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please visit our Web site at *www.keystone.edu*.

## **Equal Opportunity Policy**

Keystone College is committed to providing equal education and employment opportunities for all qualified persons without regard to race, color, national origin, sex, age, religion, ancestry, sexual orientation, disability, or any legally protected classification.

Inquiries may be directed to:  
Keystone College  
Director of Admissions  
One College Green  
La Plume, PA 18440-1099  
(570) 945-8000  
or 1-877-4-COLLEGE

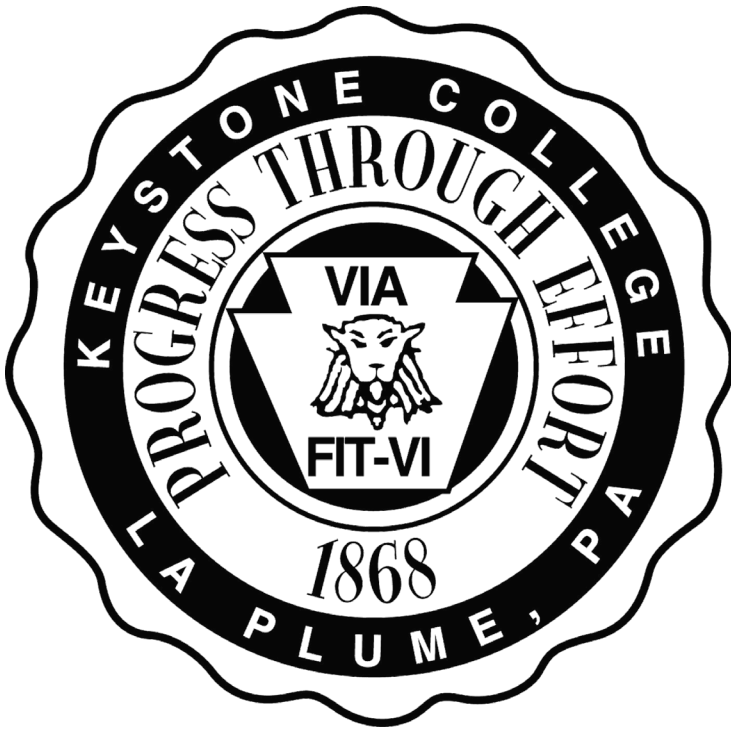
## **Right to Revise**

The provisions of this catalog are not to be regarded as an irrevocable contract between the students and the College. This catalog has attempted to present information about the College for academic years 2009–2011 as accurately and completely as possible. However, for educational or financial reasons, the College reserves its right to change at any time any of the provisions, statements, policies, curricula, procedures, regulations or fees found in this catalog. Such changes will be duly published in the online catalog as they are made and will be included in the next print version of the catalog. Students, faculty and staff of the College are responsible for all information and deadlines contained in this catalog. The online catalog, available at *[http://www.keystone.edu/academics/course\\_catalog/](http://www.keystone.edu/academics/course_catalog/)* is considered the official Keystone College catalog.

May 2009

**Keystone**  
**College**  
*La Plume, PA*

# Keystone College



## **2009-2011 Catalog**

One College Green  
La Plume, PA 18440  
(570) 945-8000  
1-877-4-COLLEGE  
[admissions@keystone.edu](mailto:admissions@keystone.edu)  
[www.keystone.edu](http://www.keystone.edu)

# Table of Contents

President’s Welcome .....	4
The Keystone College Promise .....	5
Keystone College .....	6
History of Keystone College .....	6
Keystone College Mission .....	8
Keystone College Campus.....	8
Keystone Traditions.....	10
Accreditation.....	10
Alumni Association.....	11
Admission to the College.....	12
Transferring .....	16
International Students .....	17
Weekender Program .....	19
Financial Information (Tuition and Fees) .....	21
Financial Assistance and Planning .....	26
Scholarships and Awards.....	35
Student Affairs: Information and Regulations .....	38
Residence Life.....	38
Student Activities .....	38
Health Services.....	40
Athletics.....	41
Academic Affairs: Information and Regulations .....	42
Honors Program .....	14, 43
FERPA Policy Statement.....	51
Student Support Services.....	54
General Education Requirements .....	57

## Academic Programs

Bachelor Degrees.....	62
Accounting .....	62
Biological Science Natural Science-Environmental Biology Concentration .....	64
Biological Science Natural Science-Forensic Biology Concentration.....	66
Biological Science Natural Science-General Biology Concentration.....	68
Biological Science Natural Science-Physical Therapy Concentration.....	70
Business .....	72
Communication Arts and Humanities .....	75
Criminal Justice .....	81
Early Childhood Education.....	83
Elementary Education .....	88
Environmental Resource Management .....	93
Information Technology.....	95
Pre-Medical Professional Programs.....	98
Professional Studies: Organizational Leadership.....	99
Psychology .....	101
Social Science Professional Studies .....	103
Sport and Recreation Management.....	107
Teaching - Art Education K-12.....	109
Teaching - Child and Society (non-certification program).....	115
Teaching - Mathematics Education (7 <sup>th</sup> through 12 <sup>th</sup> grade).....	121
Teaching - Social Studies Education (7 <sup>th</sup> through 12 <sup>th</sup> grade) .....	127

Visual Art .....	132
<b>Associate Degrees.....</b>	<b>135</b>
Allied Health.....	135
Medical Technology Emphasis .....	135
Nursing/Cytotechnology Emphasis .....	137
Occupational Therapy/Respiratory Care Emphasis.....	139
Radiotherapy/Medical Imaging/Cardiac Perfusion Emphasis .....	141
Art .....	143
Business Administration .....	145
Communications .....	147
Criminal Justice .....	150
Culinary Arts.....	152
Early Childhood Education.....	154
Environmental Studies.....	156
Forestry Resource Management .....	158
Information Technology .....	160
Landscape Architecture.....	162
Liberal Studies .....	164
Pre-Major .....	166
Wildlife Biology.....	167
<b>Certificate and Transfer Programs .....</b>	<b>169</b>
Art Education Accelerated Certification Program .....	169
Culinary Arts Certificate Program .....	172
Early Childhood Education Accelerated Certification Program.....	174
Elementary Education Accelerated Certification Program.....	177
Human Resource Management Certificate Program .....	180
Math Education Accelerated Certification Program .....	181
Microsoft® Certified Systems Administrator.....	184
Microsoft® Certified Systems Engineer .....	185
Social Studies Education Accelerated Certification Program .....	186
Education Credentials .....	189
Military Science-Air Force ROTC .....	190
Military Science-Army ROTC .....	192
<b>Minors .....</b>	<b>193</b>
<b>Course Descriptions .....</b>	<b>198</b>
<b>Trustees.....</b>	<b>259</b>
<b>Faculty .....</b>	<b>260</b>
<b>Administration .....</b>	<b>264</b>
<b>Campus Directory.....</b>	<b>265</b>
<b>Directions .....</b>	<b>266</b>
<b>Campus Map.....</b>	<b>267</b>
<b>Calendars .....</b>	<b>268</b>
<b>Index .....</b>	<b>270</b>

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## A Message from the President

In the peace of the morning, as I cast my fishing line into the “Mighty Nokomis,” the natural splendor and serenity of the landscape surrounds me. Virtually everyone who visits Keystone is awed by this pristine environment, and our opinions have been validated by the readers of The Abington Journal, who voted our College as the region’s “Most Beautiful Campus.”

We are charged with being good stewards to this magnificent campus, which means more than maintaining the grounds or taking care of buildings, each a critical task in its own right. We are also called to sustain this beautiful campus so that Keystoneans in the years and decades to follow will be able to appreciate and enjoy it as we do today.


However, the signature of a great college extends far beyond a campus of buildings, academic departments, laboratories, and athletic fields. It is the people of Keystone, our faculty, staff, and students, who, together, make the Keystone Promise a reality.

We offer you “The Keystone College Promise,” as detailed on page 5. The Keystone College Promise was developed by our faculty and staff to keep our commitment to the students who select Keystone College.

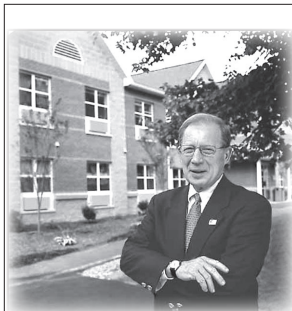
For 140 years, Keystone has been dedicated to providing top-quality education to each and every student we serve. That is a promise worth making, and it is surely a promise worth keeping.

