Composition (3 hours)

Second Semester

- ___ ET-185 Electrical Machinery and Equipment (5 hours)
- ___ ET-186 Electrical Machinery and Equipment Laboratory I (3 hours)
- ___ ET-187 Electrical Estimating and Blueprint Reading (3 hours)
- ___ ET-188 Special Project (2 hours)
- ___ COMM-207 Speech Communication (3 hours)

Summer Session

- ___ ET-299 Cooperative Industrial Training (Electrical Internship) (6 hours)

*Notes *1: Note: The "on-the-job" Internship (ET 299) is required of all Electrical Technology students.*

Second Year

Fourth Semester

- ___ ET-282 Motor Control Fundamentals (5 hours)
- ___ ET-283 Motor Control Fundamentals Laboratory I (3 hours)
- ___ ET-284 National Electrical Code (3 hours)
- ___ ET-285 Special Project (2 hours)
- ___ PSYCH-155 General Psychology (3 hours)
- or ___ POLS-101 U.S. Politics (3 hours)
- or ___ PHIL-208 Logic (3 hours)

Fifth Semester

- ___ ET-286 Industrial and Commercial Wiring Methods (5 hours)

- ___ ET-287 Industrial and Commercial Wiring Methods Laboratory I (3 hours)
- ___ ET-288 Journeyman Electrical Certification (3 hours)
- ___ ET-289 Special Project (3 hours)

Select 5 hours of electives from different departments:

- ___ ACCTG-201 Financial Accounting (3 hours)
- ___ DSIS-130 Computer Information Systems (3 hours)
- ___ ECON-191 Issues in Today's Economy (3 hours)
- ___ GT-190 Introduction to Technological Systems (2 hours)
- ___ MATH-110 College Algebra with Review (5 hours)
- ___ MATH-113 College Algebra (3 hours)
- ___ MATH-133 Quantitative Reasoning (3 hours)
- ___ MATH-143 Elementary Statistics (3 hours)
- ___ MGT-101 Introduction to Business (3 hours)
- ___ MGT-105 Introduction to Entrepreneurship (3 hours)
- ___ PHYS-171 Physical Science (3 hours)
- and ___ PHYS-172 Physical Science Laboratory (1 hour)

The Electrical Technology program only admits 25 students into the program each fall. Total minimum hours for Associate of Applied Science Degree with a Major in Electrical Technology (73 hours).

Revised: 08/28/2025

Curriculum Revision Form

Effective Date: FALL 2026 Submission Date: 2/16/6

Department: School of Engineering and Automotive Techno College of: Technology

Contact Person: Scott Norman Minor Required? No

Deletion Major/Minor/Emphasis/Certification Name:
BAS, Technology, Transportation Management Emphasis

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Remove Emphasis

2. Rationale for change, including changes to curriculum objectives:

Eliminating redundancy in emphasis areas.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

☐	Checklist: Check once verified.
☐	Program guide from current catalog.
☐	Academic Planning Excel attached.
☐	120 Credit hours met.
☐	Course Id's match Course names.
☐	Course hours are correct.
☐	Listed courses are currently active.
☐	Needed Documentation attached.

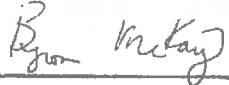
-Approved: Department Chair/Director

Date: 3/9/26

Signature: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: 

-Approved: Dean of College

Date: 4/7/26

Signature: 

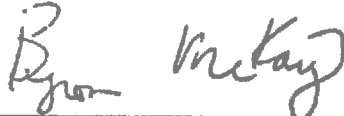
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

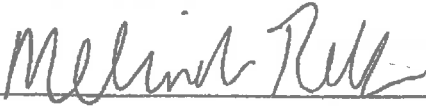
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 3/2/26

Department: TWL

College of: Technology

Contact Person: Andrew Klenke

Minor Required? No

Deletion

Major/Minor/Emphasis/Certification Name:

BAS TWL Emphases

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Delete 3 TWL BAS emphases

BAS Graphics Technology Management, BAS Hospitality Management, BAS Wood Product Manufacturing

2. Rationale for change, including changes to curriculum objectives:

Emphases are under utilized.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐

Yes

☒

No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

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Authorization Sign-Off Sheet

Checklist: Check once verified.

☐	Program guide from current catalog.
☐	Academic Planning Excel attached.
☐	120 Credit hours met.
☐	Course Id's match Course names.
☐	Course hours are correct.
☐	Listed courses are currently active.
☐	Needed Documentation attached.

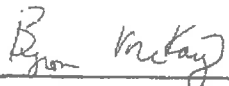
-Approved: Department Chair/Director

Date: 3/9/26

Signature: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: 

-Approved: Dean of College

Date: 4/7/26

Signature: 

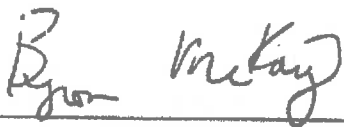
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 3/2/26

Department: TWL

College of: Technology

Contact Person: Andrew Klenke

Minor Required? No

Deletion

Major/Minor/Emphasis/Certification Name:

BAS ETECH Emphases

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Delete all ETECH BAS emphases

BAS Manufacturing, BAS Mechanical, BAS Electronics, BAS Plastics

2. Rationale for change, including changes to curriculum objectives:

Emphases are under utilized.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

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Authorization Sign-Off Sheet

Checklist: Check once verified.

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- Program guide from current catalog.
- Academic Planning Excel attached.
- 120 Credit hours met.
- Course Id's match Course names.
- Course hours are correct.
- Listed courses are currently active.
- Needed Documentation attached.

-Approved: Department Chair/Director

Date: 3/9/26

Signature:



-Approved: College Curriculum Committee

Date: 4/7/26

Signature:



-Approved: Dean of College

Date: 4/7/26

Signature:



-Approved: Council for Teacher Education (if applicable)

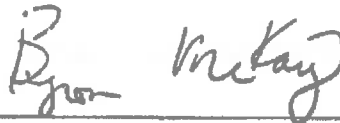
Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

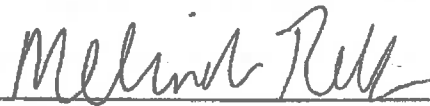
Signature:



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate:



Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 3/2/26

Department: TWL

College of: Technology

Contact Person: Andrew Klenke

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Major BAS Technology

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

1. Expand the Core Business Support Courses to include: AT580 Dealership Service Operations, AT682 Dealership Sales Operations, AT687 Corporate Sales, Service, and Parts Management.

2. Eliminate the following emphases:

TWL: BAS Graphics Technology Management, BAS Hospitality Management, BAS Wood Product Manufacturing, Automotive: BAS Transportation Management

ETech: BAS Electronics, BAS Plastics, BAS Manufacturing, BAS Mechanical

3. Update other emphases (Individual legislation)

2. Rationale for change, including changes to curriculum objectives:

We are reducing the number of emphases to make the BAS easier to manage. We are expanding the business core to allow our Automotive students to take automotive business courses

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".*

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

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Authorization Sign-Off Sheet

Checklist: Check once verified.

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- Program guide from current catalog.
- Academic Planning Excel attached.
- 120 Credit hours met.
- Course Id's match Course names.
- Course hours are correct.
- Listed courses are currently active.
- Needed Documentation attached.

-Approved: Department Chair/Director

Date: 3/9/26

Signature: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: 

-Approved: Dean of College

Date: 4/7/26

Signature: 

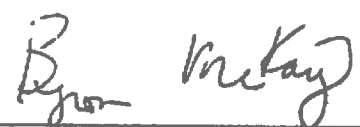
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

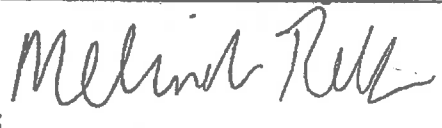
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major - BAS

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			45
		Technical Electives Transferred Coursework (42-45)	45
Business Support Courses (choose 3) -			9
MGT	330	Management and Organizational Behavior	3
MKTG	330	Principles of Marketing	3
MGT	430	Legal and Social Environment of Business	3
MGT	540	Human Resources Management	3
QBA	210	Business Statistics	3
AT	580	Dealership Service Operations	3
AT	682	Dealership Sales Operations	3
AT	687	Corporate Sales, Service, and Parts Management	3
Emphasis Courses -			24
		Choose an emphasis	
Elective Courses -			8
Total Credit Hours -			86

Minor -

General Education, 34-35 hours - 34

Total Credit Hours: 120

Be sure all information is correct and courses are active before submitting.

Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.

Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BAS Technology Management Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Technology Management

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ___ QBA-210 Business Statistics (3 hours)
- ___ MGT-330 Management and Organizational Behavior (3 hours)
- ___ MKTG-330 Principles of Marketing (3 hours)
- ___ MGT-430 Legal and Social Environment of Business (3 hours)
- ___ MGT-540 Human Resources Management (3 hours)

Emphasis Area

Emphasis Courses, 23 hours

- ___ TM-350 Societal Influence of Technology (3 hours)
- ___ TM-399 Technology Management Professional Development (2 hours)
- ___ TM-500 Industrial Organization and Technology Management (3 hours)
- ___ TM-520 Leadership in the Workplace (3 hours)
- ___ TM-606 Industrial Supervision (3 hours)
- ___ TM-683 Internship in Technology Management (3-6 hours)

Emphasis Support

- ___ EST-293 Introduction to Industrial Safety (3 hours)
- or ___ EST-296 Introduction to Construction Safety (3 hours)
- or ___ EST-403 Industrial Safety (3 hours)
- ___ MFGET-405 Quality Control (3 hours)

Electives, 8 hours selected from:

See notes *1

- ___ TM-503 Facility Maintenance and Management (3 hours)

or ___ WPM-602 Manufacturing Facility Maintenance and Management (3 hours)

___ QBA-410 Business Analytics II (3 hours)

___ QBA-310 Business Analytics I (3 hours)

___ EST-403 Industrial Safety (3 hours)

___ EST-512 Risk Assessment (3 hours)

___ EST-629 Legal Issues in Environmental Health and Safety (3 hours)

___ EST-630 Safety Management (3 hours)

Notes *1: By advisement, other approved courses including SGE.

Revised: 08/28/2025

Curriculum Revision Form

Effective Date: FALL 2026 Submission Date: 2/16/6

Department: School of Engineering and Automotive Techno College of: Technology

Contact Person: Scott Norman Minor Required? No

Revision Major/Minor/Emphasis/Certification Name:
BAS, Technology, Diesel and Heavy Equipment Emphasis

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Move from Automotive Courses to Workforce Dev/Org/Leadership: AT 300 Automotive Internship () (3-6 hours) 3, AT 399 Professional Development in the Transportation Industry 2, AT 699 Senior Seminar 1
Move from Automotive Courses to Technical Electives: AT 301 Fundamentals of Collision Technology 3

Add to Workforce Dev/Org/Leadership: EST 403 Industrial Safety 3, TM 520 Leadership in the Workplace 3
Delete from Workforce Dev/Org/Leadership: AT-580 Dealership Service Operations (3 hours)-Or approved substitute safety or management course (now included in Business Core), Select 9 hours from: GT-350 Technology and Civilization (3 hours), EST-512 Risk Assessment (3 hours), EST-524 Emergency Planning & Emergency Response (3 hours), EST-624 Risk Control (3 hours), EST-630 Safety Management (3 hours), HRD-679 Presentation Skills (3 hours), AT-682 Dealership Sales Operations (3 hours) (now included in Business Core), AT 687 Corporate Sales, Service, and Parts Management 3 (now included in Business Core)

Move from Electives to Automotive Courses: AT 641 Construction Equipment Systems 3, AT 642 Agricultural Equipment Systems & Powertrains 3
Move from Electives to Workforce Dev/Org/Leadership: AT 300 Automotive Internship () (3-6 hours) 3(duplicate), AT 400 Automotive Internship () (3-6 hours) 3
Add to Electives: AT 331 Fall SAE Baja Team 1, AT 332 Spring SAE Baja Team 2, AT 335 Industry Tours in the Transportation Industry () (1-2 hours) 2, AT 340 Diesel Engine Fundamentals 3, AT 403 Current Topics in Automotive Technology () (1-3 hours) 3, AT 405 Laboratory Teaching Internship 3, AT 414 Automatic Transmissions 3, AT 415 Mobile Climate Systems 3, AT 462 Structural and Non-Structural Analysis 3, AT 515 Engine Performance 3, AT 522 Alternate Fuels in Transportation 3, AT 562 Damage Analysis, Estimating, and Insurance Appraisal 3, AT 613 Service Techniques Laboratory 3, AT 620 Hybrid, Electrical, and Fuels Cell Vehicles 3, AT 635 Advanced Engine Performance 3, AT 662 Automotive Finishing & Refinishing 3

No changes - CORE REQUIREMENTS: 51-54 hours (42-45 Transferred Technical Electives, 9 Business core); EMPHASIS: 24 hours (12 Automotive, 12 Workforce Dev/Org/Lead); ELECTIVES: 8 hours

2. Rationale for change, including changes to curriculum objectives:

This curriculum has not been updated in a very long time. Added additional courses already being taught to allow students to have more choices in classes, as not all the classes in the previous curriculum were taught every semester. This change will help students to graduate on time.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐ Yes ☒ No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

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Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☒	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 2/28/26

Signature: Bryan McKay

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature: Jana A. Bick

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4/24/26

Signature: Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda Rell

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

BAS, Technology, Diesel and Heavy Equipment Emphasis

Course Prefix	Course Num.	Course Name	Cr. Hr.
Business Support Courses, Select 9 hours			9
		Select 9 Hours from Business Support Courses	
MGT	330	Management and Organization Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	540	Human Resources Management	3
MKTG	330	Principles of Marketing	3
AT	580	Dealership Service Operations	3
AT	682	Dealership Sales Operations	3
AT	687	Corporate Sales, Service, and Parts Management	3
Automotive Courses, 12 hours			12
AT	621	Advanced Diesel Engines & Electronics	3
AT	641	Construction Equipment Systems	3
AT	642	Agricultural Equipment Systems & Powertrains	3
AT	654	Advanced Hydraulic Systems	3
Workforce Development/Organizational/Leadership			12
		Select 12 Hours from Workforce Development/Organizational/Leadership Courses	
AT	300	Automotive Internship (____) (3-6 hours)	3
AT	400	Automotive Internship (____) (3-6 hours)	3
AT	399	Professional Development in the Transportation Industry	2
AT	699	Senior Seminar	1
EST	403	Industrial Safety	3
MFGET	405	Quality Control	3
TM	520	Leadership in the Workplace	3
TM	606	Industrial Supervision	3
Technical Electives: Select 8 hours			8
		Select 8 Hours from Technical Elective Courses	
AT	301	Fundamentals of Collision Technology	3
AT	331	Fall SAE Baja Team	1
AT	332	Spring SAE Baja Team	2
AT	335	Industry Tours in the Transportation Industry (____) (1-2 hours)	2
AT	340	Diesel Engine Fundamentals	3
AT	403	Current Topics in Automotive Technology (____) (1-3 hours)	3
AT	405	Laboratory Teaching Internship	3
AT	414	Automatic Transmissions	3
AT	415	Mobile Climate Systems	3

AT	416	Fluid Power	3
AT	418	Failure Analysis	3
AT	462	Structural and Non-Structural Analysis	3
AT	515	Engine Performance	3
AT	519	Mobile Fuels, Lubricants, and Fluids	3
AT	522	Alternate Fuels in Transportation	3
AT	562	Damage Analysis, Estimating, and Insurance Appraisal	3
AT	613	Service Techniques Laboratory	3
AT	620	Hybrid, Electrical, and Fuels Cell Vehicles	3
AT	630	On Highway Systems	3
AT	635	Advanced Engine Performance	3
AT	650	Dynamometer and Performance Testing	3
AT	662	Automotive Finishing & Refinishing	3
Total Credit Hours -			41
Technical Electives Transfer Coursework, 42-45 hours			45
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BAS Diesel and Heavy Equipment Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Diesel and Heavy Equipment

- This emphasis is offered online or face to face.

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ___ QBA-210 Business Statistics (3 hours)
- ___ MGT-330 Management and Organizational Behavior (3 hours)
- ___ MKTG-330 Principles of Marketing (3 hours)
- ___ MGT-430 Legal and Social Environment of Business (3 hours)
- ___ MGT-540 Human Resources Management (3 hours)

Automotive Courses, 15 hours

- ___ AT-300 Automotive Internship (___) (3-6 hours)
- ___ AT-301 Fundamentals of Collision Technology (3 hours)
- ___ AT-399 Professional Development in the Transportation Industry (2 hours)
- ___ AT-621 Advanced Diesel Electronics and Diesel Engine Laboratory (3 hours)
- ___ AT-654 Advanced Hydraulic Systems (3 hours)
- ___ AT-699 Senior Seminar (1 hour)

Workforce Development/Organization and Leadership Courses, 12 hours

- ___ AT-580 Dealership Service Operations (3 hours)

Note: - Or approved substitute safety or management course

Select 9 hours from:

- ___ GT-350 Technology and Civilization (3 hours)
- ___ MFGET-405 Quality Control (3 hours)
- ___ EST-512 Risk Assessment (3 hours)

- ___ EST-524 Emergency Planning & Emergency Response (3 hours)
- ___ TM-606 Industrial Supervision (3 hours)
- ___ EST-624 Risk Control (3 hours)
- ___ EST-630 Safety Management (3 hours)
- ___ HRD-679 Presentation Skills (3 hours)
- ___ AT-682 Dealership Sales Operations (3 hours)
- ___ AT-687 Corporate Sales, Service, and Parts Management (3 hours)

Select 8 hours of Automotive Electives from:

See notes *1

- ___ AT-300 Automotive Internship (___) (3-6 hours)
- ___ AT-400 Automotive Internship (___) (3-6 hours)
- ___ AT-416 Fluid Power (3 hours)
- ___ AT-418 Failure Analysis (3 hours)
- ___ AT-519 Mobile Fuels, Lubricants and Fluids (3 hours)
- ___ AT-630 On Highway Systems (3 hours)
- ___ AT-641 Construction Equipment Systems (3 hours)
- ___ AT-642 Agricultural Equipment and Powertrains (3 hours)
- ___ AT-650 Dynamometer and Performance Testing (3 hours)

*Notes *1: Or advisor approved elective courses.*

Revised: 08/05/2025

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 2/16/6

Department: School of Engineering and Automotive Techno College of: Technology

Contact Person: Scott Norman

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BAS, Technology, Automotive/Power Mechanics Emphasis

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

1. Change name to: BAS, Technology, Automotive and Transportation Management
2. Code to an AAS degree in Collision Technology or Diesel and Heavy Equipment can transfer into this degree. The BAS degree is already structured to accept transfer of an AAS degree, allowing 42-45 technical elective hours to be transferred.
3. Code so it can either be a live or online degree.
4. Course Changes

Move from Automotive Courses to Workforce Dev/Org/Leadership: AT 300 Automotive Internship (____) (3-6 hours) 3, AT 399 Professional Development in the Transportation Industry 2, AT 699 Senior Seminar 1

Move from Automotive Courses Technical Electives: AT 515 Engine Performance 3

Add to Automotive Courses: AT 301 Fundamentals of Collision Technology 3,

Add to Workforce Dev/Org/Leadership: TM 500 Industrial Organization and Technology 3, TM 520 Leadership in the Workplace 3

Delete from Workforce Dev/Org/Leadership: AT-580 Dealership Service Operations (3 hours)-Or approved substitute safety or management course (now included in Business Core), Select 9 hours from: EST-496 Construction Safety (2 hours), EST-497 Construction Safety Laboratory (1 hour), AT-682 Dealership Sales Operations (3 hours) (now included in Business Core)

Move from Electives to Automotive Courses: AT 416 Fluid Power 3, AT 519 Mobile Fuels, Lubricants, and Fluids 3

Move from Electives to Workforce Dev/Org/Leadership: AT 400 Automotive Internship (____) (3-6 hours) 3

Add to Electives: AT 331 Fall SAE Baja Team 1, AT 332 Spring SAE Baja Team 2, AT 335 Industry Tours in the Transportation Industry (____) (1-2 hours) 2, AT 340 Diesel Engine Fundamentals 3, AT 403 Current Topics in Automotive Technology (____) (1-3 hours) 3, AT 405 Laboratory Teaching Internship 3, AT 414 Automatic Transmissions 3, AT 415 Mobile Climate Systems 3, AT 462 Structural and Non-Structural Analysis 3, AT 522 Alternate Fuels in Transportation 3, AT 562 Damage Analysis, Estimating, and Insurance Appraisal 3, AT 613 Service Techniques Laboratory 3, AT 621 Advanced Diesel Engines & Electronics 3, AT 635 Advanced Engine Performance 3, AT 641 Construction Equipment Systems 3, AT 642 Agricultural Equipment Systems & Powertrains 3, AT 654 Advanced Hydraulic Systems 3, AT 662 Automotive Finishing & Refinishing 3

No changes - CORE REQUIREMENTS: 51-54 hours (42-45 Transferred Technical Electives, 9 Business core); EMPHASIS: 24 hours (12 Automotive, 12 Workforce Dev/Org/Lead); ELECTIVES: 8 hours

2. Rationale for change, including changes to curriculum objectives:

This curriculum has not been updated in a very long time. Added additional courses already being taught to allow students to have more choices in classes, as not all the classes in the previous curriculum were taught every semester. This change will help students to graduate on time.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".*

☐ Yes ☒ No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☒	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 2/28/26

Signature: Bryon McKay

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: Bryon McKay

-Approved: Dean of College

Date: 4/7/26

Signature: Anna C. B. B. B.