We look forward to meeting you in person and becoming the pathway to your future. Remember, wherever you’re going, you can get there from here!

Sincerely,



Dr. Edward G. Boehm, Jr.  
President



*“Our faculty and staff know our students not only by their names; they know them by their dreams.”*

Dr. Edward G. Boehm, Jr.,  
President  
March 1996

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# The Keystone College Promise

*A pledge to first-time, full-time students in good academic, financial, and social standing . . .*

- \* That within six months after graduating from Keystone and fulfilling the requirements of the Career Development Center, you will have received at least one job offer, or where appropriate, be accepted into a transfer or graduate program. In the event that this does not occur, we will provide you with additional courses and career counseling at no extra charge.
- \* A nationally recognized First-Year Experience seminar to enable you to acquire the skills necessary for academic, personal, and career success, and a portfolio/resume experience designed to give you a competitive edge in the job market.
- \* A Real-World Experience that explores the world of work.
- \* A Bridge and a Capstone Experience combining knowledge acquired in both the classroom and the real world.
- \* A Pre-Major program that offers academic and career counseling to assist undecided students who need to make informed decisions about a major.
- \* A guarantee for on-campus housing to our resident students for as long as they remain full-time students.

*The Keystone College Promise was developed in 1997 by the faculty and staff of Keystone College to better serve our students.*



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# General Information

## THE COLLEGE

### Keystone College

Keystone College is a fully accredited, independent, private college committed to helping all students attain their full potential. To achieve this goal, Keystone provides excellent instruction, close student-faculty relationships, personal attention, and individualized support services.

Keystone College received formal approval from the Pennsylvania Department of Education to begin offering baccalaureate degree programs in 1998.

“This is the beginning of a new era for Keystone College,” stated President Boehm, “as we will be able to continue our two-year programs and at the same time offer our students the opportunity to remain at Keystone to complete their four-year degrees.” Keystone offers bachelor of science degrees in accounting, biological science, business, criminal justice administration, early childhood education, elementary education, environmental resource management, forensic biology, information technology, organizational leadership, social science, sport and recreation management, and teaching, and bachelor of arts degrees in communication arts and humanities, and visual art.

Dr. Boehm noted that the College’s move to baccalaureate status is the third historic event since Keystone’s establishment - the founding of Keystone as an academy in 1868, its designation as a junior college in 1934, and now its status as a baccalaureate college. This is only the beginning of the College’s commitment to serving our students and families in the region.

With the liberal arts as the core of our curriculum, Keystone offers diverse curricula as described in the following pages.

### History of the College

Keystone Academy was originally chartered by the Commonwealth of Pennsylvania in 1868, with instruction beginning the following year in the local Baptist church in Factoryville. In 1870, ground was broken on the current site for the Academy’s first building, Harris Hall, named after John Howard Harris, first president of Keystone. Harris Hall continues to serve Keystone College today.

The Academy flourished during its early years and established a standard of excellence that became a model in the area. Many distinguished scholars, among them the presidents of three universities, have graduated from Keystone.

At the time it was chartered, Keystone Academy was the only high school between Binghamton, N.Y., and Scranton, Pa. For over 65 years, the Academy served the secondary educational needs of the region admirably. Nevertheless, the school’s trustees came to realize that a quality college education must be available to the citizens of our area. As a result, Keystone Academy was rechartered as Scranton-Keystone Junior College in 1934. Ten years later, the name of the College was shortened to Keystone Junior College, and in 1995 to its present form, Keystone College.

During the 1960s and early 1970s, Keystone experienced a period of unprecedented growth. At that time, many of Keystone’s residence halls and its spacious library and classroom building, Miller Library, were built. The science building, Capwell Hall, was expanded, and the Hibbard Campus Center was added to Evans Hall. Keystone’s Thomas G. Cupillari ’60 Astronomical Observatory in nearby Fleetville, Pa., also began operations at that time.

Keystone’s growth and vitality continued in



the 1980s with the opening of the new multi-million dollar Gambal Athletic Center and the renovation of Keystone's historic Harris Hall.

In 1998, the College received formal approval from the Pennsylvania Department of Education to offer baccalaureate degree programs. President Boehm made the announcement of what he called a "new era" for the College at the 127th commencement exercises held in May, 1998.

In 2000, the College awarded its first baccalaureate degree and announced the receipt of its first million dollar gift. January 2001 marked the opening of the College's newest residence hall, Keystone Commons, the first new residence hall built on campus since Moffat Hall in 1970.

In 2004, Keystone dedicated the Oppenheim Family Children's Center on the Mellow Family Children's Campus, a state-of-the-art facility for child care and provider training.

Less visible, but more impressive than its physical growth, has been Keystone's academic growth. Existing curricula are evaluated and revised regularly, and new curricula and degrees are added in response to changes in education and the workplace.

Classes also are offered to adult and non-traditional students through Keystone College's traditional part-time program and the Weekender schedule, which enables students to earn their degrees by attending classes approximately every third weekend. In addition, holdings in Miller Library are increased annually, and the most recent educational technology is readily available to students.

Currently, the College offers 21 bachelor's

degrees, 13 associate degrees and enrolls a diverse student body from throughout the U.S. and more than 14 countries. The College also participates in Division III, fielding 13 men's and women's teams.

Today, with its career-oriented liberal arts curriculum in place, Keystone College is a leader in education. The faculty, board of trustees, administration, and staff are committed to making your experience here something special. By choosing Keystone, with over 140 years of experience, you commit yourself to that goal as well.

## Mission of the College

Keystone College educates students in the liberal arts tradition as we continue our historic move to “expand by degrees.” Through the Keystone Promise, we make a special commitment that our graduates can accomplish the following goals:

- achieve personal and professional success;
- continue to learn, develop, and grow throughout life;
- understand the complexity of the world we share; and
- function as engaged, productive, service-oriented, ethical members of society.

The College relies on the strength of “The Keystone Family,” created by the close interaction among our students, faculty, staff, and friends, to make our picturesque campus a source of intellectual growth, cultural awareness, environmental stewardship, and service opportunities that enhance the quality of life in Northeastern Pennsylvania.

## The Campus

Keystone College is nestled among shady trees on a 270-acre tract at the gateway to the Endless Mountains of Northeastern Pennsylvania. The campus is 15 miles northwest of Scranton, on U.S. Routes 6 and 11. Interstate Routes 380, 80, 81, 84, and 476 (the former Northeast Extension of the Pennsylvania Turnpike) provide easy access to Keystone from all directions. Close to Scranton, Wilkes-Barre, and Binghamton, all the facilities of three modern cities are available to Keystone students, yet the College is surrounded by small towns and countryside and has the quiet learning atmosphere of a rural campus.

Northeastern Pennsylvania provides a stimulating and enjoyable environment for Keystone. The area boasts warm weather from May through September, brisk autumn days with brilliant foliage, and snowy winters pleasing to devotees of cold-weather sports. Opportunities

for hunting, fishing, swimming, and skiing are abundant.

Keystone’s most historic building, Harris Hall, was constructed over a century ago. Recently renovated, this building now accommodates administrative and faculty offices and several classrooms and computer labs. To one side of Harris lies Capwell Hall, Keystone’s science center. Here students will find laboratories and computer facilities for science and mathematics. Several classrooms and faculty offices are also found in Capwell. The art and theatre facilities lie on the other side of Harris Hall. Studios for ceramics, drawing, sculpture, and painting are located in the Art Center, while photography and printmaking laboratories can be found in nearby Ward Hall, which also houses the Career Development Center. Adjacent to the art complex is Brooks Hall, which houses the College’s theatre facilities and graphic design studios.

The Miller Library offers more than 40,000 books, 150+ print subscriptions, over 25 electronic databases and a substantial collection of audiovisual materials. The Library also houses computers, the Rita Cupillari Computer Lab, the Linder Art Gallery, Nightshade Press, and a state-of-the-art media lab along with classrooms and faculty offices. Other academic facilities at Keystone include Kemmerer Hall, Ward Hall, the Oppenheim Family Children’s Center on the Mellow Family Children’s Campus, and the Poinard Greenhouse. We also boast of the Thomas G. Cupillari ’60 Astronomical Observatory located in Fleetville, Pa., just a few miles from Keystone’s campus. It provides educational programs during the academic year, as well as special summer programs open to both the Keystone community and the public at no charge. The observatory complex includes a small auditorium, a library, a map room, photographic facilities, and a 16-foot dome housing a 9 1/2 inch Alvan Clark Refracting Telescope. The new instrumental science labs enrich the environmental studies and

biology programs. New instruments include a Varian 1200L mass spectrometer with gas chromatograph and liquid chromatograph interfaces, a Varian Vista inductively coupled plasma optical emission spectrometer, a Cary 50 UV-Visible spectrophotometer, and a Cary Eclipse fluorescence spectrophotometer. These instruments will allow for sensitive detection of trace organic molecules and trace metals in water, soil, biological and forensic samples. Students will have the opportunity to use these instruments in their research. Keystone College's Lake Manataka Environmental Field Station offers a 27-acre lake for students, faculty, staff, and the community to engage in lake ecosystem investigations.

Keystone's 28,000-square-foot Gambal Athletic Center houses an NCAA standard-size basketball court, the newly renovated Larry Fornicola Wellness Center, a weight training room, a classroom/conference room, and four locker room areas, plus faculty and coaching staff offices. Four playing fields, six tennis courts, and the gymnasium provide the facilities necessary for Keystone's extensive athletic programs. These include intercollegiate baseball, basketball, cross country, golf, outdoor track, soccer, softball, tennis, and volleyball, as well as a strong intramural program.

New to Keystone's campus are the Keystone College Environmental Education Institute, the Willary Water Resource Center, the U.S. Forest Service's Mid-Atlantic Urban Forestry Center, and the Countryside Conservancy. In 2005, WKCV FM 103.5 was inaugurated.

In addition to the academic and athletic facilities, six residence halls, a health clinic, and the Hibbard Campus Center serve our campus. The Campus Center houses the Student Restaurant, the Chef's Table Restaurant, the Chamberlin Center for Student Services, the President's Dining Room, student lounges, the Campus Shoppe, the Giants' Grill, the Giants' Den, and our own branch of the U.S. Postal Service. The Office of Campus Life and offices for campus ministry and student activities are

located in this building as well.

Through the generosity of Trustee Jane Oppenheim and efforts of Senator Robert Mellow, the College opened its new Oppenheim Family Children's Center on the Mellow Family Children's Campus in September 2004. The bright, engaging, and child-appropriate facility serves as a laboratory setting for early childhood and education students at Keystone. The 6,363-square-foot Center offers a quality program of day care services conducted by early childhood professionals for both the Keystone College campus and the surrounding communities.

Keystone students have active social lives. Through the numerous social and service activities offered on campus, the College encourages its students to lead balanced and well-rounded lives.

## Keystone Traditions

### President's Convocation

The President's Convocation formally marks the opening of the academic year. At this time, students, administration, faculty, and staff come together to celebrate the importance of our educational mission.

### Autumn Homecoming and Reunion Weekend

Occurring near the midpoint of the fall semester, Autumn Homecoming and Reunion Weekend provides the opportunity for our alumni to return to campus, enjoy activities, and spend time with our current students.

### Family Day

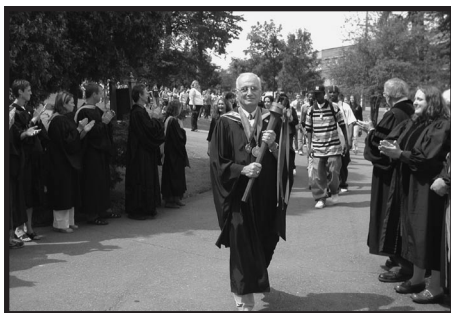
This fall event allows family members to visit the campus at their leisure and participate in activities with their students. Families have the opportunity to meet with faculty and counselors, visit Keystone's facilities, and attend various social and athletic functions.

### All-College Honors Convocation

All-College Honors Convocation is held at the end of each spring semester. Students, faculty, administration, and staff gather to recognize outstanding achievement in academic performance and campus leadership.

## Accreditation and Memberships

Keystone College is accredited by the Middle States Association of Colleges and Secondary Schools, 3624 Market Street, Philadelphia, Pa. 19104, 267-284-5000; approved by the Pennsylvania State Board of Education; and approved for veterans' benefits. It is a member of the College Entrance Examination Board, College Scholarship Service, the American College Testing Program, the Commission for Independent Colleges and Universities, the Pennsylvania Association of Colleges and Universities, Northeastern Pennsylvania Independent Colleges, the Council for Advancement and Support of Education, the College and University Personnel Association, and the Council of Independent Colleges.



### Winterfest

Held each December, Winterfest brings members of the campus community and the local community together for a campus lighting ceremony and many more holiday festivities.

### Christy Mathewson Weekend

Each August, the College invites the community to campus in celebration of baseball great Christy Mathewson's birthday. A graduate of Keystone Academy, Mathewson was inducted posthumously into the Baseball Hall of Fame.

### Commencement

Keystone College conducts one commencement ceremony for all students completing their degree requirements that academic year. This event is held in May and provides an opportunity for family and friends to proudly watch their student graduate.

## Alumni Association

The Keystone College Alumni Association has more than 14,000 members. Members include graduates of Keystone Academy, Keystone Junior College, and Keystone College. It offers opportunities for Keystone alumni to maintain strong bonds with their alma mater and with each other. The Alumni Association exists to foster loyalty and unity of its members for the College and support the College's mission and priorities. The Association is a mechanism for the exchange of ideas among alumni and acts as an official channel of communication between the alumni and the College.

The organization nurtures lifelong relationships with and among current and future

Keystone College alumni.

Alumni are informed of campus and alumni activities through *The Keystonean*, the official alumni magazine, and an e-newsletter. To register for the e-newsletter or to update your information, visit [www.keystone.edu/Alumni/](http://www.keystone.edu/Alumni/) and click on "keep in touch."

Additional information on the Alumni Association may be obtained from the Alumni Office at One College Green, La Plume, PA 18440, 1-800-824-2764, option 5, or by e-mail at [alumnirelations@keystone.edu](mailto:alumnirelations@keystone.edu).

Visit the Alumni Association on the web at [www.keystone.edu/Alumni/](http://www.keystone.edu/Alumni/).

# Admission to Keystone College

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Keystone College accepts applicants on a rolling admissions basis; however, priority is given to applications received by May 1 for fall semester applications and December 1 for spring semester applications. Admission to Keystone College is based on prior academic performance and the ability of the candidate to profit from and contribute to the academic, interpersonal, and extracurricular life of the College. Traditional-age students should submit their applications as early as possible during their senior year of high school, preferably by the end of the second marking period.

Keystone will consider applicants who meet the following criteria: graduation from an approved secondary school or the equivalent (with official transcripts or record of courses), satisfactory scores on the SAT or ACT tests, one academic evaluation, and evidence of potential for successful college achievement. Applicants who earned a high school diploma or equivalent prior to application for admission are not required to submit SAT or ACT scores.

All students are strongly encouraged to visit the campus for a personal interview, which may include a meeting with a faculty member from the student's area of interest. Portfolio interviews are required for all visual art and teaching: art education certification students.

Students may obtain an application by accessing our Web site at [www.keystone.edu](http://www.keystone.edu), or by calling the Office of Admissions at 1-877-4-COLLEGE. Keystone College is also a member of the Common Application Group; therefore, students may obtain an application at [www.commonapp.org](http://www.commonapp.org).

## Application Procedures - First-Year Student

(a student who has attempted fewer than 12 credits of non-developmental college-level coursework)

In order to apply for admission to the College,

students seeking first-year admission must submit the following:

1. Completed application with a \$30 non-refundable application fee.
2. Official high school transcript(s).
3. Official college/university transcript(s) (if applicable).
4. SAT or ACT scores directly to the Office of Admissions - Keystone College's CEEB codes are SAT-2351 and ACT-3602 (if applicable).
5. One academic evaluation (please use the teacher evaluation form at [www.keystone.edu](http://www.keystone.edu)).
6. Students whose primary language is not English must submit the results of the Test of English as a Foreign Language (TOEFL), an equivalent test, or make arrangements with the Office of Admissions to take the Keystone Institutional TOEFL\*\*.

## Application Procedures - Transfer Student

(a student who has attempted a minimum of 12 credits of non-developmental college-level course work).

In order to apply for admission to the College, a student seeking transfer admission must submit the following:

1. Completed application with a \$30 non-refundable application fee.
2. Official college/university transcript(s) from each institution attended by the student.
3. One academic evaluation (please use the teacher evaluation form provided at [www.keystone.edu](http://www.keystone.edu)).
4. Students whose primary language is not English must submit the results of the Test of English as a Foreign Language (TOEFL), an equivalent test, or make arrangements with the Office of Admissions to take the Keystone Institutional TOEFL\*\*.