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: Bryon McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda R. R.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

BAS, Technology, Automotive and Transportation Management

Course Prefix	Course Num.	Course Name	Cr. Hr.
Business Support Courses, Select 9 hours			9
		Select 9 Hours from Business Support Courses	
QBA	210	Business Statistics	3
MGT	330	Management and Organization Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	540	Human Resources Management	3
MKTG	330	Principles of Marketing	3
AT	580	Dealership Service Operations	3
AT	682	Dealership Sales Operations	3
AT	687	Corporate Sales, Service, and Parts Management	3
Automotive Courses, 12 hours			12
AT	301	Fundamentals of Collision Technology	3
AT	416	Fluid Power	3
AT	519	Mobile Fules, Lubricants, and Fluids	3
AT	620	Hybrid, Electical, and Fuels Cell Vehciles	3
Workforce Development/Organizational/Leadership			12
		Select 12 Hours from Workforce Development/Organizational/Leadership Courses	
AT	300	Automotive Internship (____) (3-6 hours)	3
AT	400	Automotive Internship (____) (3-6 hours)	3
AT	399	Professional Development in the Transportation Industry	2
AT	699	Senior Seminar	1
EST	403	Industrial Safety	3
MFGET	405	Quality Control	3
TM	500	Industrial Organization and Technology	3
TM	520	Leadership in the Workplace	3
TM	606	Industrial Supervision	3
Technical Electives: Select 8 hours			8
		Select 8 Hours from Technical Elective Courses	
AT	331	Fall SAE Baja Team	1
AT	332	Spring SAE Baja Team	2
AT	335	Industry Tours in the Transportation Industry (____) (1-2 hours)	2
AT	340	Diesel Engine Fundamentals	3
AT	403	Current Topics in Automotive Technology (____) (1-3 hours)	3
AT	405	Laboratory Teaching Internship	3
AT	414	Automatic Transmissions	3

AT	415	Mobile Climate Systems	3
AT	418	Failure Analysis	3
AT	462	Structural and Non-Structural Analysis	3
AT	515	Engine Performance	3
AT	522	Alternate Fuels in Transportation	3
AT	562	Damage Analysis, Estimating, and Insurance Appraisal	3
AT	613	Service Techniques Laboratory	3
AT	621	Advanced Diesel Engines & Electronics	3
AT	630	On Highway Systems	3
AT	635	Advanced Engine Performance	3
AT	641	Construction Equipment Systems	3
AT	642	Agricultural Equipment Systems & Powertrains	3
AT	650	Dynamometer and Performance Testing	3
AT	654	Advanced Hydraulic Systems	3
AT	662	Automotive Finishing & Refinishing	3
Total Credit Hours -			41
Technical Electives Transfer Coursework, 42-45 hours			45
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BAS Automotive/Power Mechanics Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Automotive/Power Mechanics

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ☐ QBA-210 Business Statistics (3 hours)
- ☐ MGT-330 Management and Organizational Behavior (3 hours)
- ☐ MKTG-330 Principles of Marketing (3 hours)
- ☐ MGT-430 Legal and Social Environment of Business (3 hours)
- ☐ MGT-540 Human Resources Management (3 hours)

Automotive Courses, 12 hours

- ☐ AT-300 Automotive Internship (____) (3-6 hours)
- ☐ AT-399 Professional Development in the Transportation Industry (2 hours)
- ☐ AT-515 Engine Performance (3 hours)
- ☐ AT-620 Hybrid, Electric, and Fuel Cell Vehicles (3 hours)
- ☐ AT-699 Senior Seminar (1 hour)

Workforce Development/Organization and Leadership Courses, 12 hours

See notes *1

- ☐ AT-580 Dealership Service Operations (3 hours)

Note: -Or approved substitute safety or management course.

Select 9 hours from:

- ☐ EST-403 Industrial Safety (3 hours)
- ☐ MFGET-405 Quality Control (3 hours)
- ☐ EST-496 Construction Safety (2 hours)
- and ☐ EST-497 Construction Safety Laboratory (1 hour)
- ☐ TM-806 Industrial Supervision (3 hours)
- ☐ AT-682 Dealership Sales Operations (3 hours)

Notes *1: AT-695 is currently inactive.

Select 8 hours of Technical Electives from:

See notes *2

- ☐ AT-400 Automotive Internship (____) (3-6 hours)
- ☐ AT-416 Fluid Power (3 hours)
- ☐ AT-418 Failure Analysis (3 hours)
- ☐ AT-519 Mobile Fuels, Lubricants and Fluids (3 hours)
- ☐ AT-630 On Highway Systems (3 hours)
- ☐ AT-650 Dynamometer and Performance Testing (3 hours)

Note: AT-640 is currently inactive.

Notes *2: Or advisor approved elective courses.

Revised: 08/05/2025

Curriculum Revision Form

Effective Date: FALL 2026 Submission Date: 2/16/6

Department: School of Engineering and Automotive Techno College of: Technology

Contact Person: Scott Norman Minor Required? No

Revision Major/Minor/Emphasis/Certification Name:
BAS, Technology, Caterpillar ThinkBIGGER Emphasis

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.
Used to change program name and/or curriculum, effective the upcoming academic catalog.
Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Move from Automotive Courses to Workforce Dev/Org/Leadership: AT 300 Automotive Internship () (3-6 hours) 3, AT 399 Professional Development in the Transportation Industry 2, AT 699 Senior Seminar 1

Add to Automotive Courses: AT 418 Failure Analysis 3, AT 621 Advanced Diesel Engines & Electronics 3, AT 642 Agricultural Equipment Systems & Powertrains 3, AT 654 Advanced Hydraulic Systems 3

Add to Workforce Dev/Org/Leadership: TM 520 Leadership in the Workplace 3, EST 403 Industrial Safety 3

Delete from Workforce Dev/Org/Leadership: AT-580 Dealership Service Operations (3 hours)-Or approved substitute safety or management course (now included in Business Core), Select 9 hours fromx, GT-350 Technology and Civilization (3 hours, EST-512 Risk Assessment (3 hours), EST-524 Emergency Planning & Emergency Response (3 hours), EST-624 Risk Control (3 hours), EST-630 Safety Management (3 hours) HRD-679 Presentation Skills, AT-682 Dealership Sales Operations (3 hours) (now included in Business Core), AT 687 Corporate Sales, Service, and Parts Management 3 (now included in Business Core)

Move from Electives to Workforce Dev/Org/Leadership: AT 400 Automotive Internship () (3-6 hours) 3

Add to Electives: AT 331 Fall SAE Baja Team 1, AT 332 Spring SAE Baja Team 2, AT 335 Industry Tours in the Transportation Industry () (1-2 hours) 2, AT 403 Current Topics in Automotive Technology () (1-3 hours) 3, AT 405 Laboratory Teaching Internship 3, AT 414 Automatic Transmissions 3, AT 415 Mobile Climate Systems 3, AT 416 Fluid Power 3, AT 462 Structural and Non-Structural Analysis 3, AT 515 Engine Performance 3, AT 519 Mobile Fuels, Lubricants, and Fluids 3, AT 522 Alternate Fuels in Transportation 3, AT 613 Service Techniques Laboratory 3, AT 630 On Highway Systems 3, AT 635 Advanced Engine Performance 3, AT 641 Construction Equipment Systems 3, AT 650 Dynamometer and Performance Testing 3, AT 662 Automotive Finishing & Refinishing 3, AT 562 Damage Analysis, Estimating, and Insurance Appraisal 3, AT 620 Hybrid, Electrical, and Fuel Cell Vehicles 3, AT340 Diesel Engine Fundamentals 3.

No changes - CORE REQUIREMENTS: 51-54 hours (42-45 Transferred Technical Electives, 9 Business core); EMPHASIS: 24 hours (12 Automotive, 12 Workforce Dev/Org/Lead); ELECTIVES: 8 hours

2. Rationale for change, including changes to curriculum objectives:

This curriculum has not been updated in a very long time. Added additional courses already being taught to allow students to have more choices in classes, as not all the classes in the previous curriculum were taught every semester. This change will help students to graduate on time.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".*



Yes



No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

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Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☒
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Program guide from current catalog.
Academic Planning Excel attached.
120 Credit hours met.
Course Id's match Course names.
Course hours are correct.
Listed courses are currently active.
Needed Documentation attached.

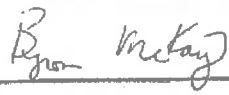
-Approved: Department Chair/Director

Date: 3/5/26

Signature: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: 

-Approved: Dean of College

Date: 4/7/26

Signature: 

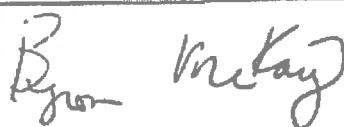
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

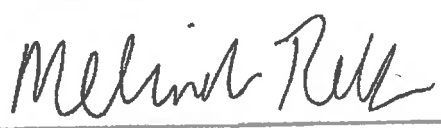
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

BAS, Technology, Caterpillar ThinkBIGGER Emphasis

Course Prefix	Course Num.	Course Name	Cr. Hr.
Business Support Courses, Select 9 hours			9
		Select 9 Hours from Business Support Courses	
MGT	330	Management and Organization Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	540	Human Resources Management	3
MKTG	330	Principles of Marketing	3
AT	580	Dealership Service Operations	3
AT	682	Dealership Sales Operations	3
AT	687	Corporate Sales, Service, and Parts Management	3
Automotive Courses, 12 hours			12
AT	418	Failure Analysis	3
AT	621	Advanced Diesel Engines & Electronics	3
AT	642	Agricultural Equipment Systems & Powertrains	3
AT	654	Advanced Hydraulic Systems	3
Workforce Development/Organizational/Leadership			12
		Select 12 Hours from Workforce Development/Organizational/Leadership Courses	
AT	300	Automotive Internship () (3-6 hours)	3
AT	400	Automotive Internship () (3-6 hours)	3
AT	399	Professional Development in the Transportation Industry	2
AT	699	Senior Seminar	1
EST	403	Industrial Safety	3
MFGET	405	Quality Control	3
TM	520	Leadership in the Workplace	3
TM	606	Industrial Supervision	3
Technical Electives: Select 8 hours			8
		Select 8 Hours from Technical Elective Courses	
AT	301	Fundamentals of Collision Technology	3
AT	331	Fall SAE Baja Team	1
AT	332	Spring SAE Baja Team	2
AT	335	Industry Tours in the Transportation Industry () (1-2 hours)	2
AT	340	Diesel Engine Fundamentals	3
AT	403	Current Topics in Automotive Technology () (1-3 hours)	3
AT	405	Laboratory Teaching Internship	3
AT	414	Automatic Transmissions	3
AT	415	Mobile Climate Systems	3

AT	416	Fluid Power	3
AT	462	Structural and Non-Structural Analysis	3
AT	515	Engine Performance	3
AT	519	Mobile Fuels, Lubricants, and Fluids	3
AT	522	Alternate Fuels in Transportation	3
AT	562	Damage Analysis, Estimating, and Insurance Appraisal	3
AT	613	Service Techniques Laboratory	3
AT	620	Hybrid, Electrical, and Fuels Cell Vehicles	3
AT	630	On Highway Systems	3
AT	635	Advanced Engine Performance	3
AT	641	Construction Equipment Systems	3
AT	650	Dynamometer and Performance Testing	3
AT	662	Automotive Finishing & Refinishing	3
Total Credit Hours -			41
Technical Electives Transfer Coursework, 42-45 hours			45
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BAS Caterpillar ThinkBIGGER Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Caterpillar ThinkBIGGER

- This emphasis is offered online or face to face.

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ___ QBA-210 Business Statistics (3 hours)
- ___ MGT-330 Management and Organizational Behavior (3 hours)
- ___ MKTG-330 Principles of Marketing (3 hours)
- ___ MGT-430 Legal and Social Environment of Business (3 hours)
- ___ MGT-540 Human Resources Management (3 hours)

Automotive Courses, 15 hours

- ___ AT-300 Automotive Internship (___) (3-6 hours)
- ___ AT-301 Fundamentals of Collision Technology (3 hours)
- ___ AT-399 Professional Development in the Transportation Industry (2 hours)
- ___ AT-621 Advanced Diesel Electronics and Diesel Engine Laboratory (3 hours)
- ___ AT-654 Advanced Hydraulic Systems (3 hours)
- ___ AT-699 Senior Seminar (1 hour)

Workforce Development/Organization and Leadership courses, 12 hours

- ___ AT-580 Dealership Service Operations (3 hours)

Note: - Or approved substitute safety or management course.

Select 9 hours from:

- ___ GT-350 Technology and Civilization (3 hours)
- ___ MFGET-405 Quality Control (3 hours)
- ___ EST-512 Risk Assessment (3 hours)

- ___ EST-524 Emergency Planning & Emergency Response (3 hours)
- ___ TM-606 Industrial Supervision (3 hours)
- ___ EST-624 Risk Control (3 hours)
- ___ EST-630 Safety Management (3 hours)
- ___ HRD-679 Presentation Skills (3 hours)
- ___ AT-682 Dealership Sales Operations (3 hours)
- ___ AT-687 Corporate Sales, Service, and Parts Management (3 hours)

Select 8 hours of Automotive Electives from:

See notes *1

- ___ AT-300 Automotive Internship (___) (3-6 hours)
- ___ AT-400 Automotive Internship (___) (3-6 hours)
- ___ AT-416 Fluid Power (3 hours)
- ___ AT-418 Failure Analysis (3 hours)
- ___ AT-519 Mobile Fuels, Lubricants and Fluids (3 hours)
- ___ AT-630 On Highway Systems (3 hours)
- ___ AT-642 Agricultural Equipment and Powertrains (3 hours)
- ___ AT-650 Dynamometer and Performance Testing (3 hours)

*Notes *1: Or advisor approved elective courses.*

Revised: 08/05/2025

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 2/16/6

Department: School of Engineering and Automotive Technology College of: Technology

Contact Person: Scott Norman

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BAS, Technology, Collision Repair and Insurance Management Emphasis

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Move from Automotive Courses to Workforce Dev/Org/Leadership: AT 300 Automotive Internship (____) (3-6 hours) 3, AT 399 Professional Development in the Transportation Industry 2, AT 699 Senior Seminar I

Move from Automotive Courses to Technical Electives: AT 620 Hybrid, Electrical, and Fuels Cell Vehicles 3

Add to Automotive Courses: AT 462 Structural/Non-structural Damage Analysis and Repair 3, AT 662 Automotive Finish and Refinish 3

Add to Workforce Dev/Org/Leadership: TM 520 Leadership in the Workplace 3

Delete from Workforce Dev/Org/Leadership: AT-580 Dealership Service Operations (3 hours)-Or approved substitute safety or management course (now included in Business Core), Select 9 hours from:; EST-496 Construction Safety (2 hours), EST-497 Construction Safety Laboratory (1 hour), AT-682 Dealership Sales Operations (3 hours) (now included in Business Core), AT 687 Corporate Sales, Service, and Parts Management 5 (now included in Business Core)

Move from Electives to Automotive Courses: AT 301 Fundamentals of Collision Technology 3

Move from Electives to Workforce Dev/Org/Leadership: AT 400 Automotive Internship (____) (3-6 hours) 3

Add to Electives: AT 331 Fall SAE Baja Team 1, AT 332 Spring SAE Baja Team 2, AT 335 Industry Tours in the Transportation Industry (____) (1-2 hours) 2, AT 403 Current Topics in Automotive Technology (____) (1-3 hours) 3, AT 405 Laboratory Teaching Internship 3, AT 414 Automatic Transmissions 3, AT 415 Mobile Climate Systems 3, AT 416 Fluid Power 3, AT 418 Failure Analysis 3, AT 515 Engine Performance 3, AT 519 Mobile Fuels, Lubricants, and Fluids 3, AT 522 Alternate Fuels in Transportation 3, AT 613 Service Techniques Laboratory 3, AT 621 Advanced Diesel Engines & Electronics 3, AT 630 On Highway Systems 3, AT 635 Advanced Engine Performance 3, AT 641 Construction Equipment Systems 3, AT 642 Agricultural Equipment Systems & Powertrains 3, AT 650 Dynamometer and Performance Testing 3, AT 654 Advanced Hydraulic Systems 3

Remove from Electives: AT-314 Manual Transmission and Drivelines (3 hours)

No changes - CORE REQUIREMENTS: 51-54 hours (42-45 Transferred Technical Electives, 9 Business core); EMPHASIS: 24 hours (12 Automotive, 12 Workforce Dev/Org/Lead); ELECTIVES: 8 hours

2. Rationale for change, including changes to curriculum objectives:

This curriculum has not been updated in a very long time. Added additional courses already being taught to allow students to have more choices in classes, as not all the classes in the previous curriculum were taught every semester. This change will help students to graduate on time.

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".*



Yes



No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

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Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☐	Program guide from current catalog.
☐	Academic Planning Excel attached.
☐	120 Credit hours met.
☐	Course Id's match Course names.
☐	Course hours are correct.
☐	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 2/28/26

Signature: Bryan McKay

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature: Anna C. Biddle

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-24

Signature: Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda Ruff

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

BAS, Technology, Collision Repair and Insurance Management Emphasis

Course Prefix	Course Num.	Course Name	Cr. Hr.
Business Support Courses, Select 9 hours			9
		Select 9 Hours from Business Support Courses	
MGT	330	Management and Organization Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	540	Human Resources Management	3
MKTG	330	Principles of Marketing	3
AT	580	Dealership Service Operations	3
AT	682	Dealership Sales Operations	3
AT	687	Corporate Sales, Service, and Parts Management	3
Automotive Courses, 12 hours			12
AT	301	Fundamentals of Collision Technology	3
AT	462	Structural/Non-structural Damage Analysis and Repair	3
AT	562	Damage Analysis, Estimating, and Insurance Appraisal	3
AT	662	Automotive Finish and Refinish	3
Workforce Development/Organizational/Leadership			12
		Select 12 Hours from Workforce Development/Organizational/Leadership Courses	
AT	300	Automotive Internship (____) (3-6 hours)	3
AT	400	Automotive Internship (____) (3-6 hours)	3
AT	399	Professional Development in the Transportation Industry	2
AT	699	Senior Seminar	1
EST	403	Industrial Safety	3
MFGET	405	Quality Control	3
TM	520	Leadership in the Workplace	3
TM	606	Industrial Supervision	3
Technical Electives: Select 8 hours			8
		Select 8 Hours from Technical Elective Courses	
AT	331	Fall SAE Baja Team	1
AT	332	Spring SAE Baja Team	2
AT	335	Industry Tours in the Transportation Industry (____) (1-2 hours)	2
AT	340	Diesel Engine Fundamentals	3
AT	403	Current Topics in Automotive Technology (____) (1-3 hours)	3
AT	405	Laboratory Teaching Internship	3
AT	414	Automatic Transmissions	3
AT	415	Mobile Climate Systems	3
AT	416	Fluid Power	3

AT	418	Failure Analysis	3
AT	515	Engine Performance	3
AT	519	Mobile Fuels, Lubricants, and Fluids	3
AT	522	Alternate Fuels in Transportation	3
AT	613	Service Techniques Laboratory	3
AT	620	Hybrid, Electric, and Fuel Cell Vehicles	3
AT	621	Advanced Diesel Engines & Electronics	3
AT	630	On Highway Systems	3
AT	635	Advanced Engine Performance	3
AT	641	Construction Equipment Systems	3
AT	642	Agricultural Equipment Systems & Powertrains	3
AT	650	Dynamometer and Performance Testing	3
AT	654	Advanced Hydraulic Systems	3
Total Credit Hours -			41
Technical Electives Transfer Coursework, 42-45 hours			45
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BAS Collision Repair and Insurance Management Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Collision Repair and Insurance Management

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ☐ QBA-210 Business Statistics (3 hours)
- ☐ MGT-330 Management and Organizational Behavior (3 hours)
- ☐ MKTG-330 Principles of Marketing (3 hours)
- ☐ MGT-430 Legal and Social Environment of Business (3 hours)
- ☐ MGT-540 Human Resources Management (3 hours)

Automotive Courses, 12 hours

- ☐ AT-300 Automotive Internship (____) (3-6 hours)
- ☐ AT-399 Professional Development in the Transportation Industry (2 hours)
- ☐ AT-562 Damage Analysis, Estimating, and Insurance Appraisal (3 hours)
- ☐ AT-620 Hybrid, Electric, and Fuel Cell Vehicles (3 hours)
- ☐ AT-699 Senior Seminar (1 hour)

Workforce Development/Organization and Leadership Courses, 12 hours

- ☐ AT-580 Dealership Service Operations (3 hours)

Note: - Or approved substitute safety or management course.

Select 9 hours from:

- ☐ EST-403 Industrial Safety (3 hours)
- ☐ MFGET-405 Quality Control (3 hours)
- ☐ EST-496 Construction Safety (2 hours)
- and ☐ EST-497 Construction Safety Laboratory (1 hour)
- ☐ TM-606 Industrial Supervision (3 hours)

- ☐ AT-682 Dealership Sales Operations (3 hours)
- ☐ AT-687 Corporate Sales, Service, and Parts Management (3 hours)

Select 8 hours of Automotive Electives from:

See notes *1

- ☐ AT-301 Fundamentals of Collision Technology (3 hours)
- ☐ AT-314 Manual Transmission and Drivelines (3 hours)
- ☐ AT-340 Diesel Engine Fundamentals (3 hours)
- ☐ AT-400 Automotive Internship (____) (3-6 hours)

*Notes *1: Or advisor approved elective course.*

Revised: 08/05/2025

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 3/2/26

Department: TWL

College of: Technology

Contact Person: Andrew Klenke

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BAS emp Technology Management

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Added to Emphasis courses: TM390, GT350

Move from Elective to Emphasis: TM501,

Moved from Emphasis to Elective: EST293, 296, 403

Removing Emphasis Support Category

2. Rationale for change, including changes to curriculum objectives:

Evaluation of course material suggested gaps that these courses could address.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐

Yes

☒

No

4. If this change affects any other department on campus, please attach all email notifications between departments.

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

☐
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- Program guide from current catalog.
- Academic Planning Excel attached.
- 120 Credit hours met.
- Course Id's match Course names.
- Course hours are correct.
- Listed courses are currently active.
- Needed Documentation attached.

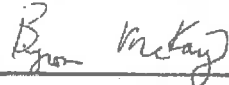
-Approved: Department Chair/Director

Date: 3/9/26

Signature: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: 

-Approved: Dean of College

Date: 4/7/26

Signature: 

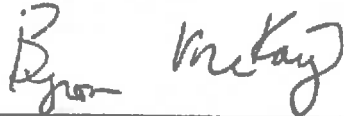
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

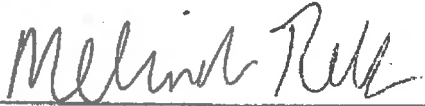
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major/Emphasis - BAS emph Technology Management

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			45
		Technical Electives Transferred Coursework (42-45)	45
Business Support Courses - (Select 3)			9
Emphasis Courses -			24
TM	350	Societal Influences of Technology	
	or		3
GT	350	Technology & Civilization	
TM	399	Tech Management Professional Development	3
TM	500	Industrial Organization for Technology Management	3
TM	520	Leadership in the Workplace	3
TM	606	Industrial Supervision	3
TM	683	Internship in Technology Management (3-6)	3
TM	390	Trade & Job Analysis	
	or		3
MFGET	405	Quality Control	
TM	501	Work Measurement & Efficiency Methods	3
Elective Courses -			8
EST	293	Introduction to Industrial Safety	3
EST	296	Introduction to Construction Safety	3
EST	403	Industrial Safety (must have OSHA30 Card)	3
TM	503	Facility Maintenance & Management	
		or	3
WPM	602	Manufacturing Facility Production Control and Management	
EST	512	Risk Assessment	3
EST	629	Legal Issues in Environmental Safety	3
EST	630	Safety Management	3
QBA	310	Business Analytics 1	3
QBA	410	Business Analytics 2	3
		Other approved including SGE	
Total Credit Hours -			86

Minor -	
General Education, 34-35 hours -	34
Total Credit Hours:	120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

BAS Technology Management Emphasis

Degree: Bachelor of Applied Science

Major: Technology

Emphasis: Technology Management

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements, 51-54 hours

Technical Electives Transferred Coursework, 42-45 hours

Business Support Courses, 9 hours

- ☐ QBA-210 Business Statistics (3 hours)
- ☐ MGT-330 Management and Organizational Behavior (3 hours)
- ☐ MKTG-330 Principles of Marketing (3 hours)
- ☐ MGT-430 Legal and Social Environment of Business (3 hours)
- ☐ MGT-540 Human Resources Management (3 hours)

Emphasis Area

Emphasis Courses, 23 hours

- ☐ TM-350 Societal Influence of Technology (3 hours)
- ☐ TM-399 Technology Management Professional Development (2 hours)
- ☐ TM-500 Industrial Organization and Technology Management (3 hours)
- ☐ TM-520 Leadership in the Workplace (3 hours)
- ☐ TM-606 Industrial Supervision (3 hours)
- ☐ TM-683 Internship in Technology Management (3-6 hours)

Emphasis Support

- ☐ EST-293 Introduction to Industrial Safety (3 hours)
- or ☐ EST-296 Introduction to Construction Safety (3 hours)
- or ☐ EST-403 Industrial Safety (3 hours)
- ☐ MFGET-405 Quality Control (3 hours)

Electives, 8 hours selected from:

See notes *1

- ☐ TM-503 Facility Maintenance and Management (3 hours)

or ☐ WPM-602 Manufacturing Facility Maintenance and Management (3 hours)

☐ QBA-410 Business Analytics II (3 hours)

☐ QBA-310 Business Analytics I (3 hours)

☐ EST-403 Industrial Safety (3 hours)

☐ EST-512 Risk Assessment (3 hours)

☐ EST-629 Legal Issues in Environmental Health and Safety (3 hours)

☐ EST-630 Safety Management (3 hours)

Notes *1: By advisement, other approved courses including SGE.

Revised: 08/28/2025

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 03/05/2026

Department: Construction

College of: Technology

Contact Person: Chris Pross

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

Construction Engineering Technology

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Removed CMCET 401 (- 1 Credit)

Changed CMCET 536 from 2 credits to 3 credits (+ 1 Credit)

2. Rationale for change, including changes to curriculum objectives:

Changes will better align course credit with the current student workload and instructional expectations. This adjustment maintains the overall program credit hours while improving curriculum efficiency and program tracking.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".

☐

Yes

☒

No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

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Authorization Sign-Off Sheet

Checklist: Check once verified.

☒	Program guide from current catalog.
☒	Academic Planning Excel attached.
☒	120 Credit hours met.
☒	Course Id's match Course names.
☒	Course hours are correct.
☒	Listed courses are currently active.
☐	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 3/5/26

Signature: _____

Don Colegrove

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: _____

Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature: _____

Anna C. Biddle

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Ruff

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Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Bachelor of Science in Engineering Technology Degree with a Major in Construction Engineering Technology

Degree: Bachelor of Science in Engineering Technology

Major: Construction Engineering Technology

Accreditation

Accredited by the Engineering Technology Accreditation Commission (ETAC) of ABET, <http://www.abet.org>.

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-150 Calculus I

Technical Specialties, 65 hours

See notes *1

- ___ CMCET-133 Construction Graphics (3 hours)
- ___ CMCET-234 The Construction Industry (3 hours)
- ___ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
- ___ CMCET-330 Mechanical Systems (HVAC) (3 hours)
- ___ CMCET-331 Electrical Systems (3 hours)
- ___ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
- ___ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
- ___ CMCET-337 Construction Materials Testing and Inspection (2 hours)
- ___ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
- ___ CMCET-431 Construction Structural Loads and Strength of Materials (2 hours)
- ___ CMCET-434 Civil Construction (3 hours)
- ___ CMCET-530 Construction Cost Management (3 hours)
- ___ CMCET-536 Temporary Structures (2 hours)
- ___ CMCET-537 Construction Surveying I (3 hours)
- ___ CMCET-631 Construction Estimating I (3 hours)
- ___ CMCET-632 Steel Structures (3 hours)
- ___ CMCET-633 Concrete Structures (3 hours)
- ___ CMCET-634 Construction Management (3 hours)
- ___ CMCET-635 Contract Administration (3 hours)
- ___ CMCET-637 Construction Surveying II (3 hours)
- ___ CMCET-638 Foundation and Soil Mechanics (3 hours)
- ___ CMCET-639 Construction Estimating II (3 hours)

___ CMCET-691 Senior Project (4 hours)

*Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET courses, MATH-122 Plane Trigonometry (or equivalent).*

Support Courses, 21 hours

See notes *2

- ___ MATH-122 Plane Trigonometry (3 hours)
- ___ MATH-143 Elementary Statistics (3 hours)
- ___ MATH-150 Calculus I (5 hours)
- ___ PHYS-100 College Physics I (4 hours)
- and ___ PHYS-130 Elementary Physics Laboratory I (1 hour)
- ___ CMCET-333 Construction Statics and Structures (3 hours)
- or ___ MECET-220 Statics (3 hours)
- or ___ PHYS-220 Engineering Mechanics I - Statics (3 hours)
- ___ EST-296 Introduction to Construction Safety (3 hours)
- ___ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)
- or ___ CMCET-300 Construction Internship/Cooperative Education (1-6 hours)
- or ___ CMCET-400 Construction Internship/Cooperative Education (1-6 hours)

Note: - CMCET 200, 300 or 400 should be taken for at least 1 hour.

___ CMCET-401 Investigations in Technology (___) (1-4 hours)

*Notes *2: - Or Department Approved Elective - Mathematics classes below MATH-122 Plane Trigonometry do not count towards degree requirements.*

Total hours for Bachelor of Science Degree with a Major in Construction Engineering Technology (120 hours).

General Education Requirements

English Discipline Requirements - 6 Total Hours

- ___ ENGL-101 English Composition (3 hours)
- ___ ENGL-299 Introduction to Research Writing (3 hours)

Communications Discipline Requirements - 3 Total Hours

- ___ COMM-207 Speech Communication (3 hours)

Mathematics & Statistics Discipline Requirements - 3 Total Hours

- ___ MATH-150 Calculus I (5 hours)

Natural & Physical Sciences Discipline Requirements - 4/5 Total Hours

- ___ PHYS-100 College Physics I (4 hours)
- or ___ PHYS-104 Engineering Physics I (4 hours)
- ___ PHYS-130 Elementary Physics Laboratory I (1 hour)

Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- ___ ANTH-101 Introduction to Cultural Anthropology (3 hours)
- ___ ECON-191 Issues in Today's Economy (3 hours)
- ___ ECON-200 Principles of Microeconomics (3 hours)
- ___ ECON-201 Principles of Macroeconomics (3 hours)

- ___ ETECH-502 Engineering Economy (3 hours)
- ___ GEOG-106 World Regional Geography (3 hours)
- ___ GEOG-300 Elements of Geography (3 hours)
- ___ GEOG-304 Human Geography (3 hours)
- ___ POLS-101 U.S. Politics (3 hours)
- ___ POLS-103 Comparative Politics (3 hours)
- ___ POLS-201 Introduction to Public Policy (3 hours)
- ___ PSYCH-155 General Psychology (3 hours)
- ___ SOC-100 Introduction to Sociology (3 hours)
- ___ SWK-250 Relationship Skills (3 hours)
- ___ WGS-200 Introduction to Women's Studies (3 hours)
- ___ WGS-399 Global Women's Issues (3 hours)

Arts & Humanities Discipline Requirements - 6 Total Hours

- ___ ART-178 Introduction to the Visual Arts (3 hours)
- ___ ART-188 The Designed World (3 hours)
- ___ ART-217 Crafts I (3 hours)
- ___ ART-222 Jewelry/Metals I (3 hours)
- ___ ART-233 Drawing I (3 hours)
- ___ ART-244 Ceramics I (3 hours)
- ___ ART-266 Sculpture I (3 hours)
- ___ ART-277 Painting I (3 hours)
- ___ ART-288 Introduction to Art History I (3 hours)
- ___ ART-289 Introduction to Art History II (3 hours)
- ___ ART-311 Art Education (3 hours)
- ___ COMM-105 Performance Appreciation (3 hours)
- ___ COMM-205 Performance Studies (3 hours)
- ___ COMM-395 Theatre History () (3 hours)
- ___ ENGL-113 Literature and Culture (3 hours)
- ___ ENGL-114 General Literature (Genre) (3 hours)
- ___ ENGL-116 General Literature (Theme) (3 hours)
- ___ ENGL-117 Introduction to Fiction (3 hours)
- ___ ENGL-118 Introduction to Poetry (3 hours)
- ___ ENGL-120 Literature and Film (3 hours)
- ___ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- ___ ENGL-122 Introduction to Women's Literature (3 hours)
- ___ ENGL-123 The Citizen in Literature (3 hours)
- ___ ENGL-125 Introduction to Horror in Literature (3 hours)
- ___ ENGL-250 Introduction to Creative Writing (3 hours)
- ___ ENGL-315 Mythology (3 hours)
- ___ ENGL-320 Literature and Film (3 hours)
- ___ HHP-151 Dance Appreciation (3 hours)
- ___ HIST-101 World History to 1500 (3 hours)
- ___ HIST-102 World History from 1500 (3 hours)
- ___ HIST-201 American History to 1865 (3 hours)
- ___ HIST-202 American History from 1865 (3 hours)
- ___ HONOR-200 The Power of Music (3 hours)
- ___ MLL-124 French Language and Culture I (3 hours)
- ___ MLL-154 Spanish Language and Culture I (3 hours)
- ___ MUSIC-120 Music Appreciation () (3 hours)
- ___ MUSIC-121 Introduction to Music Literature (3 hours)
- ___ MUSIC-321 History of Music (3 hours)
- ___ MUSIC-322 History of Music (3 hours)
- ___ PHIL-103 Introduction to Philosophy (3 hours)
- ___ PHIL-105 Ethics (3 hours)
- ___ PHIL-112 Biomedical Ethics (3 hours)
- ___ PHIL-113 Business Ethics (3 hours)
- ___ PHIL-114 Environmental Ethics (3 hours)

- ___ PHIL-231 World Religions (3 hours)

Institutionally Designated Requirements - 6 Total Hours

- ___ UGS-150 Gorilla Gateway (2 hours)

Any 1 credit hour class from the following:

- ___ DANCE-200 Dance () (1-3 hours)
- ___ EXSCI-200 Introduction to Exercise Science (1 hour)
- ___ HHP-150 Lifetime Fitness Concepts (1 hour)

Any 3 credit hour class from 4, 5, 6 or the following:

- ___ BIOL-617 Environmental Health (3 hours)
- ___ BUS-101 Introduction to Business (3 hours)
- ___ DSIS-130 Computer Information Systems (3 hours)
- ___ EDUC-261 Explorations in Education (3 hours)
- ___ EET-247 Computer Programming for Electronic Systems (3 hours)
- ___ EDTH-330 Technology for Teaching and Learning (3 hours)
- ___ FCS-203 Nutrition and Health (3 hours)
- ___ FCS-230 Consumer Education and Personal Finance (3 hours)
- ___ FIN-210 Financial Planning (3 hours)
- ___ GT-210 Survey of Technological Systems (3 hours)
- ___ GT-350 Technology and Civilization (3 hours)
- ___ HIST-207 Health Habits in American History (3 hours)
- ___ MECET-121 Engineering Graphics I (3 hours)
- ___ MFGET-263 Manufacturing Methods I (2 hours)
- ___ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- ___ MFGET-405 Quality Control (3 hours)
- ___ NURS-303 Introduction to Public Health (3 hours)
- ___ PHIL-206 Rational Decisions (3 hours)
- ___ PHIL-207 Critical Thinking (3 hours)
- ___ PHIL-208 Logic (3 hours)
- ___ REC-350 Promoting Community and Worksite Wellness (3 hours)

Revised: 08/28/2025

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Bachelors of Science in Engineering Technology Degree with a Major in Construction Engineering Technology

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			66
CMCET	133	Construction Graphics	3
CMCET	234	The Construction Industry	3
CMCET	235	Methods of Construction Light Frame-Finishes	2
CMCET	330	Mechanical Systems (HVAC)	3
CMCET	331	Electrical Systems	3
CMCET	334	Methods of Construction - Sitework and Steel	3
CMCET	335	Methods of Construction-Concrete and Masonry	3
CMCET	337	Construction Materials Testing and Inspection	2
CMCET	350	Mechanical Systems (Plumbing)	2
CMCET	431	Construction Structural Loads and Strength of Materials	2
CMCET	434	Civil Construction	3
CMCET	530	Construction Cost Management	3
CMCET	536	Temporary Structures	3
CMCET	537	Construction Surveying I	3
CMCET	631	Construction Estimating I	3
CMCET	632	Steel Structures	3
CMCET	633	Concrete Structures	3
CMCET	634	Construction Management	3
CMCET	635	Contract Administration	3
CMCET	637	Construction Surveying II	3
CMCET	638	Foundation and Soil Mechanics	3
CMCET	639	Construction Estimating II	3
CMCET	691	Senior Projects	4
Grade of C or better is required in all technical Specialties, emphasis and support course requirements.			
Support Courses -			13
CMCET	200,300 or 400	**Construction Internship Cooperative Education() 1-6	1
MATH	122	Plane Trigonometry	3
MATH	143	Elementary Statistics	3
MATH	150	Calculus I (Req'd Gen Ed, hrs included below)	0
PHYS	100	College Physics I (Req'd Gen Ed, hrs included below)	0
PHYS	130	Elementary Physics Lab (Req'd Gen Ed, hrs included below)	0
CMCET	333	Construction Statics & Structures (or)	3
MECET	220	Statics (or)	
PHYS	220	Engineering Mechanics I - Statics	
EST	296	Introduction to Construction Safety	3

		**Noes 2: Minimum of one hour of CMCET 200, 300 or 400	
		Mathematics courses below MATH 122 Plane Trigonmetry do not count towards degree requirement	
Emphasis Courses -			0
Elective Courses -			4
Total Credit Hours -			83
Minor -			0
General Education, 34-35 hours -			37
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

Curriculum Revision Form

Effective Date: FALL 2026

Submission Date: 9 March, 2026

Department: Construction Management

College of: Technology

Contact Person: Shannon Nicklaus

Minor Required? No

Revision

Major/Minor/Emphasis/Certification Name:

BST Construction Management

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe ALL Changes:

Removal of the Building Information Modeling (BIM) Emphasis

Removal of the Civil Construction Emphasis

Removal of the Residential Construction Emphasis

Revision of the Field Management Emphasis: Removing MFGET 162 Welding Processes and Procedures (3Hrs) because that course is no longer being offered and adding CMCET 536 Temporary Structures (3Hrs)(Being changed from 2 hour course to 3 hour course)

Revision of the Electives within the BST Construction Management Construction Electives. Adding (3) a requirement of 1 of the 4 structures courses (CMCET536 Temporary Structures, CMCET632 Steel Structures, CMCET633 Concrete Structures, CMCET638 Foundation & Soil Mechanics being required within the electives.

Add CMCET 340, 332, 336, 338, 606, & 637 back in the, Please Select 3 hours of Construction Electives from, area.

2. Rationale for change, including changes to curriculum objectives:

In the effort to become more efficient within the program we are reducing the (3) emphasis areas due to lower enrollment in those areas. The change to the Field Management emphasis is due to one of the courses no longer being taught.

3. Will this change affect any education majors? If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation".



Yes



No

4. If this change affects any other department on campus, **please attach all email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

☒ Yes ☐ No

6. Will additional resources or costs will be required?

☐ Yes ☒ No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Authorization Sign-Off Sheet

Checklist: Check once verified.