## Application Procedures - International Student

(a non-U.S. citizens and non-resident alien of the U.S.).

International students seeking full-time admission to the College must submit their completed applications by June 1 for the fall semester and November 1 for the

spring semester. For detailed information on international students, please see page 17. The following documents must be submitted to be considered for full-time admission:

1. Completed application with a \$30 non-refundable application fee.
2. Official high school (secondary school) transcript(s) in English or with an official English translation.
3. Official college/university transcript(s) in English (if applicable).
4. Official results of the Test of English as a Foreign Language (TOEFL) if English is not the primary language.\*\*
5. One-page writing sample or essay in English.
6. Certification of finances which guarantees financial support for the student to cover two years of full-time tuition, fees, room, and board.

\*\*A minimum 550 TOEFL (213 CBT/80 iBT) score is required for full-time admission to Keystone College degree programs. Students who are offered admission to Keystone College with a TOEFL score between 500 (173 CBT/61 iBT) and 550 (213 CBT/80 iBT) will be required to enroll in the ESL Bridge Program by taking ESL 101 and ESL 102 during their first semester. In addition, these students would enroll in ENGL 050 - Critical and Analytical Reading along with two other academic courses during the first semester. At the end of the first semester, a TOEFL test or the equivalent will be given and a 550 PBT/213 CBT/80 iBT will be necessary to continue their studies at Keystone College.

### **Application Procedures - Home-Schooled Student**

Families involved in home study programs are urged to contact the director of admissions for further information. Please see page 27 for information regarding financial aid and home-schooled students. Students will be asked to submit the following in order to be considered for admission:

1. Completed application with a \$30 non-refundable application fee.
2. Portfolio of all high school level work completed. This should include any essays and

exams that the student has completed.

3. SAT or ACT scores directly to the Office of Admissions - Keystone College's CEEB codes are SAT-2351 and ACT-3602.
4. Home-school supplement to the secondary school report (can be accessed at [www.commonapp.org](http://www.commonapp.org)).
5. All home-schooled students are required to interview with a senior member of the admissions staff.

### **Certificate Programs**

Certificate programs are open to any high school graduate or holder of the General Equivalency Diploma (GED). Students should submit the following documents to the Office of Admissions for application to any certificate program:

1. Completed application with a non-refundable \$30 application fee.
2. Official high school transcript and/or official GED score.

### **Application Procedures: Early Admission Program**

Keystone offers an Early Admission Program under which qualified applicants may enroll at Keystone College after completing their junior year of high school. To qualify, applicants should have a high ranking in their class, favorable recommendations from their principal or guidance counselor, a minimum score of 950 (critical reading and math) on the SAT or 21 on the ACT (composite), and the potential for success at the college level. Generally, the student's high school will award a high school diploma upon successful completion of either the first year at Keystone College or specific course requirements. Students are solely responsible to check with their high school to ensure they will receive a high school diploma. Acceptance is contingent upon final approval from the Director of Admissions following a required on-campus interview. Please see page 27 for financial aid issues regarding early admission.



**Honors Program**

The Director of Admissions will invite students to participate in the honors program, once a formal acceptance to the College is granted. Students who desire to participate are encouraged to submit a completed application for admissions no later than April 1 of their senior year. In order to be eligible to participate in the honors program, students must place in the top ten percent of their high school graduating class or have a 3.3/4.0 GPA. Students must also achieve a minimum 1100 combined SAT (critical reading and math) or 24 composite ACT score. (See page 43 for more details).

**Veterans**

Students who are eligible for veterans’ education benefits follow the same application procedures as non veteran students. To obtain information regarding veterans’ education benefits, or to pursue eligibility for veterans’ programs, contact the Veterans’ Certifying Official in the Office of the Registrar at Keystone College at 1-877-4-COLLEGE, or call the Veterans’ Educational Counselor of the Veterans’ Administration at 1-888-442-4551.

**High School Preparation**

Students intending to enroll in a bachelor’s degree program\* are strongly encouraged to pursue the following high school curriculum:

English	4 units
Math	3 units (including 2 years of algebra)
Science	3 units (including 1 year of a lab science)
Social Studies	2 units
Electives	4 units

*\*A student who does not meet these requirements may seek admittance to an associate degree program.*

**Part-Time Admission**

To fulfill its mission of community service, Keystone offers part-time students and returning adults the opportunity to continue their education by enrolling in degree or non-

degree programs. Keystone offers students the opportunity to participate in classes for credit, audit, and non-credit in both traditional and Weekender schedules. See Weekender program, page 19. Whether seeking a degree, professional development, or personal enrichment, part-time students have ample opportunities for continuing their education.

Degree-seeking students wishing to take classes on a part-time basis should follow the guidelines listed under “admissions procedures” on page 12. Part-time students are not required to take the SAT or ACT. Non-degree seeking students may attempt up to 12 credits as a part-time student prior to making application to the college. See page 15 for further information regarding non-matriculating students.

Degree-seeking, part-time students may be eligible for financial aid and should refer to financial aid information on page 27.

**Admissions Decisions**

Keystone practices “rolling admissions.” Upon receipt of all required materials, the Admissions Committee will evaluate the student’s potential for success at Keystone and advise the applicant. A personal interview may be required. Notification is generally given within two weeks of receipt of all required credentials.

**Provisional Acceptance**

Keys Program: In special cases where students have not performed up to their potential and some concern exists as to their ability to succeed in college, they may be offered a provisional acceptance to the College. These students must participate in Keystone’s Keys Program, which provides special academic reinforcement services (see page 55). Freshman students who are provisionally admitted to the College must achieve a 2.0 GPA at the end of their second semester. Failure to do so will result in academic suspension from the College. These students may also be required to participate in



a summer bridge program prior to the start of their freshman year and may require additional semesters to finish their degrees.

## **Readmission**

### **Full-Time, Part-Time, and Weekender Students:**

Students who have “stopped out” for at least one semester (or for Weekender students, two trimesters), excluding summer sessions, must contact the Director of Admissions to be readmitted to the College. All students who desire to be readmitted, must be in good academic, social, and financial standing with the College. The following guidelines will apply to students wishing to be readmitted:

1. The Catalog of record for a student requesting to be readmitted within five years of last attendance will be the most recent one, unless otherwise requested and approved by the curriculum coordinator.
2. A student requesting to be readmitted after five or more years of last attendance will need to make formal application to the College as a new student through the Office of Admissions. The student's Keystone College transcript will be reviewed as if he/she were a new transfer student. The Catalog of record will be the current Catalog.
3. All students desiring to be readmitted who have taken courses at other institutions since their last date of attendance at Keystone should have their official transcripts from the institution of attendance sent to the Keystone College Office of Admissions. Readmission will not be granted until official transcripts have been received.

## **Non-Matriculating**

Students who have not yet received their high school diploma or equivalency or wish to take classes for transfer to another college/university may attempt up to 12 credits at Keystone

College prior to making formal application for admission. Students who have not yet received their high school diploma or equivalency and who are enrolled in a concurrent dual enrollment agreement may attempt to take 24 credits prior to making a formal application to the College.

Students who have attempted 12 credits and do not wish to matriculate at Keystone College may register for courses directly at the Office of the Registrar, letting them know their intention is for personal enrichment or professional growth only.

Students whose status is non-matriculating or personal enrichment are not eligible for federal or Pennsylvania state aid.

## **Students with Learning Differences**

In order to provide the greatest opportunity for student success, Keystone College accepts only those students who have developed the compensatory skills necessary to perform at a satisfactory level using the College's current array of support services. Keystone does not have a comprehensive support program specifically targeted for students with learning differences. We encourage those students who have documented learning differences to disclose this information to their instructors as soon as possible.

Appropriate documentation of the specific disability will be required before the student will be granted accommodation. This documentation must be submitted at least four weeks prior to the start of classes.

## Transferring Credits to Keystone College

Coursework completed at another regionally accredited institution, credits earned through advanced placement, and credits earned by assessment may be applied toward a Keystone College degree. The following conditions apply:

1. Transfer students are required to complete Keystone's core and distribution requirements, as well as those of the major. These requirements may be met through Keystone coursework or through reasonable substitution of transferred credit determined through transcript evaluation or articulation agreements. Students with an associate and/or bachelor's degree from a regionally accredited institution may be exempt from some core courses as deemed by the Registrar.