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- Program guide from current catalog.
- Academic Planning Excel attached.
- 120 Credit hours met.
- Course Id's match Course names.
- Course hours are correct.
- Listed courses are currently active.
- Needed Documentation attached.

-Approved: Department Chair/Director

Date: 2/26/26

Signature: Don Colgrove

-Approved: College Curriculum Committee

Date: 4/7/26

Signature: Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature: Anna C. Bickel

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature: Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: Melinda Ruff

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Originating Department: After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.pdf" and uploaded as well.

Bachelor of Science in Technology Degree with a Major in Construction Management

Degree: Bachelor of Science in Technology

Major: Construction Management

Emphasis available: Building Information Modeling (BIM), Business Management, Civil Construction, Field Management, General Construction, Residential Construction, Safety Management

Accreditation

Accredited by the Applied and Natural Science Accreditation Commission of ABET, <http://www.abet.org>

General Education Requirements

General Education requirements consist of 34-35 credit hours of course work.

Required Math Gateway Course, seek advisement.

MATH-113 College Algebra

Or

Math-110 College Algebra with Review

Core Requirements

See notes *1

- ___ CMCET-133 Construction Graphics (3 hours)
- ___ CMCET-234 The Construction Industry (3 hours)
- ___ CMCET-235 Methods of Construction-Light Frame and Finishes (2 hours)
- ___ CMCET-330 Mechanical Systems (HVAC) (3 hours)
- ___ CMCET-331 Electrical Systems (3 hours)
- ___ CMCET-333 Construction Statics and Structures (3 hours)
- ___ CMCET-334 Methods of Construction-Sitework and Steel (3 hours)
- ___ CMCET-335 Methods of Construction-Concrete and Masonry (3 hours)
- ___ CMCET-337 Construction Materials Testing and Inspection (2 hours)
- ___ CMCET-350 Mechanical Systems (Plumbing) (2 hours)
- ___ CMCET-410 Technical Construction Spanish for the Jobsite Supervisor (3 hours)
- ___ CMCET-434 Civil Construction (3 hours)
- ___ CMCET-530 Construction Cost Management (3 hours)
- ___ CMCET-537 Construction Surveying I (3 hours)
- ___ CMCET-631 Construction Estimating I (3 hours)
- ___ CMCET-634 Construction Management (3 hours)
- ___ CMCET-635 Contract Administration (3 hours)

___ CMCET-639 Construction Estimating II (3 hours)

___ CMCET-691 Senior Project (4 hours)

Notes *1: A grade of "C" or better is required for credit toward graduation and to satisfy pre-requisite requirements in all CMCET/MFGET/EST courses, MATH-113 College Algebra (or equivalent), MATH-122 Plane Trigonometry (or equivalent).

Support Courses, 19 hours

See notes *2

___ CMCET-200 Construction Internship/Cooperative Education (1-6 hours)

or ___ CMCET-300 Construction Internship/Cooperative Education (1-6 hours)

or ___ CMCET-400 Construction Internship/Cooperative Education (1-6 hours)

Note: Minimum of one hour of CMCET 200, 300, & 400 required.

___ MATH-113 College Algebra (3 hours)

___ MATH-122 Plane Trigonometry (3 hours)

___ ENGL-301 Technical/Professional Writing (3 hours)

___ EST-296 Introduction to Construction Safety (3 hours)

___ EST-496 Construction Safety (2 hours)

and ___ EST-497 Construction Safety Laboratory (1 hour)

Notes *2: Plus 3 hours of Construction Electives (Refer to approved electives list). Additional 3 hours of electives needed if MATH-113 taken as General Education.

Approved Construction Electives

See notes *3

___ CMCET-638 Foundation and Soil Mechanics (3 hours)

___ CMCET-640 BIM Management (3 hours)

___ CMCET-651 Civil Construction II (Highway/Bridge/Utility) (3 hours)

___ CMCET-795 Special Topics in CMCET (___) (1-3 hours)

___ EST-204 Introduction to Fire Safety (3 hours)

___ EST-326 Basic Electrical Safety (3 hours)

___ EST-512 Risk Assessment (3 hours)

___ EST-514 Industrial Hygiene (3 hours)

___ EST-516 Hazardous Materials (3 hours)

___ EST-629 Legal Issues in Environmental Health and Safety (3 hours)

___ EST-630 Safety Management (3 hours)

___ MFGET-162 Welding Processes and Procedures (3 hours)

Notes *3: Construction electives cannot be taken for credit in the Emphasis area and elective area.

Select one 12 hour Emphasis from below:

Building Information Modeling (BIM) Emphasis

___ CMCET-340 BIM/VDC (3 hours)

___ CMCET-606 Construction Supervision and Leadership (3 hours)

___ CMCET-640 BIM Management (3 hours)

___ CMCET-795 Special Topics in CMCET (___) (1-3 hours)

Business Management Emphasis

___ ACCTG-201 Financial Accounting (3 hours)

- ☐ MKTG-201 Fundamentals of Marketing (3 hours)
- ☐ MGT-201 Introduction to Management (3 hours)
- ☐ MGT-430 Legal and Social Environment of Business (3 hours)

Civil Construction Emphasis

- ☐ CMCET-340 BIM/VDC (3 hours)
- ☐ CMCET-606 Construction Supervision and Leadership (3 hours)
- ☐ CMCET-637 Construction Surveying II (3 hours)
- ☐ CMCET-651 Civil Construction II (Highway/Bridge/Utility) (3 hours)

Field Management Emphasis

- ☐ MFGET-162 Welding Processes and Procedures (3 hours)
- ☐ CMCET-338 Construction Codes and Inspections (3 hours)
- ☐ CMCET-606 Construction Supervision and Leadership (3 hours)
- ☐ CMCET-637 Construction Surveying II (3 hours)

General Construction Emphasis

Select 12 hours from the following:

- ☐ CMCET-332 Residential Design and Management (3 hours)
- ☐ CMCET-336 Residential Land Development (3 hours)
- ☐ CMCET-338 Construction Codes and Inspections (3 hours)
- ☐ CMCET-340 BIM/VDC (3 hours)
- ☐ CMCET-606 Construction Supervision and Leadership (3 hours)
- ☐ CMCET-637 Construction Surveying II (3 hours)
- ☐ CMCET-640 BIM Management (3 hours)
- ☐ CMCET-651 Civil Construction II (Highway/Bridge/Utility) (3 hours)

Residential Construction Emphasis

- ☐ CMCET-332 Residential Design and Management (3 hours)
- ☐ CMCET-336 Residential Land Development (3 hours)
- ☐ CMCET-338 Construction Codes and Inspections (3 hours)
- ☐ CMCET-606 Construction Supervision and Leadership (3 hours)

Safety Management Emphasis

- ☐ EST-512 Risk Assessment (3 hours)
- ☐ EST-630 Safety Management (3 hours)

Select 6 hours from:

- ☐ EST-204 Introduction to Fire Safety (3 hours)
- ☐ EST-326 Basic Electrical Safety (3 hours)
- ☐ EST-514 Industrial Hygiene (3 hours)
- ☐ EST-516 Hazardous Materials (3 hours)
- ☐ EST-629 Legal Issues in Environmental Health and Safety (3 hours)

Revised: 08/28/2025

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate -

Course Prefix	Course Num.	Course Name	Cr. Hr.
Core Courses -			55
CMCET	133	Construction Graphics	3
CMCET	234	The Construction Industry	3
CMCET	235	Methods of Construction Light Frame-Finishes	2
CMCET	330	Mechanical Systems (HVAC)	3
CMCET	331	Electrical Systems	3
CMCET	333	Construction Statics & Structures	3
CMCET	334	Methods of Construction - Sitework and Steel	3
CMCET	335	Methods of Construction-Concrete and Masonry	3
CMCET	337	Construction Materials Testing and Inspection	2
CMCET	350	Mechanical Systems (Plumbing)	2
CMCET	410	Technical Construction Spanish for the Jobsite Supervisor	3
CMCET	434	Civil Construction	3
CMCET	530	Construction Cost Management	3
CMCET	537	Construction Surveying I	3
CMCET	631	Construction Estimating I	3
CMCET	634	Construction Management	3
CMCET	635	Contract Administration	3
CMCET	639	Construction Estimating II	3
CMCET	691	Senior Projects	4
Grade of C or better is required in all technical Specialties, emphasis and support course requirements.			
Support Courses -			19
CMCET	200,300 or 400	**Construction Internship Cooperative Education() 1-6	1
MATH	122	Plane Trigonometry	3
MATH	113	College Algebra (required general ed. ,hrs. included below)	0
ENGL	301	Technical / Professional Writing	3
EST	296	Introduction to Construction Safety	3
EST	496	Construction Safety	2
EST	497	Construction Safety Lab	1
		(3-6) Hours of Construction electives (Refer to approved	6
		electives list)	
**Noes 2: Minimum of one hour of CMCET 200, 300 or 400			
Required			
Emphasis Courses -			12
		Select one 12 Hour Emphases from below:	12
		General Construction Emphasis	
		Select 12 hours from:	
CMCET	332	Residential Design & Management (3Hrs)	

CMCET	336	Residential Land Development (3Hrs)	
CMCET	338	Construction Codes and Inspections (3Hrs)	
CMCET	340	BIM/VDC (3Hrs)	
CMCET	606	Construction Supervision and Leadership (3Hrs)	
CMCET	637	Construction Surveying II (3Hrs)	
CMCET	640	BIM/VDC Management (3Hrs)	
CMCET	651	Civil Construction II (Highway/Bridge/Utility) (3Hrs)	
		Business Management Emphasis	
		Select 12 hours from:	
ACCT	201	Financial Accounting(3Hrs)	
MKTG	201	Fundamentals of Marketing (3Hrs)	
MGT	201	Introduction to Management (3Hrs)	
MGT	430	Legal and Social Environment of Business (3Hrs)	
		Field Management Emphasis	
		Select 12 hours from:	
CMCET	536	Temporary Structures (3Hrs)	
CMCET	338	Construction Codes and Inspection (3Hrs)	
CMCET	606	Construction Supervision and Leadership (3Hrs)	
CMCET	637	Construction Surveying II (3Hrs)	
		Safety Management Emphasis	
EST	512	Risk Assessment (3Hrs)	
EST	630	Safety Management (3Hrs)	
		Select 6 hours from:	
EST	204	Introduction to Fire Safety (3Hrs)	
EST	326	Basic Electrical Safety (3Hrs)	
EST	514	Industrial Hygiene (3Hrs)	
EST	516	Hazardous Materials (3Hrs)	
EST	629	Legal Issues in Environmental Health & Safety (3Hrs)	
Elective Courses -			
		Select 6 hours of Construction Electives from:	
		(3) Hours must come from a Structures / Foundation Course	
		* Notes 3	
CMCET	536	Temporary Structures (3Hrs)	
CMCET	632	Steel Structures (3Hrs)	
CMCET	633	Concrete Structures (3Hrs)	
CMCET	638	Foundation & Soil Mechanics (3Hrs)	
		Select 3 hours of Construction Electives from:	
CMCET	332	Residential Design & Management (3Hrs)	
CMCET	336	Residential Land Development (3Hrs)	
CMCET	338	Construction Codes and Inspections (3Hrs)	
CMCET	340	BIM/VDC (3Hrs)	
CMCET	606	Construction Supervision and Leadership (3Hrs)	
CMCET	637	Construction Surveying II (3Hrs)	

CMCET	640	BIM/VDC Management (3Hrs)	
CMCET	651	Civil Construction II (Highway/Bridge/Utility) (3Hrs)	
EST	512	Risk Assessment (3Hrs)	
EST	630	Safety Management (3Hrs)	
EST	204	Introduction to Fire Safety (3Hrs)	
EST	326	Basic Electrical Safety (3Hrs)	
EST	514	Industrial Hygiene (3Hrs)	
EST	516	Hazardous Materials (3Hrs)	
EST	629	Legal Issues in Environmental Health & Safety (3Hrs)	
CMCET	795	Special Topics in CMCET (3Hrs)	
		* Notes 3 Construction Electives cannot be taken for credit in	
		the Emphasis area and Construction Electives Area	
Total Credit Hours -			86
Minor -			
General Education, 34-35 hours -			34
Total Credit Hours:			120

Be sure all information is correct and courses are active before submitting.
Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
Your legislation will be returned if either is found.

DO NOT SAVE AS PDF, Leave in Excel worksheet format!

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: 3/5/2026

Department: School of Construction-Safety Mgm

College of: **Technology**



Contact Person: **Brian Welch**

Create New, Revise, Inactivate, or Reactivate: **Reactivate**



Course #: **393**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Reactivating a previous course to assist in the realignment of the CCOT B.A.S.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Introduction to Industrial Safety	
Course Number:	EST 393	
Credits:	3	
Grading System:	A-F, IN, IP	▼ Select One
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist: Check once verified.

☐
☐
☐

Required fields completed.

Syllabus attached for new courses

Assignment Strategies Attached

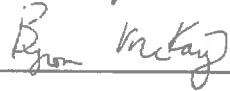
-Approved: Department Chair/Director

Date: 3/8/26

Signature, Chair/Director: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

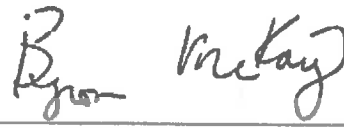
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University
School of Construction
(Prepared by: Clifford Morris, January 2026)

COURSE TITLE: EST 393-01. Introduction to Industrial Safety (3 Credit Hours)

COURSE SCHEDULE: Tuesday & Thursday 9:30am – 10:45am

COURSE LOCATION: S110 Crossland Technology Center

OFFICE HOURS: Monday/Wednesday: 11:00am – Noon and 2:00pm-4:30pm
Friday: 9:00am-Noon and 1:00pm-2:00pm

INSTRUCTOR: Clifford Morris, ASP, CSP, CPM
Office: S213 CTC Email: cdmorris@pittstate.edu
Phone: (620) 235-4382

COURSE DELIVERY METHOD: Primarily face-to-face. Online instruction and outside of classroom activities may be incorporated.

COURSE DESCRIPTION: A study of safety standards as established by federal safety standards for general industry. Includes topics within OSHA 1910 general industry standards and compliance issues. Thirty-hour OSHA voluntary compliance cards are available to students who qualify. (For Hybrid Course: only ten-hour OSHA voluntary compliance card is available to students who qualify.)
Prerequisite: None.

TEXTBOOK/MATERIALS REQUIRED: Zero Textbook Cost (ZTC) course.

COURSE OBJECTIVES: (Reference to Program Outcomes)

- Objective #1: Define and understand the creation of the Occupational Safety and Health Administration as a regulatory agency, the significance of safety programs, and safety regulations. (Outcome 3)
- Objective #2: To identify and apply abatement strategies for workplace hazards. (Outcome 3)

COURSE TOPICS: Course topics are reflected in the tentative schedule of activities. The instructor may add additional topics deemed necessary for learning based on situations applicable. Items in the tentative schedule of activities are subject to change at the discretion of the instructor.

PSU SYLLABUS SUPPLEMENT (Spring 2026): The supplement is updated for each semester and includes information for students about campus resources, notifications, expectations, grades, etc. This supplement in its entirety can be found at: [Syllabus Supplement – Spring 2026](#)

TENTATIVE SCHEDULE OF ACTIVITIES:

Day	Class Topic	Assignments
1/20/26	Syllabus Review/Emergency Response/OSHA 30 Hour Card Information	• Picture and Questions Assignment • Syllabus Quiz • OSHA 30-Hour Quiz
1/22/26	Introduction to OSHA	• What is Safety Assignment
1/27/26	Introduction to OSHA	• Quiz #1 – Introduction to OSHA • OSHA Website Assignment
1/29/26	Exit Routes, Emergency Action Plans, Fire Prevention Plans and Protection	• In Class Assignment – EAP & Exits • EAP Assignment
2/3/26	Exit Routes, Emergency Action Plans, Fire Prevention Plans and Protection	• Emergency Action Plan and Fire Prevention Plan Assignment
2/5/26	Exit Routes, Emergency Action Plans, Fire Prevention Plans and Protection	• Quiz #2 – EAP & Exits/Fire Protection
2/10/26	Electrical	• Electrical Assignment
2/12/16	Electrical	• Quiz #3 – Electrical
2/17/26	Hazard Communication	• Hazard Communication Assignment
2/19/26	Hazard Communication and Personal Protective Equipment	
2/24/26	Personal Protective Equipment	• Quiz #4 – Hazard Communication/PPE
2/26/26	Managing Safety and Health	
3/3/26	Managing Safety and Health	• Quiz #5 – Managing Safety and Health
3/5/26	Materials Handling	• Materials Handling Assignment
3/10/26	Materials Handling	• Quiz #6 – Material Handling
3/12/26	Hazardous Materials and Permit Required Confined Spaces	• Midterm Exam
3/17/26 and 3/19/26 No Class – Spring Break		
3/24/26	Safety and Health Programs	• In Class Assignment – S&H Programs
3/26/26	Workplace Violence	• Quiz #7 – Workplace Violence • In Class Assignment – Workplace Violence
3/31/26	Ergonomics and Introduction to Industrial Hygiene	
4/2/26	Introduction to Industrial Hygiene	
4/7/26	Introduction to Industrial Hygiene (IH)	• Quiz #8 – Ergonomics & Intro to IH
4/9/26	Bloodborne Pathogens	• Quiz #9 – Bloodborne Pathogens • In Class Assignment – Bloodborne Pathogens
4/14/26	Walking Working Surfaces	• Walking Working Surfaces Assignment
4/16/26	Walking Working Surfaces	• OSHA Subpart D Assignment
4/21/26	Fall Protection	• Quiz #10 – Walking Working Surfaces & Fall Protection
4/23/26	Machine Guarding	• Machine Guarding Assignment #1 • Machine Guarding Assignment #2
4/28/26	Machine Guarding	• Machine Guarding Assignment #1
4/30/26	Machine Guarding	• Machine Guarding Asgmt. #2 – Due in Class • Quiz #11 – Machine Guarding
5/5/26	Lockout Tagout (LOTO)	• Quiz #11 – Machine Guarding – Due 5/5/26
5/7/26	LOTO/Final Exam Review	
5/14/26	Final Exam	• Final Exam – May 14, 2026

The Department of CMCET is committed to a policy of educational equity. Accordingly, the Department supports of University policies on: 1) Equal Opportunity, 2) Racial Harassment, 3) Sexual Harassment, 4) Consenting Relationships, 5) Nondiscrimination, 6) Prevention of Alcohol Abuse & Drug Use on Campus & in the Workplace. Copies of these policies are available in the CMCET Departmental office (W223-CTC) or Director of Institutional Equity/Title IX Coordinator, Room 218 Russ Hall, 235-4189.

CONCEALED CARRY: In this class, students will be asked to participate in activities, such as engaging in group work (in and out of the classroom), using the board, giving presentations, or participating in tours. These activities may require students to either be separated from their bags or be prepared to keep their bags with them at all times during such activities. Students are encouraged to read the Concealed Weapons Policy (Concealed Weapons Policy) to ensure they understand the requirements related to concealed carry.

GENERAL REQUIREMENTS: Web-based communication: Canvas course-management software may be used as a course management tool in this class. The Gorilla User System (GUS) is used by the university and faculty for various communication needs. Links to Canvas and GUS are provided on the PSU home page (PittState). Each student is responsible for maintaining their current e-mail address in both Canvas and GUS. Failure to receive necessary course information through these sources and e-mail is not an acceptable excuse for failure to complete and submit work in a timely manner.

INCLEMENT WEATHER: Should inclement weather conditions arise or be anticipated that would make class attendance unsafe, the university may elect to cancel classes for a defined period of time. Due to this being a face-to-face class, this class would be canceled for that period of time.

ATTENDANCE POLICY: If absences are unavoidable, please contact the instructor before class to inform him you will not be attending class. Attendance is worth 25% of the overall grade. Students more than 10 minutes late - or leave with more than 10 minutes remaining in class may be counted as absent.

Students with official documentation for an excused absence will not lose attendance points for the day/days missed. Excused absences include illnesses, funerals, and student activities following the University Sponsored Student Activities policy. This policy is found at: Policy on University-Sponsored Student Activities

EVALUATION AND GRADING SCALE:

Grading Criteria:

Attendance	25%
Quizzes	25%
Projects/Homework	25%
Midterm/Final	<u>25%</u>
Total	100%

Grading Scale:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% or below

LATE WORK: Students are expected to complete all work within established timeframes and due dates. The instructor will not accept late work.

ASSIGNMENTS AND EXAMINATIONS: Most lecture topics will conclude with a short quiz covering the topic study material and information discussed during the class session. These quizzes will be in class or on Canvas. The instructor reserves the right to administer unannounced in-class pop quizzes.

Assignments and exam/quiz dates will either be listed in the syllabus, Canvas, or announced in class. Work may be assigned as individual or group. Assignments and exams/quizzes may include information from handouts, lecture, outside reading, or other material presented/provided in class.

The midterm and final exam will be comprehensive. These exams may be comprised of multiple-choice, true/false, matching, fill in the blank, short essay questions, etc. Exams must be taken within the parameters set forth by the instructor.

The instructor may offer more points and/or extra credit throughout the semester. This may change the point structure of the course, but the percentages of the grades will not be changed as listed above.

OSHA 30-HOUR CARD: Students missing a class topic(s) might not be eligible for the OSHA 30-Hour card. Please see the below information regarding make-up training:

- If interested in the OSHA 30-Hour card, students must email the instructor within 24 hours of the missed class to ask if make-up training is available;
- Make-up training, if available, must be for the exact same class topic missed;
- OSHA 30-Hour card make-up training might not be available.

STUDENT ORGANIZATION INFORMATION: Students enrolled in this course are encouraged to join American Society of Safety Professionals (ASSP). Pittsburg State University participates in this national origination and holds regular meetings in room E119 of the Crossland Technology Center.

ACADEMIC INTEGRITY: Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic dishonesty violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement.

“Academic dishonesty by a student is defined as unethical activity associated with course work or grades. It includes, but is not limited to:

1. Giving or receiving unauthorized aid on examinations,
2. Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments,
3. Submitting the same work for more than one course without the instructor's permission, and,
4. Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the Internet or any text/or other content generated by AI programs) without explicitly acknowledging the true source of the material or without the instructor's permission is plagiarism. Plagiarism also includes paraphrasing another individuals' ideas or concepts without acknowledging their work, or contribution, and
5. Unless otherwise stated by the instructor, exams, quizzes, and out-of-class assignments are meant to be individual, rather than group, work. Hence, copying from other students' quizzes or exams, as well as presenting as one's own work an assignment prepared wholly or in part by another is in violation of academic honesty.”

The above “Academic Integrity” material was copied from the Pittsburg State University, Article 30, Academic Misconduct policy. A complete copy of this policy may be found at: Code of Student Rights and Responsibilities

PROFESSIONALISM: The key to success in any class is a commitment to a timely performance on all assignments. The instructor's intent is to reward successful, professional and innovative performance with a letter grade of "A." It is critical to understand that substandard performance is not acceptable on any type of project. Assignments and exam/quiz dates will either be listed in the syllabus, Canvas, or announced in class. It is the student's responsibility to complete all work within the required timeframe.

SPECIAL INSTRUCTIONS:

- A. Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor soon as possible to make necessary accommodations.
- B. Directions and instructions other than those listed in this course outline will be given as necessary.
- C. The use of tobacco products is not permitted in the Crossland Technology Center.
- D. The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away all trash and clean area before leaving the classroom.
- E. The PSU School of Construction is committed to a policy of educational equity. Accordingly, the School is committed to the support of all University policies on 1) Equal Opportunity Policy; 2) Racial Harassment Policy, 3) Sexual Harassment Policy, 4) Consenting Relationships Policy, 5) Nondiscrimination Policy, 6) Policy on Prevention of Alcohol Abuse & Drug Use on Campus & in the Workplace. Copies of these policies are available in the CMCET Departmental office (W223-CTC) or Director of Institutional Equity/Title IX Coordinator, Room 218 Russ Hall, 235-4189.
- F. The PSU Academic Misconduct policy is found at: Code of Student Rights and Responsibilities. Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc.

GENERAL SAFETY RULES:

- A. Accept the "zero accident" philosophy.
- B. Approved hardhats and safety glasses are to be worn when working in the construction jobsite work area. Approved safety glasses must be worn in CTC labs.
- C. All clothing worn for fieldwork must be in accordance with general work and safety practices. Do not wear clothing that could get caught in machinery or otherwise cause an accident (such as dragging or baggy trousers, torn or loose long sleeves, loose neck jewelry, and rings). Shirts with sleeves are to be worn at all times and must cover the shoulders and torso. Tank tops and football type net shirts are not acceptable. Pants must be full length (no cut-offs or shorts). Shoes or boots must be sturdy leather, thick-soled and cover the ankle. Dress shoes, athletic shoes or sandals are not acceptable.
- D. Use tools, equipment, and personal protective equipment the way they were designed.
- E. Inspect tools and equipment prior to use. Do not use damaged or unsafe tools and equipment. Damaged tools and equipment shall be removed from service until fully repaired or replaced.
- F. Only perform tasks for which you have been trained.
- G. Correct or report all unsafe conditions immediately to a course instructor.
- H. Everyone has the right to refuse to perform work which is believed to be unsafe. Explain your concerns to a course instructor.
- I. Good housekeeping requires the attention and cooperation of all involved. Pick up tools, store materials properly, and pick up trash daily.
- J. Safety is everybody's business. Suggestions are welcomed and shall be directed to the course instructor.

ACKNOWLEDGMENT:

- A. I hereby certify that I have read and fully understand the syllabus, including the PSU General Safety Policies and Rules, and will comply with and support all policies and procedures outlined above.
- B. I understand that I am able to ask questions of the instructor and know where the instructor is located in the CTC.
- C. I fully understand the assignment, attendance, and grading criteria.
- D. I understand that all assignments, tests, and attendance are my responsibility.
- E. I understand that it is my responsibility to sign in at each class period.
- F. Finally, I understand that the syllabus is available on Canvas at all times and can refer to the syllabus at any time.

Course: EST 393-01– Introduction to Industrial Safety (3 Credit Hours)

Print Name: _____

Signature: _____

Date: _____

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **3/5/2026**

Department: **School of Construction-Safety Mgm**

College of: **Technology**



Contact Person: **Brian Welch**

Create New, Revise, Inactivate, or Reactivate: **Reactivate**



Course #: **396**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Reactivating a course to assist in the realignment of the CCOT BAS.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Introduction to Construction Safety	
Course Number:	EST 396	
Credits:	3	
Grading System:	A-F, IN, IP	 Select One
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist: Check once verified.

☐
☐
☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/8/26

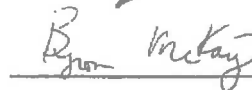
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

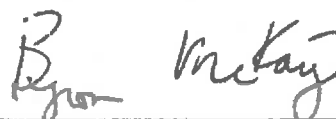
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

PITTSBURG STATE UNIVERSITY
School of Construction
Prepared by: Brian Welch, January 2026

COURSE TITLE: EST 396 Introduction to Construction Safety (3 Credit Hours)

COURSE SCHEDULE: Section 2 – Tuesday & Thursday 12:30 pm – 1:45 pm
Section 3 – Tuesday & Thursday 3:30 pm – 4:45 pm
Section 4 – Tuesday & Thursday 9:30 am – 10:45 am

COURSE LOCATION: S110 Kansas Technology Center

OFFICE HOURS: **Monday:** 8:00 am – 9:00 am, 10:30 am – 11:30 am
Tuesday: 8:00 am – 9:00 am
Wednesday: 8:00 am – 9:00 am, 10:30 am – 11:30 am
Thursday: 8:00 am – 9:00 am
Friday: 8:00 am – 5:00 pm (12:00 pm to 5:00 pm by appt)

Available by appointment if office hours do not work with your schedule

INSTRUCTOR: Brian Welch, CSP
Office: S204 KTC
E-mail: brianwelch@pittstate.edu
Phone: 620-235-4344
Cell: 620-674-1047

COURSE DELIVERY METHOD: Primarily face-to-face. Online instruction and outside-of-classroom activities may be incorporated.

COURSE DESCRIPTION: This course studies the causes and effects of accidental losses with an interest in the construction profession. The curriculum includes up-to-date safety and health information, enabling a construction professional to make cost-effective and responsible decisions on behalf of the employer and to maintain personal safety while working in a variety of construction settings. Students who complete the requirements of this course will receive an OSHA Thirty-Hour safety card. **Prerequisite: None**

REQUIRED TEXTBOOK/MATERIALS: **Zero Textbook Cost (ZTC) Course:** No textbook required for this course. Support material from osha.gov, printed 29 Code of Federal Regulations 1926 Construction Safety Standards, and other OER used in the development of this course. Materials for taking notes are recommended, and access to a computer is required for quizzes and exams.

COURSE OBJECTIVES: (Reference to Program Outcomes)

Upon successful completion of this course, students should be able to:

- **Identify and assess hazards:** Anticipate, recognize, and evaluate hazardous conditions and practices affecting people, property, and the environment.
- **Develop control strategies:** Formulate, design, and recommend engineering, administrative, and personal protective equipment controls to eliminate or reduce hazards
- **Apply regulations and standards:** Identify, interpret, and apply applicable occupational and environmental safety regulations, standards, and codes (e.g., OSHA, EPA)

COURSE TOPICS: Course topics are reflected in the schedule of activities. The instructor may add, at their discretion, additional topics deemed necessary for learning based on situations applicable, and remain consistent with OSHA guidelines. Items in the tentative schedule of activities are subject to change.

TENTATIVE SCHEDULE OF ACTIVITIES (Subject to change at the discretion of the Instructor)

DAY	CLASS CONTENT	ASSIGNMENTS
	Syllabus Review/Pre-test	Syllabus Quiz
01/20	Introduction to OSHA (part 1)	
01/22	Introduction to OSHA (part 2)	Quiz #1
01/27	Focus Four - Falls	
01/29	Focus Four - Falls	Quiz #2
02/03	Focus Four - Struck-by	
02/05	Focus Four - Electrocution	
02/10	Focus Four – Caught In/Between	Quiz #3
02/12	Stairways and Ladders	
02/17	Managing Safety & Health	
02/19	Managing Safety & Health	Quiz #4
02/24	Health Hazards in Construction	
02/26	No Class	
03/03	Health Hazards in Construction	Quiz #5
03/05	No Class	
03/10	PPE and Lifesaving Equipment	
03/12	PPE and Lifesaving Equipment	
03/17-19	Midterm Exam	The midterm will be online
03/24	Foundations of Safety Leadership	
03/26	Foundations of Safety Leadership	Quiz #6
03/31	Confined Space	
04/02	Confined Space	Quiz #7
04/07	Material Handling and Powered Industrial Truck	
04/09	Hand and Power Tool	
04/14	Scaffolding	Quiz #8
04/16	Workplace Violence	
04/21	Excavation and Trenching	Quiz #9
04/23	Fire Protection Systems	
04/28	Hazardous Materials/GHS	Quiz #10
04/30	Steel Erection/Concrete and Masonry	
05/05	Dead Week	NO SCHOOL
05/07	Dead Week	NO SCHOOL
05/12-14	Finals Week	The final exam will be online

DEPARTMENTAL POLICIES: The Department of CMCET is committed to a policy of educational equity. Accordingly, the Department supports University policies on: 1) Equal Opportunity, 2) Racial Harassment, 3) Sexual Harassment, 4) Consenting Relationships, 5) Nondiscrimination, 6) Prevention of Alcohol Abuse & Drug Use on Campus & in the Workplace. Copies of these policies are available in the CMCET Departmental office (W233-KTC) or through the Director of Equal Opportunity.

PSU SYLLABUS SUPPLEMENT (Spring 2026): The supplement is updated for each semester and includes information for students about campus resources, notifications, expectations, grades, etc. This supplement in its entirety can be found by clicking this link: [PSU Syllabus Supplement](#)

GENERAL REQUIREMENTS: Web-based communication: CANVAS course-management software may be used as a course management tool in this class. The Gorilla User System (GUS) is used by the university and faculty for various communication needs. Links to CANVAS and GUS are provided on the [PSU home page](#). Each student is responsible for maintaining their current e-mail address in both CANVAS and GUS. Failure to receive necessary course information through these sources and e-mail is not an acceptable excuse for failure to complete and submit work on time.

ATTENDANCE: Twenty-five percent of the grade is derived from the student's attendance. Every class period, an attendance sheet will be passed around. It is the responsibility of the student to make sure they sign the sheet at each class session. Perfect attendance is required to meet the requirements for the OSHA 30-hour Outreach program. If absences are unavoidable, please contact the instructor before class to inform him that you will not be attending classes. Excessive absences (6 absences) may result in the student being dropped from the class.

OSHA 30-HOUR CARD REQUIREMENT: Students missing ANY lecture topics will not be eligible for the OSHA 30-hour card unless they attend make-up training taught by another OSHA 501 Outreach trainer at PSU. Make-up training, if available, must be for the exact same lecture topic missed. Due to the variations in class schedules, make-up training may not be available. To see if make-up training is available, students must email the instructor, Brian Welch, within 24 hours of the missed lecture topic.

PARTICIPATION: Classroom participation is very important.

You may positively affect your participation grade by:

- A portion of the participation grade is based on turning in assignments on time. **Late work is not acceptable.** It is of value for a student in this class to be active during the class by participating in the lecture and/or making more effective comments that raise the overall level of discussion.
- Asking thoughtful questions will enhance discussion and engage peers.
- Listening carefully to, supporting, and engaging your peers in discussions that are relevant to the topic being discussed in class.

You may negatively affect your participation grade by:

- Not attending class regularly, even though you meet attendance requirements or may have submitted assigned work, your contribution will not have added to the class discussion.
- Disrupting others' opportunity to listen and/or participate.
- Making negative, offensive, and/or disrespectful comments during discussions.
- Using electronic devices, such as, and not limited to a cell phone, iPod, or computer, for personal or other coursework reasons during class unless instructed to do so. This can result in non-attendance
- Sleeping in class will result in non-attendance

LATE WORK: Students are expected to complete all work within established timeframes and due dates.
The instructor will not accept late work without documented proof.

EVALUATION AND GRADING SCALE:

Grading Criteria:		Grading Scale:
Attendance	25%	A = 90 - 100%
Quizzes	25%	B = 80 - 89%
Projects/ Homework	25%	C = 70 - 79%
Midterm/Final	<u>25%</u>	D = 60 - 69%
Total	100%	F = 59% or below

ASSIGNMENTS AND EXAMINATIONS: Each weekly session will conclude with a short quiz covering the reading assignment and information discussed during the class session. These quizzes will be on Canvas. The instructor reserves the right to administer unannounced in-class pop quizzes. Projects/homework, including due dates, will be announced by the instructor in class or on Canvas. Projects/homework may be assigned as individual or group.

Exams will include information from the text, handouts, lecture, outside reading, or other material presented in class. All exams must be taken on the scheduled day. Makeup tests will be given before the scheduled date, but will not be allowed after the regularly scheduled test. The student is responsible for contacting the instructor and scheduling any early exam.

The final exam will be a comprehensive exam. The format for exams may be comprised of multiple-choice, true/false, matching, fill-in-the-blank, short essay questions, etc. The final exam must be taken within the parameters set forth on Canvas by the instructor. No late work will be accepted. If a student fails to take the final, they will be given a score of zero (0).

The instructor may offer more points and/or extra credit throughout the semester. This may change the point structure of the course, but the percentages of the grades will not be changed as listed above.

STUDENT ORGANIZATION INFORMATION: Students enrolled in this course are encouraged to join the American Society of Safety Professionals (ASSP). Pittsburg State University participates in this national organization and holds regular meetings in room E119 of the Kansas Technology Center.

ACADEMIC INTEGRITY: Education at the university level requires intellectual integrity and trust between faculty and students. Professors are obliged to master their subject and present as fair an account of it as possible. For their part, students are obliged to make an honest effort to fulfill both the letter and the spirit of course requirements. Academic dishonesty violates both integrity and trust. It jeopardizes the effectiveness of the educational process and the reliability of publicly reported records of achievement. Academic dishonesty by a student is defined as an unethical activity associated with coursework or grades. A complete copy of the Code of Student Rights and Responsibilities can be found by clicking the link.

PROFESSIONALISM: The key to success in any class is a commitment to a timely performance on all assignments. The Instructor intends to reward successful, professional, and innovative performance with a letter grade of "A". It is critical to understand that substandard performance is not acceptable on any type of project. Assignments and test dates are listed in this syllabus or will be announced in class. It is the student's responsibility to complete all work within the required timeframe.

Plagiarism is never acceptable, and if it is determined that an assignment was “cut and pasted” or a major portion of an assignment is simply plagiarized (including the use of AI), the student will receive an F for the assignment, and no alternative assignment will be offered. Unsatisfactory initial performance will not be rewarded; this includes work turned in after the posted timeframe.

SPECIAL INSTRUCTIONS:

- A. Special Concerns: Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- B. Directions and instructions other than those listed in this course outline will be given as necessary.
- C. Hats and caps are not to be worn in the classroom.
- D. The use of tobacco products is not permitted in the Kansas Technology Center.
- E. The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away all trash and clean the area before leaving the classroom.
- F. The PSU School of Construction is committed to a policy of educational equity. Accordingly, the School is committed to the support of all University policies on 1) Equal Opportunity Policy; 2) Racial Harassment Policy, 3) Sexual Harassment Policy, 4) Consenting Relationships Policy, 5) Nondiscrimination Policy, 6) Policy on Prevention of Alcohol Abuse & Drug Use on Campus & in the Workplace. Copies of these policies are available in the school of Construction office (KTC-W233) or through the Director of Equal Opportunity, Russ Hall, Room 218 or by calling 620-235-4189.
- G. Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that activity. Offenders will be dropped from the class roster. A grade of “F” due to cheating is recorded on a student’s transcript as an “XF” and is not removed from the transcript when the course is repeated for a higher grade.

GENERAL SAFETY RULES:

- A. Accept the “zero accident” philosophy.
- B. Approved hardhats and safety glasses are always to be worn when working in the construction jobsite work area. Hardhats and safety glasses are available in the Keller lab.
- C. All clothing worn for field work must be in accordance with general work and safety practices. Do not wear clothing that could get caught in machinery or otherwise cause an accident (such as dragging or baggy trousers, torn or loose long sleeves, loose neck jewelry and rings). Shirts with sleeves are always to be worn and must cover the shoulders and torso. Tank tops and similar shirts are not acceptable. Pants must be full length (no cut-offs or shorts). Shoes or boots must be of sturdy leather, thick-soled and cover the ankle. Dress shoes, athletic shoes or sandals are not acceptable.
- D. Use tools, equipment, and personal protective equipment the way they were designed.
- E. Inspect tools and equipment prior to use. Do not use damaged or unsafe tools and equipment. Damaged tools and equipment shall be removed from service until fully repaired or replaced.
- F. Only perform tasks for which you have been trained.
- G. Correct or report all unsafe conditions immediately to a course instructor.
- H. Everyone has the right to refuse to perform work which is believed to be unsafe. Explain your concerns to a course instructor.
- I. Good housekeeping requires the attention and cooperation of all involved. Pick up tools, store materials properly, and pick up trash daily.
- J. Safety is everybody’s business. Suggestions are welcomed and shall be directed to the course instructor.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-181**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:
We have changed the credit hours from 5 to 6.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Residential Wiring Methods	Residential Wiring Methods
Course Number:	ET-181	ET-181
Credits:	5	6
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-182 Residential Wiring Methods Laboratory I	ET-182 Fundamentals of Electricity
Course Description:	Interpretation and use of the National Electrical Code, calculations of electrical plans, residential wiring methods, sketching as involved in the wiring of single and multi-family dwellings.	This course combines lecture and laboratory instruction focused on residential wiring methods. Students will interpret and apply the National Electrical Code (NEC), perform electrical calculations, and develop electrical plans for single- and multi-family dwellings. Emphasis is placed on residential wiring techniques, blueprint reading and drafting, and sketching as it relates to electrical layouts. Hands-on laboratory projects and on-the-job experiences reinforce proper wiring methods and code-compliant planning and installation practices.