2. Up to 32 credits may be applied for students seeking an associate degree and up to 75 credits may be applied for students seeking a bachelor's degree. Students who have already earned a bachelor's degree may apply up to 90 credits toward another bachelor's degree.

3. The final 32 credits earned toward a degree cannot include more than 9 credits earned through transfer of credits from another institution.

4. Transfer credit will not be awarded if the grade earned is lower than a "C."

5. Grades of "P" or "S" are not accepted for credit.

6. Transfer credit for a course taken ten or more years prior to the request is generally not given. Exceptions will be made only with the approval of the Registrar with input from the appropriate academic division chairperson. Requests for exception to the ten-year rule should be made to the Registrar.

7. Quality points and transfer credits are not included in the student's grade point average at Keystone.

8. A Keystone student who wishes to take courses at another institution and transfer them

back to Keystone should consult with the Office of the Registrar prior to enrolling to ensure that the credits will transfer.

9. Transfer credits will not count as a course repeat with regard to the GPA calculation.

## Articulation Agreements for Students Transferring to Keystone

Keystone College has entered into articulation agreements with Bucks County Community College, Camden County College, Corning Community College, Harrisburg Area Community College, Johnson College, Lackawanna College, Luzerne County Community College, and Northampton Area Community College for the transfer of their graduates, in related majors, to Keystone's baccalaureate degree programs. These agreements normally grant junior status to students and usually enable completion of the bachelor's degree within four regular semesters as full-time students. Details of these agreements are available in the Office of Admissions and on the College Web site.

## Advanced Placement

Special advanced coursework completed in high school, which is treated as transfer work, may receive college credit and be applied toward a Keystone College degree. An examination of the College Entrance Examination Board (CEEB) Advanced Placement Program must be taken and a score of 3 or higher obtained.

## College-Level Examination Program (CLEP)

Examinations of the College-Level Examination Program (CLEP) will be treated as transfer work. Credit will be awarded only for successful completion of assessments that cover the same material as covered in subjects that are offered at Keystone College. Consult the Registrar prior to taking CLEP examinations for credit with appropriate faculty member approval.

**Correspondence Courses**

Courses taken by correspondence through an accredited college or university program will be treated as transfer credit. Credit for other types of correspondence courses may be earned by special examination. A petition may be filed with the academic dean of the College.

**Prior Learning Assessment (PLA)**

Prior Learning Assessment is a way for a student to document learning acquired outside of a college classroom and for evaluating that learning as a way to earn college credit. This process recognizes many ways in which learning can occur and avoids duplication of learning experiences for which a student can demonstrate knowledge and competence. The breadth and depth of experiential learning activities can be illustrated through information provided in a portfolio. The portfolio includes documentation of knowledge gained and competencies acquired as a result of the experiences. The PLA portfolio will identify that the learning is publicly verifiable, of college-level quality, theoretically based, generally applicable beyond the situation in which it was learned, and related to the student's academic goals and degree program.

After attending a required introductory PLA workshop, the student will submit an application of intent to a faculty adviser. The adviser will secure the most appropriate faculty evaluator for the student. The student must then submit an application for portfolio review and portfolio to the faculty evaluator within the semester, have experience in the field in which he or she is attempting to gain credit by PLA, and pay all fees associated with the evaluation and credit award. A student may earn a maximum of 32 credits toward an associate degree or 64 credits toward a bachelor's degree through PLA. The transcription of PLA credits will occur upon the student's completion of 15 credits earned at Keystone, with a minimum GPA of 2.00. All PLA credits must be completed and transcribed prior to registering for GRAD 101 or 201. The

mandatory introductory workshop fee is \$10, and the credit posting fee is \$50 per credit.

**ACT 120**

Keystone College has established an agreement with various law enforcement agencies of the Commonwealth of Pennsylvania to award college credit for the completion of the ACT 120 program. The individual agreements and course/credit equivalents, based upon hours completed, are listed below:

480 Hours	580 Hours	760 Hours
CJ 102 CJ 110 IDS 101 PHED 105  12 Credits*	CJ 102 CJ 110 IDS 101 COMM 107 PHED 105  15 Credits*	CJ 102 CJ 110 IDS 101 COMM 107 PHED 105 Curriculum Elective 18 Credits*

\*Credit for CJ 223 may be awarded based on evaluation of Prior Learning Assessment.

**International Students**

The Center for Global Learning staff assists international students with immigration regulations and provides additional support while at Keystone College. International students may be required to provide additional documents if English is not their first language. For more information regarding services, visit the web site at [www.keystone.edu](http://www.keystone.edu), click on Admissions and then click International Student Services.

**Visa Requirements**

Keystone College is authorized to issue I-20 forms (Certificates of Eligibility) through SEVIS for full-time degree programs. The International Student Services Office will issue an I-20 to accepted students only after the College receives a \$200 enrollment deposit, refundable if the student does not secure the I-20. After receiving a student visa (F-1) from an American Embassy or Consulate, students may enter the United States for the approved program period.

## **Campus Housing and Meal Plans**

International students are required to live on campus during their first semester of study in order to enhance their social experience while in the United States. On-campus housing ranges from traditional residence halls to suite-style living. Keystone offers a separate residence hall for women and coeducational halls with large and small occupancies.

Keystone offers a 19-meal-per-week plan, which includes breakfast, lunch, and dinner. A variety of meal choices is available each day, along with casual dining in our student lounge and deli cafe located in the Hibbard Campus Center.

## **Fees for Full-Time International Students**

Fees for full-time international students are the same as those for any full-time student. Please see the section on full-time fees beginning on page 21 of this catalog. Information on making financial arrangements may be found on page 23.

## **Scholarships for Full-time International Students**

Keystone College awards merit scholarships based on academic performance. Students should submit a completed application for admission as early as possible in order to qualify and receive a merit scholarship. International students are responsible for all costs associated

with housing, meal plans, personal expenses, fees, and tuition balances not covered by merit scholarships.

For more information, see “Scholarships and Awards” on page 34.

## **Summer Sessions**

Keystone offers two five-week summer sessions during which an extensive selection of courses is offered. The two summer sessions have been designed to benefit a wide audience including high school seniors and graduates wishing to get a head start on college work, and undergraduates desiring to accelerate progress toward a degree, remedy academic deficiencies, or ease some of the pressure of the regular scholastic term. Summer sessions are also helpful for adults interested in professional advancement or expanding their areas of knowledge.

## **Intersessions**

Keystone College usually offers two intersessions. The first intersession is held at the beginning of January and the second at the end of May. These sessions offer courses in an intense, compressed format. Intersessions usually run for approximately five to eight class days depending on the academic calendar. Information regarding course offerings and dates is available each year and can be accessed through the Web site at [www.keystone.edu](http://www.keystone.edu).

# Weekender General Information

Students may earn academic credits in the Keystone College Weekender Programs offered on the La Plume Campus, Towanda Center, and at the Delaware Valley Center. Weekender was established in 1975 for students who wish to pursue an associate or bachelor's degree while maintaining a job, family, and social responsibilities. Classes are held on eight weekends, every other weekend on average, during each four-month trimester.

Three terms are held each year beginning in September, January, and May. Students may attend each trimester or choose those which are best suited to their needs and responsibilities. Students receiving financial assistance should review the academic progress requirements on page 32 and speak with a Financial Assistance and Planning Office staff member before determining whether to take courses in a given

trimester. New students should schedule an informational interview with the appropriate Weekender Site Coordinator prior to starting classes.

Weekender is designed to allow students to earn an associate degree in as little as two and two-thirds years or a baccalaureate degree in as few as five years by taking three courses per trimester. Weekender coursework may be combined with on-line, evening, intersession, or traditional day classes.

Students attending Weekender receive a minimum of six hours of classroom instruction per course each weekend that classes are held. Classes are scheduled Fridays, Saturdays and Sundays.

All courses and curricula require sufficient enrollment to be offered.

## Weekender Majors

### La Plume

#### Bachelor's Degrees:

Accounting  
Business  
Communication Arts and Humanities  
Criminal Justice  
Early Childhood Education  
Elementary Education  
Information Technology  
Professional Studies: Organizational Leadership  
Professional Studies: Social Science  
Teaching: Child and Society  
Teaching: Mathematics Education (7<sup>th</sup>-12<sup>th</sup> grade)  
Teaching: Social Studies Education (7<sup>th</sup>-12<sup>th</sup> grade)

#### Associate Degrees:

Business Administration  
Communications  
Criminal Justice  
Early Childhood Education  
Information Technology  
Liberal Studies  
Pre-Major

#### Accelerated Certifications:

Early Childhood Education  
Elementary Education  
Math Education  
Social Studies Education

**Towanda**

**Bachelor’s Degrees:**

Accounting  
Business  
Criminal Justice  
Early Childhood Education  
Elementary Education  
Professional Studies: Organizational Leadership  
Professional Studies: Social Science  
Teaching: Child and Society

**Associate Degrees:**

Business Administration  
Communications  
Criminal Justice  
Early Childhood Education  
Liberal Studies  
Pre-Major

**Accelerated Certifications:**

Elementary Education  
Early Childhood Education  
Math Education  
Social Studies Education

**Delaware Valley**

**Coursework available toward:**

**Bachelor’s Degrees:**

Business  
Early Childhood Education  
Elementary Education  
Teaching: Child and Society

**Associate Degrees:**

Business Administration  
Early Childhood Education

# Financial Information

## TUITION AND FEES

### Full-Time Tuition

**\$8,785.00 per semester**

Full-time tuition is a flat-rate which allows students to take from 12 to 20.5 credits per semester in any College delivery system or venue. This tuition does not cover summer sessions or intersessions. Credits in excess of 20.5 per semester incur charges at the current per credit rate.

### Part-Time Tuition

**\$390.00 per credit**

Students taking .5 to 11.5 credit hours per semester in any College delivery system or venue will be billed at the per credit rate of \$390.00. Part-time students may be eligible for some financial aid, but are not eligible for institutional grants.

## ROOM AND BOARD

### Room and Board

**\$4,380.00 per semester**

Students wishing to live on campus must be full-time students taking a minimum of 12 credits per semester. Room and Board rate noted above is based on double room rate in any residence hall, and the 19 meals per week board plans. All resident students must participate in a meal plan.

### Resident Student Board Plans

19 meal plan	(includes 100 KC\$ Dining Dollars)	\$2,180.00
14 meal plan	(includes 100 KC\$ Dining Dollars)	\$2,080.00
10 meal plan	(includes 200 KC\$ Dining Dollars)	\$2,040.00

\*First-year students are required to have the 19 meal per week meal plan; sophomores, juniors, and seniors may choose between the 19 meal plan and 14 meal plans. Seniors only may choose the 10 meal plan.

## COMMUTER STUDENTS

Commuter meal plans are available to both full-time and part-time commuter students.

### Commuter Student Meal Plans

5 Square Plan	(includes 75 meals per semester, 100 KC\$ Dining Dollars)	\$585.00
On the Move	(includes 30 meals per semester, 100 KC\$ Dining Dollars)	\$325.00

*Note: All of the expenses apply to a semester. To determine the cost of the entire academic year, multiply the appropriate number by two.*

## ADDITIONAL FEES

**Deposit:** Keystone requires students to pay a non-refundable advance deposit as a sign of firm intent to attend the College. New resident students pay a \$200 non-refundable enrollment deposit, and for new commuting students, it is \$100. This deposit is applied toward tuition, fees, and/or room and board charges when the student enrolls. Returning resident students are required to pay a \$350 non-refundable advance deposit each year to participate in room selection and course selection for the upcoming academic year. Returning commuting students are required to pay a \$100 non-refundable advance deposit each year to participate in course selection for the upcoming academic year. The College reserves the right to accept deposits only from returning students whose student account is in good financial standing.

**Security Deposit:** Each resident student is required to pay a security deposit of \$200 per year. This deposit is applied toward damage charges that may be billed to the student. The unused portion of the security deposit is refunded.

**Health Insurance:** All students taking 12 or more credits must have health insurance. Proof of health insurance coverage must be presented to the Health Services Office each year PRIOR to the beginning of classes. Students will be billed for health insurance unless waived by timely presentation of proof of appropriate

insurance coverage. The cost of the insurance obtained through the College depends on the rate charged by the carrier for that year. Students who do not show proof of insurance prior to the start of classes will not receive any refunds on the health insurance premiums from Student Business Services.

**REQUIRED FEES**

**Application Fee:** \$30 - The application fee is used to defray costs of processing an applicant’s credentials for admission to the College.

**New Student Orientation (NSO) Program**

**Fee:** \$125 - The NSO program fee helps defray the cost of expenses incurred during the multi-day Keystone Compass program.

**Registration Fee:** \$200 - The one-time registration fee is charged at the beginning of a full-time student’s first term at the College. This fee helps pay the expenses for the student’s initial Mapping Day and the registration process necessary at the beginning of each term.

**Comprehensive College Fee**

The Comprehensive College Fee (\$425.00 per semester) for **full-time students** is billed to all students taking 12 or more credits at Keystone College. Allocation of fees is determined by the College administration to offset costs of operating expenses for student government and clubs, publication of the yearbook, special student services such as trips and excursions, and the purchase of new equipment to improve the overall activities at the College. The fee is used to provide students with enhanced services such as, but not limited to, telecommunications, computer network connectivity, personal e-mail address with web access, the Blackboard Learning solution, multimedia equipped classrooms, computer labs offering the latest software from Microsoft® and other vendors, campus-wide Internet access, and library references material access.

Full-time students 12 credits or more	\$425.00 per semester
Part-time students 6.0-11.5 credits	\$200.00 per semester
Part-time students .5-5.5 credits	\$100.00 per semester

**Part-time students** taking less than 12 credits are billed the Comprehensive College Fee based on the number of credits they are taking at Keystone College. Allocation of fees is determined by the College administration to offset costs of operating expenses for student government and clubs, publication of the yearbook, special student services such as trips and excursions, and the purchase of new equipment to improve the overall activities at the College. The fee is used to provide students with enhanced services such as, but not limited to, telecommunications, computer network connectivity, personal e-mail address with web access, the Blackboard Learning solution, multimedia equipped classrooms, computer labs offering the latest software from Microsoft® and other vendors, campus-wide Internet access, and campus-wide references material access.

**Books and Supplies:** \$750 - The estimated cost of books and supplies for a full-time student is \$750 per semester. However, costs vary according to major.

**MISCELLANEOUS FEES**

**Course Lab or Supplies Fee:** Some courses entail special services or use supplies for which fees are assessed. Most art studio courses require a modeling and/or supply fee; most courses in culinary arts, early childhood, hospitality, or science require a supply fee; most courses involving computer usage require a supply fee; and some physical education activities require a fee to cover special costs incurred. These fees vary from course to course; see course descriptions beginning on page 196 for specific fees.



**Graduation Fee:** \$200 - This fee helps to defray the cost of evaluating the student's academic record to determine eligibility for graduation, purchasing the student's graduation cap and gown, ordering the student's diploma, and providing the commencement program and the graduate reception. Students who are excused from attending graduation by the President of the College will receive their diplomas in the mail and may request that their caps and gowns be mailed if they wish. (There is no reduction in the fee for graduates who do not attend commencement.)

The College also levies charges for special situations. (These may apply to full- and part-time students.) These charges are listed below:

Miscellaneous Fee	Cost	Special Considerations
Administrative Schedule Change	\$50.00	Student does not submit forms when dropping/adding class(es)
Change of Schedule	\$10.00	After first 10 days of semester
Course Audit	\$215.00/credit	See page 53 of this catalog
Credit by Assessment	\$75.00/credit	See page 53 of this catalog
Transcript	\$5.00	See page 57 of this catalog
Vehicle Registration	\$50.00/semester	Parking a vehicle on campus
Late Registration	\$25.00	Registration after scheduled registration period has ended
Housing Assignment Change Fee	\$25.00/request	Student requests a change of housing assignment in residence halls

*The Trustees of the College reserve the right to change fees whenever such action is deemed advisable. Every effort will be made to notify students and parents well in advance of any major changes in cost.*

## STUDENT INVOICES/ CLASS SCHEDULES

The Office of Student Business Services, located on the first floor of Ward Hall, is responsible for billing and collection of all tuition and fees.

The annual billing cycle for a student taking classes in the traditional schedule is based on two semesters beginning in August and January of each academic year. Students taking classes in the Weekender schedule have a billing cycle based on trimesters beginning in September, January, and May of each academic year.

Instruction for payment of semester/trimester/program bills is sent by mail to all registered students, with due dates indicated. Fall semester bills are sent the second week of June for registered students, and weekly thereafter,\* depending on the date of registration.\* Spring semester bills are sent the second week in November for registered students, and weekly thereafter if changes occur. Students who do not receive a semester bill are responsible for notifying the Office of Student Business Services by calling (570) 945-8369 or by e-mailing StudentAccounts@keystone.edu. Student account information is also available to students via KC Connect.