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/26/26

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

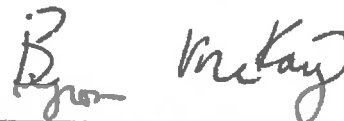
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **2/26/25**

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-182**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We have consolidated the Residential Wiring Methods Laboratory 1 course into the ET-181 course number and have moved the Fundamentals of Electricity course into the ET-182 Course number.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Residential Wiring Methods Laboratory	Fundamentals of Electricity
Course Number:	ET-182	ET-182
Credits:	3	3
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET- 181 Residential Wiring Methods	ET- 181 Residential Wiring Methods
Course Description:	Application of knowledge in wiring methods and the National Electrical Code to the complete planning and wiring of single and multi-family dwellings, with emphasis on drawing and reading blueprints. Will include laboratory projects and on-the-job experience.	An introductory course for electricians and electrical technicians stressing electrical basics and how they relate to the National Electrical Code and the everyday work requirements of an electrician. Includes orientation to the electrical profession and a foundation of electrical fundamentals upon which subsequent Electrical Technology courses are based.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/26/26

Signature, Chair/Director: _____

[Signature]

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____

Anna C. Bickel

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Rull

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-183**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We moved the Fundamentals of Electricity Course to the ET-182 course number and have chosen to use the ET-183 course number for our new Electrical Safety- NFPA70E course

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Fundamentals of Electricity	Electrical Safety - NFPA70E
Course Number:	ET-183	ET-183
Credits:	3	3
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		ET-184 Electrical Machinery and Equipment
Course Description:	An introductory course for electricians and electrical technicians stressing electrical basics and how they relate to the National Electrical Code and the everyday work requirements of an electrician. Includes orientation to the electrical profession and a foundation of electrical fundamentals upon which subsequent Electrical Technology courses are based.	This course provides comprehensive training in electrical safety practices for the electrical industry in accordance with NFPA 70E standards. Students will learn to recognize electrical hazards, assess risk, and apply safe work practices to prevent electrical injuries and incidents. Topics include arc flash and shock hazards, personal protective equipment (PPE), lockout/tagout procedures, and establishing electrically safe work conditions. Emphasis is placed on practical application of safety principles through case studies, demonstrations, and hands-on activities aligned with current industry standards.

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/26/26

Signature, Chair/Director: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: 2/25/26

Department: Electrical Technology

College of: **Technology**



Contact Person: Ed Moore

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-184**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We no longer offer the Special Project course. We've moved the Electrical Machinery and Equipment course to this course number. The credit hours have also changed for the course number from 2 to 6.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☒ Yes ☐ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes ☐ No

5. Will additional resources or costs be required?

☒ Yes ☐ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Special Project	Electrical Machinery & Equipment
Course Number:	ET-184	ET-184
Credits:	2	6
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-181 Residential Wiring Methods	ET-183 Electrical Safety - NFPA70e
Course Description:	Allows the students to research problems encountered in their profession.	This course covers the theory of operation, troubleshooting techniques, and diagnostic and repair procedures associated with the installation and maintenance of single-phase and three-phase motors, generators, and related equipment. Students apply electrical theory, calculations, and design principles through hands-on activities focused on diagnosing and correcting equipment faults. Emphasis is placed on equipment commonly encountered in residential, commercial, and industrial applications.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 2/26/26

Signature, Chair/Director: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

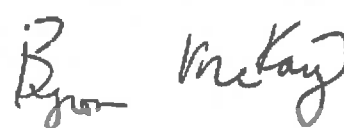
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

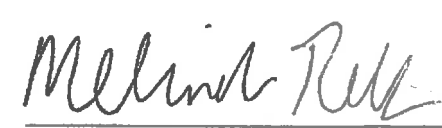
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University
Crossland College of Technology
Electrical Technology (School of Construction)

(Prepared by: Ed Moore on March 13, 2026)

COURSE TITLE: ET-184 Electrical Machinery & Equipment

Sections 01 & 02

CREDIT HOURS: 6

SEMESTER/YEAR: Spring 2027

COURSE SCHEDULE:

DAYS	TIME	ROOM #
Mon-Thurs	Section 01: 8:00 –10:00 Section 02: 10:30-12:30	E-221 & E-223

INSTRUCTOR:

NAME	Ed Moore
EMAIL	eemoore@pittstate.edu
OFFICE PHONE	620-235-4953
CELL PHONE	417-434-3224
OFFICE LOCATION	E 201g
OFFICE HOURS	M-F 7:00-7:50 M,Tu,W,Th 12:30-1:30 Friday 8:00-11:30

SOC OFFICE:

OFFICE ADMIN	Tracy Bevilacqua
EMAIL	tbevilacqua@pittstate.edu
OFFICE PHONE #	620-235-6555
OFFICE LOCATION	W223 CTC
OFFICE HOURS	8am – 4:30pm Monday - Friday

COURSE DESCRIPTION:

This course is designed to provide training and safe use of power equipment and hand tools primarily unique to the electrical trade. The students will be exposed to three phases and single-phase motors. They will learn to diagnose problems properly and safely with the prior motors described. There will be a variety of trouble shooting exercises of Equipment. The fundamentals of Overload and control systems will be presented. The student will understand basic ladder logic; the student will be given the opportunity to build numerous projects using ladder logic. The students will also understand different fastening systems and terminations.

TEXTBOOK/MATERIALS REQUIRED:

Principles of Electrical Motors and Teacher handouts.

COURSE OBJECTIVES:

- | | |
|--------------|---|
| Objective#1. | Prepare the student for accepted work practices. |
| Objective#2. | Safe competencies of trade power tools and manual tools |
| Objective#3. | Understand basic control systems. |

COURSE TOPICS:

Single Phase Motors: Three Phase Motors: Ladder Logic: Overload Protection: Soldering: Power Tools: Manual Tools: Sawing wood: Sawing Steel: Knock Out procedures: Drilling and Tapping Steel: Bearing Installation and Removal: Lubrication and Lubricant's and Proper applications: Limited controls, Ladder diagrams, Push buttons, Latching circuitry, Latching circuit with pilot.

GENERAL REQUIREMENTS

Web-based communication: CANVAS course-management software will be used as a course management tool in this class. The Gorilla User System (GUS) is used by the University and faculty for various communication needs. Links to CANVAS and GUS are provided on the PSU home page (www.pittstate.edu). Each student is responsible for maintaining their current email address in both CANVAS and GUS. Failure to receive necessary course information through these sources and email is not an acceptable excuse for failure to complete and submit work in a timely manner. *Make sure you know your username and password!*

Attendance:

Regular class attendance is **expected**. The instructor will take roll at any time during each class session. You must be present in order to receive credit for your attendance. **Excessive absences (more than 3) may result in the instructor dropping the student from the class.**

Homework:

Homework will be given at the discretion of the instructor. It is necessary for each student to complete all homework to ensure the topics discussed in lecture are understood. All material covered in lecture or other assignments may be included in exams or quizzes. One of the stated objectives is to prepare the student for accepted professional work practices. Therefore, all assignments of any kind **must** be submitted at or before the due date. Assignments or projects submitted **late** or **not reflecting original work** by the student may not be accepted for credit.

Inclement Weather:

PSU will utilize the RAVE alert system to inform students of cancelled class for the day. In the event PSU cancels class due to inclement weather, please watch for updates from me via CANVAS for a possible assignment to do that day.

GRADING SYSTEM:

A	<u>90-100%+</u>
B	<u>80-89.9%</u>
C	<u>70-79.9%</u>
D	<u>60-69.9%</u>
F	<u>0-59.9%</u>

ASSESSMENT PLAN:

Category	% of Grade
Attendance	25%
Projects	25%
Worksheets	25%
Exams/Quizzes	25%

COURSE TENTATIVE SCHEDULE:

<u>WEEK 1</u>	Lock out Tag out Safety Orientation
<u>WEEK 2</u>	Single Phase motor, safety test stand, Start single PH testing
<u>WEEK 3</u>	Single Phase motor, testing assembly, and parts identification
<u>WEEK 4</u>	Three phase motor, safety test stand / Start Soldering
<u>WEEK 5</u>	Parts Identification of three phase motors, start three P testing
<u>WEEK 6</u>	Capacitor testing, Overload testing, Measuring lay out.
<u>WEEK 7</u>	Introduction of Pipe Threading, Aluminum and Steel
<u>WEEK 8</u>	Using Drum switch to reverse 3/P motor mid-term
<u>WEEK 9</u>	Using Digital Cap tester, Using Digital Megar
<u>WEEK 10</u>	Special Class Project
<u>WEEK 11</u>	Special Class Project
<u>WEEK 12</u>	Prepare and Compete Skills USA Kansas
<u>WEEK 13</u>	Prepare for Expo and Set up
<u>WEEK 14</u>	Signing Day and Expo Tear Down
<u>WEEK 15</u>	Lab Tear Down and final projects completion
<u>WEEK 16</u>	Finals week

SPECIAL INSTRUCTIONS:

- Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- The use of tobacco products is not permitted at the Crossland College of Technology Center.
- The consumption of food and drink should be kept to a minimum. The abuse of this privilege will result in it being taken away. Throw away **ALL** trash. Do not throw open containers away with liquid still inside, go dump out in a sink.
- Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that assignment or exam. Repeat offenders may be dropped from the class roster.
- Students must adhere to the University Honesty and Integrity policy
 - <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>
- For additional information, please review the current PSU syllabus supplement
 - <https://www.pittstate.edu/registrar/syllabus-supplement.html>

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-185**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We've consolidated the Electrical Machinery course into the ET-184 course number. We moved the Electrical Blueprint Reading and Estimation course into the ET-185 course number. The number of credit hours for this course number has also changed from 5 to 3.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Electrical Machinery and Equipment	Electrical Blueprint Reading and Estimation
Course Number:	ET-185	ET-185
Credits:	5	3
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-186 Electrical Machinery and Equipment Laboratory 1	ET-184 Electrical Machinery and Equipment
Course Description:	Theory of operation, techniques of troubleshooting, repair, and diagnostic procedures in the installation and maintenance of single-phase and three-phase motors, generators and related equipment.	Electrical estimating for construction and maintenance operations, material and labor costs, methods of electrical bid calculation, reading specifications and blueprints in the field of electricity.

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: _____

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University

Crossland College of Technology

Electrical Technology (School of Construction)

(Prepared by Edwin Woellhof on March 17, 2026)

COURSE TITLE: ET- 185 Electrical Blueprint Reading & Estimation

CREDIT HOURS: 3

SEMESTER/YEAR: Spring 2027

COURSE SCHEDULE:

DAYS	TIME	ROOM #
WED & THUR	1-2:15	TBD

INSTRUCTOR:

NAME	Edwin Woellhof
EMAIL	edwin.woellhof@pittstate.edu
OFFICE PHONE	620-235-4515
OFFICE LOCATION	E201e
OFFICE HOURS	Mon & Wed: 8am-9:30am & Fri: 8am - Noon

SOC OFFICE:

OFFICE ADMIN	Tracy Bevilacqua
EMAIL	tbevilacqua@pittstate.edu
OFFICE PHONE #	620-235-6555
OFFICE LOCATION	W223 CTC
OFFICE HOURS	8am – 4:30pm Monday - Friday

COURSE DESCRIPTION:

Electrical estimating for construction and maintenance operations, material and labor costs, methods of electrical bid calculation, reading specifications and blueprints in the field of electricity.

TEXTBOOK/MATERIALS REQUIRED:

No textbook is required for this course

COURSE OBJECTIVES:

- Objective#1. Prepare the student for accepted work practices.
- Objective#2. Interpret electrical symbols, legends, and abbreviations used in construction drawings.
- Objective#3. Read and navigate complete sets of electrical blueprints (plans, elevations, schedules, and details).
- Objective#4. Analyze electrical plans to identify circuits, feeders, panels, and system layouts.
- Objective#5. Perform accurate quantity of takeoffs for electrical materials (conduit, wire, devices, fixtures, etc.).
- Objective#6. Apply basic estimating techniques to develop material and labor cost estimates.
- Objective#7. Utilize industry-standard methods and tools for electrical estimating.
- Objective#8. Correlate blueprint information with applicable codes (NEC references where appropriate).
- Objective#9. Develop organized and professional estimate documentation.

COURSE TOPICS:

- Introduction to Construction Drawings
- Electrical Symbols, Legends, and Abbreviations
- Types of Drawings (Architectural, Electrical, Mechanical, Civil)
- Reading Floor Plans and Power Layouts
- Lighting Plans and Fixture Schedules
- Panel Schedules and One-Line Diagrams

- Riser Diagrams and Service Layouts
- Specifications and General Notes
- Introduction to the National Electrical Code (NEC) in Plans
- Material Takeoff Methods
- Conduit and Raceway Estimation
- Wire and Cable Estimation
- Device and Fixture Counting
- Labor Units and Estimating Basics
- Introduction to Estimating Software/Spreadsheets
- Bid Preparation and Estimate Organization

GENERAL REQUIREMENTS

Web-based communication: CANVAS course-management software will be used as a course management tool in this class. The Gorilla User System (GUS) is used by the University and faculty for various communication needs. Links to CANVAS and GUS are provided on the PSU home page (www.pittstate.edu). Each student is responsible for maintaining their current email address in both CANVAS and GUS. Failure to receive necessary course information through these sources and email is not an acceptable excuse for failure to complete and submit work in a timely manner. *Make sure you know your username and password!*

Attendance: Regular class attendance is **expected**. The instructor will take role at any time during each class session. You must be present in order to receive credit for your attendance. **Excessive absences (more than 3) may result in the instructor dropping the student from the class.**

Homework: Homework will be given at the discretion of the instructor. It is necessary for each student to complete all homework to ensure the topics discussed in lecture are understood. All material covered in lecture or other assignments may be included in exams or quizzes. One of the stated objectives is to prepare the student for accepted professional work practices. Therefore, all assignments of any kind **must** be submitted **at or before the due date**. Assignments or projects submitted **late** or **not reflecting original work** by the student may not be accepted for credit.

Inclement Weather: PSU will utilize the RAVE alert system to inform students of cancelled class for the day. In the event PSU cancels class due to inclement weather, please watch for updates from me via CANVAS for a possible assignment to do that day.

GRADING SYSTEM:

A	<u>90-100%+</u>
B	<u>80-89.9%</u>
C	<u>70-79.9%</u>
D	<u>60-69.9%</u>
F	<u>0-59.9%</u>

ASSESSMENT PLAN:

Category	% of Grade
Attendance	15%
Worksheets/Project Exercises	25%
Quizzes	20%
Exams (Midterm & Final)	15%
Final Estimating Project	25%

COURSE TENTATIVE SCHEDULE:

<u>WEEK 1</u>	Course Introduction & Overview of Construction Documents
<u>WEEK 2</u>	Electrical Symbols, Legends, and Abbreviations
<u>WEEK 3</u>	Understanding Drawing Types & Sheet Organization
<u>WEEK 4</u>	Reading Electrical Floor Plans (Power Layouts)
<u>WEEK 5</u>	Lighting Plans and Fixture Schedules
<u>WEEK 6</u>	Panel Schedules & Circuit Identification
<u>WEEK 7</u>	One-Line Diagrams & Riser Diagrams
<u>WEEK 8</u>	Specifications, Notes, and NEC References
<u>WEEK 9</u>	Introduction to Material Takeoffs
<u>WEEK 10</u>	Conduit & Raeway Takeoffs
<u>WEEK 11</u>	Conductors & Cable Estimation

WEEK 12	Devices, Fixtures, and Equipment Counts
WEEK 13	Labor Estimating Fundamentals
WEEK 14	Building a Complete Estimate (Manual Methods)
WEEK 15	Estimating with Spreadsheet/Software+Project Work Time
WEEK 16	Final Project Presentations & Course Review

SPECIAL INSTRUCTIONS:

- Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- The use of tobacco products is not permitted in the Crossland College of Technology Center.
- The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away ALL trash. Do not throw open containers away with liquid still inside, go dump out in a sink.
- Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that assignment or exam. Repeat offenders may be dropped from the class roster.
- Students must adhere to the University Honesty and Integrity policy
 - <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>
- For additional information, please review the current PSU syllabus supplement
 - <https://www.pittstate.edu/registrar/syllabus-supplement.html>

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Inactivate**



Course #: **ET-186**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We've consolidated this course into our ET-184 course and no longer need the course number active.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Electrical Machinery and Equipment Laboratory	
Course Number:	ET-186	
Credits:	3	
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:	Hands-on application of theory, calculations, and design in the troubleshooting, repair, and diagnostic procedures involved in the installation and maintenance of single-phase and three-phase motors, generators and related equipment. Special emphasis given to equipment encountered in residential, commercial, and industrial applications.	

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

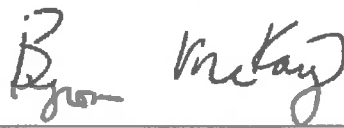
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

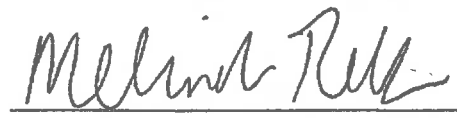
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-24

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Inactivate**



Course #: **ET-187**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We no longer need this course number active. We have moved this course under the number ET-185.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Electrical Estimating and Blueprint Reading	
Course Number:	ET-187	
Credits:	3	
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:	Electrical estimating for construction and maintenance operations, material and labor costs, methods of electrical bid calculation, reading specifications and blueprints in the field of electricity.	

Authorization Sign-Off

Checklist: Check once verified.

☐
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☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

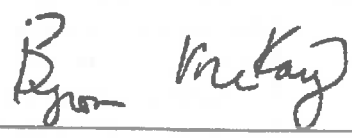
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

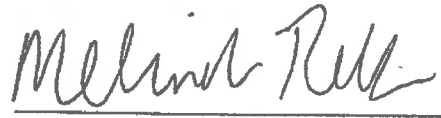
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Inactivate**



Course #: **ET-188**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We no longer offer the Special Project course and no longer need the course number active.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

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Yes

☒

No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Special Project	
Course Number:	ET-188	
Credits:	2	
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:	Allows the students to research problems encountered in their profession.	

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

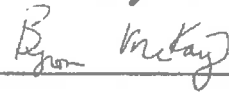
-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: 

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

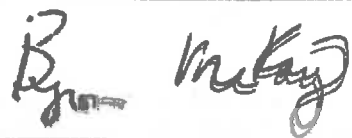
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

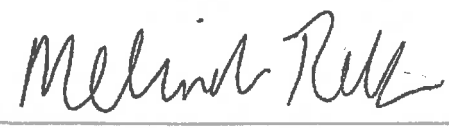
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Inactivate**



Course #: **ET-282**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We've consolidated this course into our ET-283 course and no longer need the course number active.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

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Yes

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No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Motor Control Fundamentals	
Course Number:	ET-282	
Credits:		
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

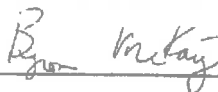
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-283**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We have changed the name of this course and the number of credit hours.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Motor Control Fundamentals Laboratory	Industrial Control Fundamentals
Course Number:	ET-283	ET-283
Credits:	3	4
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-282 Motor Control Fundamentals	ET-285 Programmable Logic Controllers
Course Description:	Design, install and troubleshoot complex control circuits used in automation. Installation and programming of computerized programmable controllers, variable frequency drives and traditional relay logic circuits.	This course focuses on the design and installation of machine and system control circuits, beginning with an in-depth study of basic control wiring components such as pushbuttons, float switches, contactors, relays, timers, motor starters, sensors, and Variable Frequency Drives (VFD's). Students will design, install, and troubleshoot increasingly complex control circuits used in industrial control systems and automation. Emphasis is placed on the reading, interpretation, and development of ladder logic, with hands-on applications that reinforce industry-standard control practices.

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

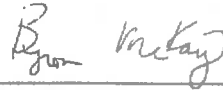
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

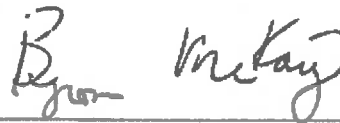
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-285**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We are no longer offering the Special Project course and have chosen to utilize the ET-285 course number for the Programmable Logic Controllers course. We've also changed the number of credit hours from 2 to 4 for this course number.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☒ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes ☒ No

5. Will additional resources or costs be required?

☒ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Special Project	Programmable Logic Controllers
Course Number:	ET-285	ET-285
Credits:	2	4
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-282 Motor Control Fundamentals	ET-283 Industrial Control Fundamentals
Course Description:	Applied research and application to the design, documentation, and presentation of a student designed process or machine in the area of machine control and automation.	This course provides an introduction to Programmable Logic Controllers (PLCs) and related industrial automation technologies, including Variable Frequency Drives (VFDs) and Human-Machine Interfaces (HMIs). Students will gain foundational experience with PLC programming concepts and industrial control software, including RSLogix 500 and Studio 5000. Instruction emphasizes hands-on learning using Allen Bradley (Rockwell Automation) hardware and software commonly used in modern industrial applications.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: _____

[Signature]

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____

Ann C. Biddle

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Rell

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University

Crossland College of Technology

Electrical Technology (School of Construction)

(Prepared by Edwin Woellhof on February 20, 2026)

COURSE TITLE: ET-285-01 Programmable Logic Controllers

CREDIT HOURS: 4

SEMESTER/YEAR: Fall 2026

COURSE SCHEDULE:

DAYS	TIME	ROOM #
M, T, W, Th	8-9:40am	S222

INSTRUCTOR:

NAME	Edwin Woellhof
EMAIL	Edwin.woellhof@pittstate.edu
OFFICE PHONE	620-235-4515
OFFICE LOCATION	E201e CTC
OFFICE HOURS	

SOC OFFICE:

OFFICE ADMIN	Tracy Bevilacqua
EMAIL	tbevilacqua@pittstate.edu
OFFICE PHONE #	620-235-6555
OFFICE LOCATION	W223 CTC
OFFICE HOURS	8am – 4:30pm Monday - Friday

COURSE DESCRIPTION:

This course provides an introduction to Programmable Logic Controllers (PLCs) and related industrial automation technologies, including Variable Frequency Drives (VFDs) and Human-Machine Interfaces (HMIs). Students will gain

foundational experience with PLC programming concepts and industrial control software, including RSLogix 500 and Studio 5000. Instruction emphasizes hands-on learning using Allen-Bradley (Rockwell Automation) hardware and software commonly used in modern industrial applications.