It is the student's responsibility to obtain, complete, and return the Financial Responsibility Agreement prior to the beginning of each academic year at Keystone College. Any outstanding balance which remains on a student's account after deduction of financial aid, grants, scholarships, and loans should be paid in accordance with the billing instructions. A specific due date is publicized on billing statements. Following registration, a monthly statement will be sent to each student's home address, generally the second week of the month. This statement will show any outstanding balance, as well as charges incurred for that month, due upon receipt. In addition, for all balances not paid in full when due, the student is responsible for all costs incurred by the College to collect such debt. This may include, but is not limited to, collection costs, litigation/attorney fees, and court costs.

Students who are unable to pay in full by the stipulated time may contact the Office of Student Business Services prior to the bill's due date to review the College's payment plan options.

Payment of the term bill may be made in person or by mail. Checks or money orders should be made payable to Keystone College. The College also accepts VISA, MasterCard, Discover, and American Express credit cards. Cash should not be sent through the mail.

Students wishing to wire transfer their payment to the College should use the following account information:

PNC Bank

ABA # 031300053

Scranton, PA 18501

For further credit to Keystone College

Account # 9009700944

A \$15 charge for each wire transfer will be reflected on the student's account as a "bank charge."

Questions relating to any charge appearing on a monthly billing statement should be brought to the attention of the Office of Student Business Services within five days of receipt of the billing statement.

The full payment of each term's bill is a prerequisite for official enrollment for the term, for registration in a new semester, for retention of on-campus housing, for receipt of credit for coursework, for participation in commencement exercises, and for issuance of grade reports and transcripts.

*\*If changes occur or initial registration has occurred.*

**Returned Checks:** A service charge of \$25 is assessed to the student's account if a check presented for payment is returned to the College as uncollectible.

## FINANCIAL CLEARANCE

Financial clearance is obtained by students through Student Business Services when their student accounts are considered to be in good financial standing. Financial clearance is needed to register for courses, apply for student housing, maintain course registration and house assignments, receive official College transcripts, participate in commencement, and receive a diploma.

The College reserves the right to terminate the registration of a student who has an outstanding financial obligation to the College, after sufficient notice has been given to the student. The College reserves the right to hold transcripts and diplomas as a result of

nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy a collection fee. Holds are removed upon satisfaction of the outstanding obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the College and paying the \$50 reinstatement fee. The College does not guarantee that the previous course selections will be available upon reinstatement.

The privileges of registration, advance registration, receipt of a diploma at commencement, and receipt of transcripts of record are barred to students having outstanding obligations to the College. Obligations may take the form of unpaid monies, unreturned or damaged library books and equipment, parking fines, other charges for which a student may become legally indebted to the College, and failure to meet immunization requirements or to comply with disciplinary sanctions or administrative actions.

## WITHDRAWALS, REFUNDS, AND CREDITS

Withdrawing from or dropping a course may adversely affect a student's financial aid eligibility. All students should speak with a member of the Financial Assistance and Planning Office prior to withdrawing from or dropping a course.

A student seeking to withdraw from the College during a semester must schedule an appointment with the Retention Assistant to complete an exit interview and begin the withdrawal process. Merely notifying an instructor or academic adviser is not sufficient. Once a withdrawal is authorized by the Dean of Academic Affairs, tuition refunds will be made as outlined below.

A student in the Weekender schedule seeking to withdraw from Keystone College during a trimester must submit written notice of withdrawal to the Assistant Director of Adult Admissions or the Towanda Center or Delaware Valley Coordinator. Merely notifying an instructor or academic adviser is not sufficient.

Tuition refunds will be calculated according to a percent of payment period completed when a withdrawal is authorized. Upon completion of the refund process any outstanding balance due to Keystone College is the responsibility of the withdrawing student. Contact the Student Business Services Office with any questions.

A student who leaves the College due to dismissal for disciplinary reasons is not entitled to any refund. No credits on any charges will be made to students who have been suspended or expelled from the residence halls and/or the College. Room charges are not refunded at any time, and board credits are prorated as of the end of the calendar week of withdrawal.

## **Refund Policy**

If a student completes the official withdrawal process before the first day of classes for the payment period, Keystone College will refund 100% of all tuition, lab fee(s), activities fee, health fee, technology fee, and room and board charges. Keystone College will return all respective Title IV awarded monies, in full, to the appropriate program accounts.

When a student withdraws on or after the first day of classes, Keystone College will refund the difference between any amount paid toward tuition and board charges (which includes financial aid payments) and the amount of charges retained on the student's account for the period of the student's attendance. The charges retained on the student's account are in accordance with the return of Title IV Refunds Policy, as directed by federal regulations.

A student who withdraws on or before the 60% point of time in the period of enrollment, for which the student has been charged, is only eligible to receive the amount of Title IV Federal Aid earned during his or her actual enrollment. Keystone College must, per federal regulations, calculate a refund of Title IV Federal Aid to be returned under the federal refund calculation. Refunds of tuition and board, if applicable, for students as a result of an official withdrawal will be made according to the appropriate tuition

refund schedule. These schedules are listed further in this section.

The room charge is not refundable due to a withdrawal; however, board is prorated as of the end of the calendar week of withdrawal. Institutional fees are not refunded. An unofficial withdrawal will be calculated at a maximum refund of 50%.

The date used to calculate the refund is the official withdrawal date as determined by Keystone College. Backdating withdrawal dates is not permissible.

After the last day to add classes, no reduction is granted to a student who withdraws from one or more courses but remains registered in others. No adjustment is made from full-time to part-time status after the add deadline.

The Title IV portion of the refund will be distributed to the Title IV programs, up to the full amount received from each program for the enrollment period in question. Title IV funds are returned to the appropriate accounts in the following order:

1. Federal Unsubsidized Loans
2. Federal Subsidized Loans
3. Federal Perkins Loans
4. Federal Parent Plus Loans
5. Federal Pell Grants
6. Federal SEOG
7. Other Title IV Programs

Written examples of the applications of these refund policies are available, upon request, from the Financial Assistance and Planning Office.

**Tuition Refund Schedules**  
**Traditional Fall and Spring Semesters**

Segment of Semester	Refund
Prior to the start of classes	100%
Up to the end of the first week	90%
Up to the end of the second week	75%
Up to the end of the third week	60%
Up to the end of the fourth week	45%
Up to the end of the fifth week	25%
Beyond the fifth week	No Refund

**Weekender Trimesters**

Segment of Trimester	Refund
Start of Weekender #1 to start of Weekender #2	75%
Start of Weekender #2 to start of Weekender #3	50%
After the start of Weekender #3	No Refund

**Summer Sessions**

Segment of Session	Refund
Up to the end of the first week	50%
Beyond the first week	No Refund

**Financial Assistance and Planning**

Keystone College is committed to helping as many eligible students as possible earn their degrees at our institution. To achieve this goal, Keystone has established a broad and effective financial aid assistance program. In cooperation with various federal and state agencies, and drawing substantially upon its own resources, Keystone makes a combination of grants, loans, work-study opportunities, scholarships, and awards available to its students.

The Free Application for Federal Student Aid (FAFSA) may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), which is the recommended way to apply.

Further information regarding financial aid may be obtained by calling (570) 945-8134 or 1-800-824-2764, option 3, or by writing to: Financial Assistance and Planning Office, Keystone College, One College Green, La Plume, PA 18440-1099, or by e-mailing: [financialaid@keystone.edu](mailto:financialaid@keystone.edu).

**Eligibility**

To be eligible for financial assistance, full-time students must demonstrate need and must be enrolled in a minimum of 12 semester hours. The amount of need is determined by filing the Free Application for Federal Student Aid (FAFSA). Residents of Pennsylvania also are expected to apply for the Pennsylvania State Grant by filing the FAFSA before May 1, the state grant deadline. April 1 is the priority deadline for Pennsylvania residents. International students are not eligible for state and/or federal financial programs. However, Keystone does offer institutional financial aid to selected international students.

Please contact the Financial Assistance and Planning Office for details.

## Early Admission and Home-Schooled Students

Early admission students (high school seniors who have not yet graduated from high school) and home-schooled students must successfully pass an ability-to-benefit test (ABT) to establish eligibility for federal and institutional financial aid. The Pennsylvania Higher Education Assistance Agency (PHEAA) does not allow the ABT to substitute for a high school diploma or GED. Therefore, early admission students and home-schooled students will not be eligible for PHEAA state grants until they actually have their high school diplomas or GED certificates. Please contact the Financial Assistance and Planning Office for the ABT and cost information.