TEXTBOOK/MATERIALS REQUIRED:

- No textbook will be required for this course. The instructor will provide the required information.
- Notebook
- Paper
- Pencil

COURSE OBJECTIVES:

- Objective#1. Prepare the student for accepted work practices.
- Objective#2. Explain PLC hardware components and system architecture
- Objective#3. Interpret relay and ladder logic diagrams
- Objective#4. Develop and troubleshoot ladder logic programs
- Objective#5. Configure and operate Variable Frequency Drives (VFDs)
- Objective#6. Design basic HMI interfaces for industrial control
- Objective#7. Integrate PLCs with VFDs and HMIs
- Objective#8. Apply safety standards and best practices in automation systems

COURSE TOPICS:

- Industrial Automation Fundamentals
- PLC Hardware & System Components
- PLC Programming Fundamentals
- Intermediate PLC Programming Concepts
- Human-Machine Interfaces (HMI)
- Variable Frequency Drives (VFDs)
- System Integration
- Hands-On Laboratory Projects
- Final Review and Practical Assessment

GENERAL REQUIREMENTS

Web-based communication: CANVAS course-management software will be used as a course management tool in this class. The Gorilla User System (GUS) is used by the University and faculty for various communication needs. Links to CANVAS and GUS are provided on the PSU home page (www.pittstate.edu). Each student is responsible for maintaining their current email address in both CANVAS and GUS. Failure to receive necessary course information through these sources and email is not an acceptable excuse for failure to complete and submit work in a timely manner. *Make sure you know your username and password!*

Attendance: Regular class attendance is **expected**. The instructor will take role at any time during each class session. You must be present in order to receive credit for your attendance. **Excessive absences (more than 3) may result in the instructor dropping the student from the class.**

Homework: Homework will be given at the discretion of the instructor. It is necessary for each student to complete all homework to ensure the topics discussed in lecture are understood. All material covered in lecture or other assignments may be included in exams or quizzes. One of the stated objectives is to prepare the student for accepted professional work practices. Therefore, all assignments of any kind **must** be submitted **at or before the due date**. Assignments or projects submitted **late** or **not reflecting original work** by the student may not be accepted for credit.

Inclement Weather: PSU will utilize the RAVE alert system to inform students of cancelled class for the day. In the event PSU cancels class due to inclement weather, please watch for updates from me via CANVAS for a possible assignment to do that day.

ASSESSMENT PLAN:

Category	% of Grade
Attendance	25%
Projects	25%
Worksheets	25%
Exams/Quizzes	25%

LEARNING OUTCOMES:

1. **Explain fundamental PLC concepts**, including discrete and analog I/O, memory organization, scan cycle operation, and industrial control terminology.
2. **Interpret and create ladder logic programs** to control industrial processes using timers, counters, comparison instructions, and basic math functions.
3. **Configure and program PLC systems** using RSLogix 500 and Studio 5000 software platforms.
4. **Wire and troubleshoot Allen-Bradley PLC hardware**, including input/output modules and associated field devices.
5. **Integrate Variable Frequency Drives (VFDs)** into PLC-controlled systems, including basic parameter configuration and speed control methods.
6. **Develop and configure Human-Machine Interface (HMI) applications** to monitor and control industrial processes.
7. **Diagnose and troubleshoot industrial automation systems** using software diagnostic tools and systematic problem-solving techniques.
8. **Apply industrial safety standards and best practices** when working with PLCs, VFDs, and related automation equipment.
9. **Design and implement a basic automated control system** that integrates PLC logic, VFD control, and HMI interaction

GRADING SYSTEM:

A	90-100%+
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	0-59.9%

COURSE TENTATIVE SCHEDULE:

WEEK 1	Introduction to Industrial Automation
WEEK 2	PLC Hardware Components
WEEK 3	PLC Wiring & Inputs/Outputs
WEEK 4	PLC Programming Fundamentals
WEEK 5	Timer and Counter Instructions

WEEK 6	Program Development in RSLogix 500
WEEK 7	Introduction to Studio 5000
WEEK 8	Midterm Exam & Practical Assessment
WEEK 9	Variable Frequency Drives (VFDs
WEEK 10	PLC & VFD Integration
WEEK 11	Introduction to HMIs
WEEK 12	HMI Programming & PLC Communication
WEEK 13	Basic PLC Instructions
WEEK 14	Final Project Work
WEEK 15	Final Project Work
WEEK 16	Final Exam

SPECIAL INSTRUCTIONS:

- Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- The use of tobacco products is not permitted in the Crossland College of Technology Center.
- The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away **ALL** trash. Do not throw open containers away with liquid still inside, go dump out in a sink.
- Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that assignment or exam. Repeat offenders may be dropped from the class roster.
- Students must adhere to the University Honesty and Integrity policy
 - <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>
- For additional information, please review the current PSU syllabus supplement
 - <https://www.pittstate.edu/registrar/syllabus-supplement.html>

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-286**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We have consolidated the Industrial and Commercial Wiring Methods course into the ET-287 course number. We've chosen to utilize the ET-286 course number for our new Personal and Professional Development course. We've also changed the number of credit hours from 5 to 1 for this course number.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Industrial and Commercial Wiring Methods	Professional and Personal Development
Course Number:	ET-286	ET-286
Credits:	5	1
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-287 Industrial and Commercial Wiring Methods Laboratory 1	ET-284 National Electric Code
Course Description:	Theory and installation of the special wiring methods used in commercial and industrial wiring and the national codes governing their usage. Lighting, motors, transformers and systems.	This course prepares students for success in their careers and personal life by developing professional skills, leadership qualities, and financial awareness. Topics include resume building, job search strategies, interviewing techniques, workplace professionalism, income management, and an introduction to personal investment options. Emphasis is placed on practical application to help students transition confidently into the workforce.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

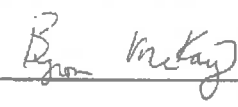
-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: 

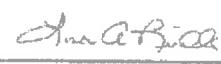
-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: 

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: 

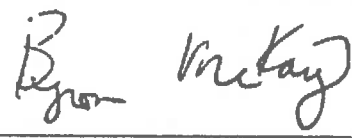
-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

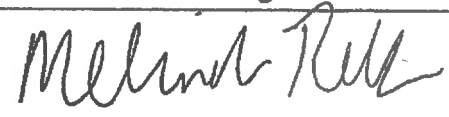
-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: 

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: 

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University
Crossland College of Technology
Electrical Technology (School of Construction)

(Prepared by Clint Myers on February 20, 2026)

COURSE TITLE: ET-286 Personal and Professional Development

CREDIT HOURS: 1

SEMESTER/YEAR: Fall 2027

COURSE SCHEDULE:

DAYS	TIME	ROOM #
Tuesday	1 - 2:15pm	

INSTRUCTOR:

NAME	Clint Myers
EMAIL	Cmyers@pittstate.edu
OFFICE PHONE	620-235-4720
CELL PHONE	417-439-7303
OFFICE LOCATION	E201f CTC
OFFICE HOURS	M-Th 7-8am; Friday 7am-12pm

SOC OFFICE:

OFFICE ADMIN	Tracy Bevilacqua
EMAIL	tbevilacqua@pittstate.edu
OFFICE PHONE #	620-235-6555
OFFICE LOCATION	W223 CTC
OFFICE HOURS	8am – 4:30pm Monday - Friday

COURSE DESCRIPTION:

This course prepares students for success in their careers and personal life by developing professional skills, leadership qualities, and financial awareness. Topics include resume building, job search strategies, interviewing techniques, workplace professionalism, income management, and an introduction to personal investment options. Emphasis is placed on practical application to help students transition confidently into the workforce.

TEXTBOOK/MATERIALS REQUIRED:

There will **not** be a textbook required for this course.

Notebook

Pencil

COURSE OBJECTIVES:

OBJECTIVE #1	Career Readiness: Develop a professional resume tailored to individual career goals.
OBJECTIVE #2	Job Search Skills: Demonstrate effective job search strategies, including networking and online job applications.
OBJECTIVE #3	Interviewing Techniques: Learn to apply best practices for professional interviews, including answering common questions and presenting oneself confidently.
OBJECTIVE #4	Professionalism and Leadership: Exhibit workplace professionalism, communication skills, and foundational leadership qualities.
OBJECTIVE #5	Financial Literacy: Understand income management, budgeting, and explore potential personal investment options.
OBJECTIVE #6	Self Assessment: Evaluate personal strengths, career interests, and professional goals to create a development plan for future success.
OBJECTIVE #7	Prepare the student for accepted work practices.

COURSE TOPICS:

- Resume and cover letter writing
- Job search strategies and networking
- Interview preparation and techniques
- Workplace professionalism and communication skills
- Leadership development and teamwork
- Time management and organizational skills

- Income management, budgeting, and personal finance
- Introduction to investment options and financial planning
- Self-assessment and career goal setting
- Professional ethics and workplace expectations

GENERAL REQUIREMENTS

Web-based communication: CANVAS course-management software will be used as a course management tool in this class. The Gorilla User System (GUS) is used by the University and faculty for various communication needs. Links to CANVAS and GUS are provided on the PSU home page (www.pittstate.edu). Each student is responsible for maintaining their current email address in both CANVAS and GUS. Failure to receive necessary course information through these sources and email is not an acceptable excuse for failure to complete and submit work in a timely manner. *Make sure you know your username and password!*

Attendance: Regular class attendance is **expected**. The instructor will take role at any time during each class session. You must be present in order to receive credit for your attendance. **Excessive absences (more than 3) may result in the instructor dropping the student from the class.**

Homework: Homework will be given at the discretion of the instructor. It is necessary for each student to complete all homework to ensure the topics discussed in lecture are understood. All material covered in lecture or other assignments may be included in exams or quizzes. One of the stated objectives is to prepare the student for accepted professional work practices. Therefore, all assignments of any kind **must** be submitted **at or before the due date**. Assignments or projects submitted **late** or **not reflecting original work** by the student may not be accepted for credit.

Inclement Weather: PSU will utilize the RAVE alert system to inform students of cancelled class for the day. In the event PSU cancels class due to inclement weather, please watch for updates from me via CANVAS for a possible assignment to do that day.

ASSESSMENT PLAN:

Category	% of Grade
Attendance	25%
Projects	25%
Worksheets	25%
Exams/Quizzes	25%

GRADING SYSTEM:

A	90-100%+
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	0-59.9%

COURSE TENTATIVE SCHEDULE:

<u>WEEK 1</u>	Building your resume
<u>WEEK 2</u>	Professional Headshot Photos
<u>WEEK 3</u>	Creating a LinkedIn profile
<u>WEEK 4</u>	Job Search Strategies
<u>WEEK 5</u>	Self-Assessment and Career Goal Setting
<u>WEEK 6</u>	Professional Networking Skills
<u>WEEK 7</u>	Interview Preparation Part 1
<u>WEEK 8</u>	Interview Preparation Part 2
<u>WEEK 9</u>	Workplace Professionalism
<u>WEEK 10</u>	Leadership and Teamwork
<u>WEEK 11</u>	Time Management and Organization
<u>WEEK 12</u>	Income Management and Budgeting
<u>WEEK 13</u>	Introduction to Investments
<u>WEEK 14</u>	Career Planning and Advancement
<u>WEEK 15</u>	Soft Skills Development Challenge
<u>WEEK 16</u>	Finals

SPECIAL INSTRUCTIONS:

- **Special Concerns:** Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- The use of tobacco products is not permitted in the Crossland College of Technology Center.
- The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away **ALL** trash. Do not throw open containers away with liquid still inside, go dump out in a sink.
- Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that assignment or exam. Repeat offenders may be dropped from the class roster.
- Students must adhere to the University Honesty and Integrity policy
 - <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>
- For additional information, please review the current PSU syllabus supplement
 - <https://www.pittstate.edu/registrar/syllabus-supplement.html>

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-287**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We changed the name from Industrial and Commercial Wiring Methods Laboratory 1 to the new name of Commercial and Industrial Wiring Methods. We also changed the credit hours from 3 to 4.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Industrial and Commercial Wiring Methods Laboratory 1	Commercial and Industrial Wiring Methods
Course Number:	ET-287	ET-287
Credits:	3	4
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-286 Industrial and Commercial Wiring Methods	ET-288 Journeyman Certification
Course Description:	Application of knowledge in the design, planning, and wiring of industrial and commercial structures with emphasis on wiring diagrams, blueprint reading, and the National Electrical Code. Will include laboratory projects and on-the-job experiences.	This course examines the theory and installation of special wiring methods used in commercial and industrial electrical systems, with emphasis on the national codes governing their application. Topics include lighting systems, motors, transformers, and associated electrical equipment. Students apply their knowledge through the design, planning, and wiring of commercial and industrial structures, with a strong focus on wiring diagrams, blueprint reading, and compliance with the National Electrical Code (NEC). Special emphasis is placed on conduit bending techniques commonly used in the field. Instruction includes hands-on laboratory projects and on-the-job experiences to reinforce real-world applications.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: _____

[Signature]

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____

[Signature]

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____

[Signature]

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

[Signature]

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

[Signature]

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-288**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We've changed the number of credit hours from 3 to 4.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Journeyman Electrical Certification	Journeyman Electrical Certification
Course Number:	ET-288	ET-288
Credits:	3	4
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):	ET-286 Industrial and Commercial Wiring Methods	ET-287 Commercial and Industrial Wiring Methods
Course Description:	Study of National Electrical Code questions, problems, and calculations as a preparation for state electrical certification. Information on registration, certification, and exam time management skills.	Study of National Electrical Code questions, problems, and calculations as a preparation for state electrical certification. Information on registration, certification, and exam time management skills.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: _____

DG Coley

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____

Anna C. Bickel

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Rell

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **ET-289**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We no longer offer the Special Project course. We have decided to utilize the ET-289 course number for our new Limited Energy Systems course.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Special Project	Limited Energy Systems
Course Number:	ET-289	ET-289
Credits:	3	3
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		ET-287 Commercial and Industrial Wiring Methods
Course Description:	Allows the students to research problems encountered in their profession.	This course introduces students to limited energy and low-voltage electrical systems, including fiber-optic splicing, access control, security, audio/visual, and fire alarm systems. Students will also explore Class 4 Power Limited Systems (Digital Electricity) and gain foundational skills relevant to design, installation, and maintenance in the low-voltage sector of the electrical industry.

Authorization Sign-Off

Checklist: Check once verified.

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Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

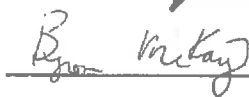
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

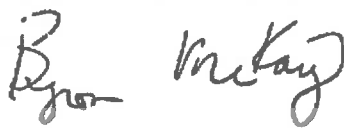
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University

Crossland College of Technology

Electrical Technology (School of Construction)

(Prepared by Edwin Woellhof on February 20, 2026)

COURSE TITLE: ET- 289

CREDIT HOURS: 3

SEMESTER/YEAR: Spring 2027

COURSE SCHEDULE:

DAYS	TIME	ROOM #
Tu & Th	1:00 P.M.	TBD

INSTRUCTOR:

NAME	Edwin Woellhof
EMAIL	Edwin.woellhof@pittstate.edu
OFFICE PHONE	620-235-4515
CELL PHONE	
OFFICE LOCATION	E201e CTC
OFFICE HOURS	

SOC OFFICE:

OFFICE ADMIN	Tracy Bevilacqua
EMAIL	tbevilacqua@pittstate.edu
OFFICE PHONE #	620-235-6555
OFFICE LOCATION	W223 CTC
OFFICE HOURS	8am – 4:30pm Monday - Friday

COURSE DESCRIPTION:

This course introduces students to limited energy and low-voltage electrical systems, including fiber-optic splicing, access control, security, audio/visual, and

fire alarm systems. Students will also explore Class 4 Power Limited Systems (Digital Electricity) and gain foundational skills relevant to design, installation, and maintenance in the low-voltage sector of the electrical industry.

TEXTBOOK/MATERIALS REQUIRED: Course materials will be supplied by the instructor from current publications. Topics are latest suggest by Advisory board and industry specialist.

COURSE OBJECTIVES:

- Objective#1. Prepare the student for accepted work practices.
- Objective#2. Strong knowledge of evolving energy and control systems
- Objective#3. Understand electrical energy packages and potential futures

COURSE TOPICS: Forms of newest controls and electrical control systems and over wire communications. This course is to acquaint the student with radio communications and control over carrier signals over high voltage conductors. Also including micro wave , fiber optic and 2 wire twisted pair controls and communication systems

GENERAL REQUIREMENTS

Web-based communication: CANVAS course-management software will be used as a course management tool in this class. The Gorilla User System (GUS) is used by the University and faculty for various communication needs. Links to CANVAS and GUS are provided on the PSU home page (www.pittstate.edu). Each student is responsible for maintaining their current email address in both CANVAS and GUS. Failure to receive necessary course information through these sources and email is not an acceptable excuse for failure to complete and submit work in a timely manner. *Make sure you know your username and password!*

Attendance: Regular class attendance is **expected**. The instructor will take role at any time during each class session. You must be present in order to receive credit for your attendance. **Excessive absences (more than 3) may result in the instructor dropping the student from the class.**

Homework: Homework will be given at the discretion of the instructor. It is necessary for each student to complete all homework to ensure the topics discussed in lecture are understood. All material covered in lecture or other assignments may be included in exams or quizzes. One of the stated objectives is to prepare the student for accepted professional work practices. Therefore, all assignments of any kind must be submitted at or before the due date. Assignments or projects submitted late or not reflecting original work by the student may not be accepted for credit.

Inclement Weather: PSU will utilize the RAVE alert system to inform students of cancelled class for the day. In the event PSU cancels class due to inclement weather, please watch for updates from me via CANVAS for a possible assignment to do that day.

ASSESSMENT PLAN:

Category	% of Grade
Attendance	25%
Projects	25%
Worksheets	25%
Exams/Quizzes	25%

GRADING SYSTEM:

A	90-100%+
B	80-89.9%
C	70-79.9%
D	60-69.9%
F	0-59.9%

COURSE TENTATIVE SCHEDULE:

WEEK 1	Alternative electrical energy packages
WEEK 2	Utilization of Alternative electrical energy packages
WEEK 3	Tidal electrical generation
WEEK 4	Solar electrical generation / Field inspection
WEEK 5	Wind electrical generation / Field inspection
WEEK 6	Waste heat recovery electrical generation

WEEK 7	Fiber optics and controls and signaling
WEEK 8	Fiber optics and communications
WEEK 9	Fiber optic equipment and splicing
WEEK 10	Ethernet and controls
WEEK 11	Fire Control
WEEK 12	Access control and equipment
WEEK 13	Tesla power transmission and substations
WEEK 14	Sub-Station controls and relays
WEEK 15	Sakta Systems
WEEK 16	Breaker and Relay Commissioning

SPECIAL INSTRUCTIONS:

- Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- The use of tobacco products is not permitted in the Crossland College of Technology Center.
- The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away **ALL** trash. Do not throw open containers away with liquid still inside, go dump out in a sink.
- Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that assignment or exam. Repeat offenders may be dropped from the class roster.
- Students must adhere to the University Honesty and Integrity policy
 - <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>
- For additional information, please review the current PSU syllabus supplement
 - <https://www.pittstate.edu/registrar/syllabus-supplement.html>

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **New**



Course #: **ET-290**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We are creating the ET-290 course number for our newly created Advanced Industrial Controls & Automation course.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		Advanced Industrial Controls and Automation
Course Number:		ET-290
Credits:		4
Grading System:	Select One 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:		This course provides advanced instruction in industrial controls and automation, focusing on Allen-Bradley ControlLogix PLCs, PowerFlex 525 VFDs, and PanelView Plus 7 HMIs. Students will design, program, and troubleshoot complex automated systems and receive an introduction to SCADA systems, preparing them for real-world industrial automation applications.

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

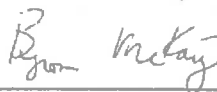
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

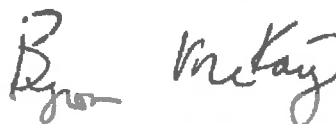
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

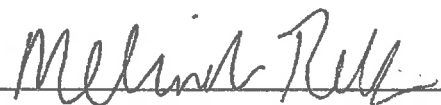
Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **New**



Course #: **ET-290**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We are creating the ET-290 course number for our newly created Advanced Industrial Controls & Automation course.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐

Yes

☒

No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐

Yes

☒

No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐

Yes

☒

No

5. Will additional resources or costs be required?

☐

Yes

☒

No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐

Yes

☒

No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:		Advanced Industrial Controls and Automation
Course Number:		ET-290
Credits:		4
Grading System:	Select One 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:		This course provides advanced instruction in industrial controls and automation, focusing on Allen-Bradley ControlLogix PLCs, PowerFlex 525 VFDs, and PanelView Plus 7 HMIs. Students will design, program, and troubleshoot complex automated systems and receive an introduction to SCADA systems, preparing them for real-world industrial automation applications.

Authorization Sign-Off

Checklist: Check once verified.

☐
☐
☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

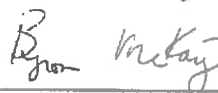
Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

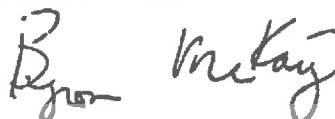
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date:

Department: **Electrical Technology**

College of: **Technology**



Contact Person: **Ed Moore**

Create New, Revise, Inactivate, or Reactivate: **Reactivate**



Course #: **ET-299**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

We are reactivating this course and changing the number of credit hours from 6 to 1.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes

☒ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes

☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Cooperative Industrial Training (Electrical Internship)	Electrical Internship/Cooperative Education
Course Number:	ET-299	ET-299
Credits:	6	1
Grading System:	A-F, IN 	A-F, IN 
Pre/Co-Requisite(s):		
Course Description:	A cooperative college/industry work experience. The student is interviewed and employed by an employer within the electrical industry. Supervision of the work experience is conducted by the work employer and the department internship/co-op coordinator.	A cooperative college/industry work experience. The student is interviewed and employed by an employer within the electrical industry. Supervision of the work experience is conducted by the work employer and the department internship/co-op coordinator.

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/2/26

Signature, Chair/Director: _____



-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____



-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____



-Approved: Council for Teacher Education (if applicable)

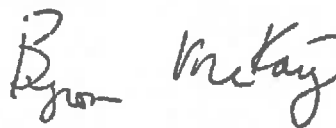
Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

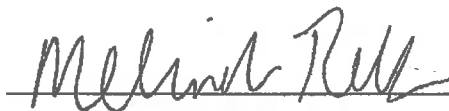
Signature, Committee Chair: _____



-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____



Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Pittsburg State University
Crossland College of Technology
Electrical Technology (School of Construction)

(Prepared by: Ed Moore on March 13, 2026)

COURSE TITLE: ET- 299 Electrical Internship/Cooperative Education

CREDIT HOURS: 1

SEMESTER/YEAR: Summer 2026

COURSE SCHEDULE:

DAYS	TIME	ROOM #
M - F	By Appointment	

INSTRUCTOR:

NAME	Ed Moore
EMAIL	eemoore@pittstate.edu
OFFICE PHONE	620-235-4953
CELL PHONE	417-434-3224
OFFICE LOCATION	E 201g
OFFICE HOURS	By Appointment

SOC OFFICE:

OFFICE ADMIN	Tracy Bevilacqua
EMAIL	tbevilacqua@pittstate.edu
OFFICE PHONE #	620-235-6555
OFFICE LOCATION	W223 CTC
OFFICE HOURS	8am – 4:30pm Monday - Friday

COURSE DESCRIPTION:

This course is intended to provide students with hands-on experience in the electrical trade. Residential Construction, Commercial, or Industrial work.

TEXTBOOK/MATERIALS REQUIRED: None

COURSE OBJECTIVES:

- Objective#1. Prepare the student for accepted work practices.
- Objective#2. Learn safe work procedures involved in the electrical trade.
- Objective#3. Learn about construction and paperwork process.
- Objective#4. Receive real-time hands-on experiences in installation.

COURSE TOPICS:

Residential wiring: Industrial wiring processes: Commercial wiring processes:
Work time reporting: Work and equipment installations:

To be recorded daily and submitted weekly

Reports supplied to students prior to the end of the spring semester.

Detailed Rubric on points and grading supplied prior to the end of spring semester.

400 Work hours should be submitted in reports

GENERAL REQUIREMENTS

Web-based communication: CANVAS course-management software will be used as a course management tool in this class. The Gorilla User System (GUS) is used by the University and faculty for various communication needs. Links to CANVAS and GUS are provided on the PSU home page (www.pittstate.edu). Each student is responsible for maintaining their current email address in both CANVAS and GUS. Failure to receive necessary course information through these sources and email is not an acceptable excuse for failure to complete and submit work in a timely manner. *Make sure you know your username and password!*

Attendance:

Employer will report tardy and absences of student employees. Excessive absences (more than 3) may result in the instructor dropping the student from the class.

Homework:

Homework is time sheets with detail of work completed. The student learner will by the day provide line by line actual work completed. The student will submit reports by U.S. Mail or electronically scan reports and E-Mail to the instructor of record. Employer reports are to be Mailed by US mail.

Inclement Weather:

To be determined by Student employer

GRADING SYSTEM:

Weekly reports submitted and postmarked by the following Monday. 50%

The work must be itemized as work performed, in detail.

25%

Employers Report Excellent = 100 points, Satisfactory = 75points, Poor 50 points, Attendance 100 points.

A	<u>90-100%+</u>
B	<u>80-89.9%</u>
C	<u>70-79.9%</u>
D	<u>60-69.9%</u>
F	<u>0-59.9%</u>

ASSESSMENT PLAN:

Category	% of Grade
Hours Worked	60%
Employer Evaluation	15%
Weekly Job Log	25%

COURSE TENTATIVE SCHEDULE:

<u>WEEK 1</u>	Week 1 starts when the student begins recordable labor
<u>WEEK 2</u>	Weekly Job Log entry

<u>WEEK 3</u>	Weekly Job Log entry
<u>WEEK 4</u>	Weekly Job Log entry
<u>WEEK 5</u>	Weekly Job Log entry
<u>WEEK 6</u>	Weekly Job Log entry
<u>WEEK 7</u>	Weekly Job Log entry
<u>WEEK 8</u>	Weekly Job Log entry
<u>WEEK 9</u>	Weekly Job Log entry
<u>WEEK 10</u>	Final Reports can submit reports after the end of semester. Employer Evaluation is Due

SPECIAL INSTRUCTIONS:

- Special Concerns: Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations.
- The use of tobacco products is not permitted in the Crossland College of Technology Center.
- The consumption of food and drink should be kept to a minimum. Abuse of this privilege will result in it being taken away. Throw away ALL trash. Do not throw open containers away with liquid still inside, go dump out in a sink.
- Each student is expected to do his/her own work on all exams, homework, projects, quizzes, etc. Copying or other forms of cheating will result in a score of zero (0) for that assignment or exam. Repeat offenders may be dropped from the class roster.
- Students must adhere to the University Honesty and Integrity policy
 - <https://www.pittstate.edu/studentlife/code-of-student-rights-and-responsibilities.html>
- For additional information, please review the current PSU syllabus supplement
 - <https://www.pittstate.edu/registrar/syllabus-supplement.html>

Faculty Senate Notification Form

Effective Date: Fall 2026

Submission Date: 3/4/26

Department: CMCET

College of: Technology

Contact Person: Chris Pross

Course/Program Name: CMCET 235 - Methods of Construction - Light Frame and Finishes

Notification Form – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

This class is currently set up as a F2F lecture and lab. As the number of students increases the need to be able to deliver the lecture content via hybrid modality becomes necessary. The Lab would stay F2F.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? No

If "yes", please provide documentation (ex. email).

Modality of Program:	Existing	New/Proposed
	In-Person	Hybrid
Admission Requirements:		
Pre/Co-Requisite(s):		
Other:		

Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 3/4/26

Signature, Chairperson: _____

-Approved: Dean of College

Date: 3/5/26

Signature, Dean: _____

-Approved: Faculty Senate

Date: _____

Signature, Recorder Faculty Senate: _____

Originating Departments: After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

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

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **03/05/2026**

Department: **CMCET**

College of: **Technology**

Contact Person: **Chris Pross**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **CMCET 536**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Course 536 will increase by one credit hour to better align the course credit with the current student workload and instructional expectations.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
 If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Temporary Structures	Temporary Structures
Course Number:	CMCET 536	CMCET 536
Credits:	2	3
Grading System:	A-F, IN	A-F, IN
Pre/Co-Requisite(s):	CMCET 431	CMCET 333
Course Description:	(2 hours lecture). Design and construction of necessary temporary structures used in construction to facilitate building of permanent structures. Includes shoring, falsework, scaffolding, work platforms, retention structures, cofferdams, etc. Computer applications and modeling. Prerequisites or Corerequisites: CMCET 431 Construction Structural Loads/Strengths of Materials.	(3 hours lecture). Design and construction of necessary temporary structures used in construction to facilitate building of permanent structures. Includes shoring, falsework, scaffolding, work platforms, retention structures, cofferdams, etc. Computer applications and modeling. Prerequisites: CMCET 333 - Construction Statics and Structures

Authorization Sign-Off

Checklist: Check once verified.

☐
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☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/5/26

Signature, Chair/Director: _____

Don Colegrove

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: _____

Brian McKay

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: _____

Anna C. Biddle

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: _____

Brian McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: _____

Melinda Rull

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **3/3/26**

Department: **TWL**

College of: **Technology**

Contact Person: **Byron McKay**

Create New, Revise, Inactivate, or Reactivate: **Revision**

Course #: **TM520**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Changing the name to reflect the application aspect of the course. Krissy Lewis and I have worked to ensure that the HRD 520 Leadership course and this one are distinct courses. Taking either one of them will teach leadership skills but taking both of them is also beneficial and only an appropriate amount of overlap occurs.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? *If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.*

☐ Yes ☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes ☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☐ Yes ☒ No

5. Will additional resources or costs be required?

☐ Yes ☒ No

If so, what will be needed?

6. Will any additional course fees be required (e.g. equipment, clothing, travel, licensing, etc.)?
 If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:
 Attach with upload.

8. Assessment Strategies (e.g. exams, projects, university rubric, etc.), as it will appear in the syllabus:
 Attach with upload.

Course Numbers cannot be changed, only created.

	Exsisting	New/Proposed
Title:	Leadership in the Workplace	Applied Leadership
Course Number:	TM520	
Credits:		
Grading System:	Select One	Select One
Pre/Co-Requisite(s):		
Course Description:		

Authorization Sign-Off

Checklist: Check once verified.

☐	Required fields completed.
☐	Syllabus attached for new courses
☐	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/9/24

Signature, Chair/Director: [Signature]

-Approved: College Curriculum Committee

Date: 4/7/26

Signature, Committee Chair: [Signature]

-Approved: Dean of College

Date: 4/7/26

Signature, Dean: [Signature]

-Approved: Council for Teacher Education (if applicable)

Date: _____

Signature, Council Chair: _____

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair: [Signature]

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate: [Signature]

Originating Departments(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

Revised 3/17

PSU Faculty Senate 25-26

Faculty Senate Course Form

Effective Date: **Fall 2026**

Submission Date: **2/25/26**

Department: **Communication**

College of: **Arts & Sciences**



Contact Person: **Megan Stoneberger Johnson**

Create New, Revise, Inactivate, or Reactivate: **Revision**



Course #: **COMM 200**

Course Form:

- Used to create new course numbers or new prefixes.
- Used to change Name, Grading, Hours, Description, Reactivate
- Used to inactivate a course from the current catalog. Courses are never deleted. They are made inactive and can be legislated to become active again.

1. Purpose/Justification for the New course or Changes to existing:

Adapting Introduction to Mass Communication to focus on developing media literacy skills necessary for navigating current media environments. This change aligns the course with current disciplinary standards and better communicates its learning objectives to students.

2. Is this related to, and/or affect, any other department/college/unit curricula or programs at Pittsburg State University? If "Yes", please provide an explanation. Provide documentation of any discussions (e.g. copies of emails, memos, etc.) that have occurred.

☐ Yes

☒ No

3. Is this course to be considered for General Education?

If "yes" this requirement will need approval of the General Education Committee after the revisions have been approved by Faculty Senate. The General Education Course Approval form will also need to be submitted.

☐ Yes

☒ No

4. Will this course be required of any education majors?

If "yes," this requirement will need approval of the Council for Teacher Education before upload to "Approved College Curriculum Legislation" in SharePoint.

☒ Yes

☐ No

5. Will additional resources or costs be required?

☐ Yes

☒ No

If so, what will be needed?

PSU Faculty Senate 25-26

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

If "yes," complete the Course Fee Form on the Faculty Senate website, it will need to gain approval of the President's Council.

☐ Yes ☒ No

7. Objectives/Student Learning Outcomes for NEW courses only, as it will appear in the syllabus:

Attach with upload.

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

Attach with upload.

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:	Intro to Mass Communication	Intro to Media Literacy
Course Number:	COMM 200	COMM 200
Credits:	3	3
Grading System:	A-F, IN v	A-F, IN v
Pre/Co-Requisite(s):	None	None
Course Description:	A general introduction to print, electronic cinema, public relations, advertising, and other forms of mass communication in their past, present, and future forms. An examination of the role of the media in society.	An introduction to media literacy and the principles of mass communication, including print, broadcast, digital, and social media. Students will examine the history and evolution of media, impacts on society, and the social and ethical issues related to media.

Authorization Sign-Off

Checklist: Check once verified.

☐
☐
☐

Required fields completed.
Syllabus attached for new courses
Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 3/5/26

Signature, Chair/Director:

Troy O. Corns

-Approved: College Curriculum Committee

Date: 4/9/26

Signature, Committee Chair:

Christopher Childers

-Approved: Dean of College

Date: 4/9/26

Signature, Dean:

Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: 4/28/26

Signature, Council Chair:

[Signature]

-Approved: University Undergraduate Curriculum Committee

Date: 4-24-26

Signature, Committee Chair:

Bryan McKay

-Approved: Faculty Senate

Date: 5/11/26

Signature, Recorder Faculty Senate:

Melinda Ruff

Originating Department(s): After completing this form, please upload it to the SharePoint, within the appropriate College folder, "Preliminary Legislation", to allow for review and questions. Any modifications should be saved as "original file name.v2.docx" and uploaded as well.

Following final College Curriculum Committee approval, please apply the appropriate signatures, and send them to your College Administrator.

COMM 200:01 Introduction to Media Literacy

Department of Communication

Pittsburg State University

Fall 2026

Contact Information:

Instructor: Megan Stoneberger Johnson

Email: megan.johnson@pittstate.edu

Office: 216 Grubbs Hall . **Phone:** 620-235-4714

Office Hours:

Mon: 11 a.m. to 12 p.m.

Tues & Thurs: 11 a.m. - 2 p.m.
by appointment

Course Description:

An introduction to media literacy and the principles of mass communication, including print, broadcast, digital, and social media. Students will examine the history and evolution of media, impacts on society, and the social and ethical issues related to media.

Credit Hours: 3.0

Delivery Method: In-person, Tues/Thurs from 2:00 to 3:15 p.m.

Location: Grubbs 301

Textbook:

None to purchase; open resources will be used

Course Objectives:

Upon completion of this course, students will be able to:

- Demonstrate the ability to access, analyze, and evaluate information in a variety of media
- Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
- Demonstrate an understanding of the history and current state of mass communications
- Identify social, ethical, and legal issues in the media
- Recognize how emerging technologies shape media production, distribution, and consumption.

Course Policies:

1. Academic mindset:

In this course, a wide range of persuasive messages will be presented. Students may personally disagree with the messages, and their presence in the course does not indicate endorsement from the professor or any other course participants. Students will learn to think critically about the messages they encounter, and students are expected to approach material with an academic mindset, emphasizing analysis and a theoretical perspective.

2. Attendance:

Attendance is required for all in-class activity points (See Evaluation). Three or more absences will be reported to the student's academic unit leader via Navigate (See [Syllabus Supplement](#)).

3. Technology:

This course will require that students utilize various technologies, including but not limited to virtual education tools including EdPuzzle and Harmonize, AI tools (see AI Policy), as well as Canvas. Students will need an internet-connected device (e.g. a smart phone), as well as the older technologies of paper and writing utensils, in class every day. While these technologies may be useful for learning in the classroom, non-coursework related use of phones, computers, or tablets should be avoided. Nonacademic, distracting/distracted will be addressed. Class time should be focused and productive.

4. Academic Integrity:

Students are required to adhere to the academic misconduct policy detailed in the university's [Code of Student Rights and Responsibilities](#) and are subject to the disciplinary procedures outlined therein.

5. Late Assignments:

Late assignments will automatically be deducted 10% per day late up to 50%. Late assignments will not be accepted past two weeks late. Presentations must be made on the date they are assigned. In the event of an absence on a test date, the student must schedule a time in advance to take the exam.

6. AI Policy:

Some learning activities in this course will require the use of AI tools. When the use of AI tools is permitted, the perimeters of permissible use will be detailed in the assignment instructions. If you use an artificial intelligence (AI) tool (such as ChatGPT or another large language model) to assist in any part of your assignment, you are required to disclose and appropriately cite that use according to APA guidelines (OpenAI, 2025). (See document titled "AI Use and Citation Instructions" in Canvas for citation guidance). Failure to appropriately cite use of AI tools or the

prohibited use of these tools are subject to the university's academic misconduct policy as outlined in the Code of Student Rights and Responsibilities.

Evaluation:

1. In-Class Activities – 40%

Points will be allocated to various in-class activities, including but not limited to exit-tickets, writing prompts, pop-quizzes, small group discussions, and digital activities (e.g. Kahoot or Mentimeter polls). In order to earn these points, students must be present; points cannot be made up*. These points encourage active participation in class. Point-earning activities may not be announced in advance and will not occur every class period. This variable reward schedule is intended to keep students actively engaged in class. (*Note: This course will follow university policy, including excused absences for university activities and student accommodation requirements.) If class is cancelled, an activity may be assigned on Canvas in its place.

2. Exams – 30%

The three exams will cover both material discussed in class and material in the readings.

3. Media Text Analysis – 30%

You will be writing a 7-9 page paper analyzing a media text of your choice (e.g. a movie, book, album, TV episode or series, social media account, newspaper), applying concepts from the class. Prewriting, drafting, and revising assignments, including documentation of a consultation at the Writing Center, will be included in the Media Text Analysis grade.

Grading Scale:

A = 90% or above

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or below

Tentative Schedule:

This schedule should only be used as a rough guide. It will be updated on Canvas throughout the semester.

Week	Topic	Readings/Assignments
Week 1	What is Media Literacy?	"Opening Concepts"

Week 2	Our Media Landscape	"Traversing Our Mass Media Landscape"
Week 3	Media Ownership	"The Media Business: Conglomerates and Control"
Week 4	Print Media	"Books" and "Magazines"
Week 5	Journalism	"Newspapers" and "Journalism: Occupation or Skillset;" Exam 1
Week 6	Radio	"Radio and Audio;" Media Text Choice due
Week 7	Music	"Popular Music and American Culture"
Week 8	Television	"Television;" Bibliograph Check
Week 9	Film	"Movies"
Week 10	Internet and Media	"Internet;" Exam 2
Week 11	PR & Advertising	"Public Relations" and "Advertising;" Outline due
Week 12	Influencers	"Social Media Influencers"
Week 13	Generative AI	Writing Center Consultation Report Due
Week 14	Media Ecology	
Fall Break		
Week 15	The Future of Media	Media Text Analysis Paper Due
Week 16	Finals	Final Exam