## Deadlines

It is recommended that all students who wish to be considered for financial assistance file their FAFSA by April 25, Keystone's priority deadline. Applications received after this date will be processed as funds are available. Keystone's Federal School Code is 003280.

## FINANCIAL ASSISTANCE PROGRAM DESCRIPTIONS

### Federal Aid Programs

Students must meet the following requirements to be considered for any of the federal financial aid programs:

- \* Must have a high school diploma or GED.
- \* Must be enrolled as a matriculating student in an eligible degree program or a certificate program.
- \* Must be a U.S. citizen or eligible non-citizen
- \* Must maintain satisfactory academic progress.
- \* Must not already hold a bachelor's degree (this requirement does not apply to the Stafford, Federal Work Study, or Perkins Loan program).
- \* If required, must be registered with Selective

Service.

- \* Must not owe any refund on Federal Aid and not be in default on Federal education loans.
- \* Must not have been convicted of any illegal drug offense that would make you ineligible for Federal Aid.

### Federal Pell Grant

The federal Pell Grant is considered to be the foundation of financial aid. Eligibility for this program is determined before aid from other sources (federal and non-federal) is awarded. The Pell Grant does not have to be paid back, unlike loans. Awards are made according to the EFC calculated for the student. The Pell Grant for the 2009-2010 academic year (July 1, 2009 to June 30, 2010) maximum award is \$5,350. The amount you receive will depend not only on your demonstrated financial need, but also on your costs to attend Keystone College, your status as a full-time or part-time student, and your plans to attend Keystone College for a full year or less.

### Supplemental Educational Opportunity Grant (SEOG)

The Supplemental Educational Opportunity Grant or SEOG is a grant awarded to students with exceptional financial need. Students who are Pell Grant eligible with the lowest EFCs will be the first to receive SEOGs, which do not have to be paid back. Keystone College bases its SEOG awards on the EFC, demonstrated financial need, and funding available in the program.

### Academic Competitiveness Grant (ACG)

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education

agency and is recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (CGPA) of at least a 3.0. The program was available for the first time for the 2006-2007 school year. The ACG award is in addition to a student's Pell grant award.

### **National Science & Mathematics Access to Retain Talent Grant (National SMART Grant)**

A National SMART grant will provide up to \$4,000 for each of the third and fourth years of undergraduate study to full time students who are U.S. citizens, eligible for a federal Pell Grant, and majoring in information technology, biology, environmental biology or natural sciences at Keystone College. The student must also have maintained a cumulative grade point average (CGPA) of at least a 3.0 in coursework required for the major. The National SMART grant is in addition to the student's Pell grant award.

### **Federal Carl D. Perkins Loan**

The Carl D. Perkins Loan is a low interest (5%) loan that is administered by Keystone College for students who demonstrate financial need. This loan is made through the Financial Assistance and Planning Office.

Keystone College is the lender and the loan is made with federal funding. You must repay this loan. Repayment begins nine months after graduation, withdrawal, or change to less than half-time status.

Interest accrues in the student's name beginning in the tenth month after the student ceases to be enrolled on at least a half time basis. The maximum repayment schedule is ten years.

### **Federal Stafford Student Loan**

Stafford student loans are available to students enrolled at least half-time (at least six credits) in their program of study. In order to determine eligibility for federal interest subsidy, all applicants must file the FAFSA. Additionally, a student must complete a Master Promissory

Note (MPN) if they have never received a Stafford loan previously and the student must receive entrance loan counseling, which will be discussed later. If you have financial need remaining after your EFC, the amount of any federal Pell Grant, the amount of any state grant assistance, and aid from all other sources are subtracted from your cost of attendance, you can borrow a "subsidized" Stafford Loan to cover some or all of the remaining need. If you are eligible for a subsidized loan, the government will pay the interest while you are in school, for the first six months after you leave school, and when you qualify to have your payments deferred.

Depending on your financial need, you may borrow subsidized loan money for up to the annual loan limit for your grade level in school.

You might also be able to borrow loan funds beyond your subsidized loan amount or even if you do not have any demonstrated need. Keystone College will subtract the total amount of your other aid, if any, from your cost of attendance to determine the amount for an unsubsidized loan. Unlike the subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full.

You can choose to pay the interest or allow it to accumulate and be capitalized (that is, added to the principle amount of your loan).

You can receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as the loans do not exceed the annual loan limit or your cost of attendance.

Annual loan limits are determined by grade level and if a student is dependent or independent.

### **Dependent Student Loan Limits**

- \$2,625 for preparatory coursework for enrollment in an undergraduate program.
- \$5,500 for a freshman (0-29 credits completed) and at least \$2,000 of this amount must be in unsubsidized loans.
- \$6,500 for a sophomore (30-59 credits



completed) and at least \$2,000 of this amount must be in unsubsidized loans.

- \$7,500 for junior and/or senior (60 credits completed or more) and at least \$2,000 of this amount must be in unsubsidized loans.

### **Independent Student Loan Limits**

- \$6,625 for preparatory coursework for enrollment in an undergraduate program and at least \$4,000 of this amount in unsubsidized loans.

- \$7,500 for a freshman (0-29 credits completed) and at least \$4,000 of this amount must be in unsubsidized loans.

- \$8,500 for a sophomore (30-59 credits completed) and at least \$4,000 of this amount must be in unsubsidized loans.

- \$10,500 for a junior and/or senior (60 credits completed or more) and at least \$5,000 of this amount must be in unsubsidized loans.

Loan proceeds are sent directly to the Student Business Services Office at Keystone College and will be credited to a student's account. Two disbursements will be made for each approved loan. If disbursed by check, proceeds cannot be credited to the account until the student endorses the check. Students will be notified when the check or EFT has arrived or the loan has been disbursed to the account.

Keystone College participates with some lenders in the electronic funds transfer (EFT) of Stafford and/or Plus loans, thereby eliminating the disbursement of loan checks and the need for borrower endorsement.

### **Entrance/Exit Interview Requirement for Stafford and Perkins Borrowers**

The Higher Education Amendments of 1986 stipulates that schools must conduct entrance and exit interviews for all students borrowing from the Stafford and Perkins loan programs.

Entrance interviews are conducted prior to the certification and crediting of the student's first loan. These interviews are intended to give new student loan borrowers pertinent information about the terms and conditions of

the loan, the borrower's responsibilities, and the importance of meeting repayment obligations. During entrance interview counseling, students will also receive sample repayment tables that can be used to estimate monthly payments and information on when loan repayment begins.

Prior to graduation or upon withdrawal from the College, all Stafford and Perkins borrowers must attend an exit interview. Exit interviews are designed to prepare the student loan borrower for repayment. During the interview, the borrower will receive information on repayment options, consequences of default, deferments, loan consolidation, and communication with the lender and/or loan servicer.

To satisfy the entrance interview requirement, Keystone College conducts entrance loan counseling sessions at all New Student Orientations. A borrower may also complete this requirement on-line through the internet at [www.aesuccess.org](http://www.aesuccess.org) and click on entrance loan counseling. Be sure to select Keystone College from the list of participating schools. Read and complete all required information. You may also complete your exit loan interview online at the same Web site. Exit loan counseling sessions are conducted each semester. The Financial Assistance and Planning Office receive a list each semester of those students eligible for graduation, which we use to contact each graduate to attend. Those students who withdraw will see their counselor as they come around with the withdrawal form and receive their counseling.

### **Work Study**

Keystone College is proud to provide two types of work study. The first is the federal work study program which is need-based. As the Financial Assistance and Planning Office prepares your financial assistance package, if there is need available, a student will receive an estimated federal work study award in the package. The second type is the Keystone work study that is funded solely by Keystone College. If a student does not have any available need, he/she will be awarded an estimated Keystone

work study amount. Please keep in mind that even though a work study award is included in your financial assistance package, there is not a guarantee for employment. There are a variety of jobs available to students with various hours and responsibilities. Job descriptions can be viewed by making an appointment with the Coordinator of Student Employment who is located in the Career Development Center.

Work study awards do not get credited to a student's account. It is a job that the student will receive a paycheck for bi-weekly that can be used to cover educational and/or personal expenses while enrolled at least half time.

All students who are new to the work study program must first document that they are eligible to work in the United States by completing the U.S. Department of Justice Form I-9. At the time they are completing the I-9 form, students must have two forms of identification with them. Acceptable forms of identification include: the student's driver's license **and** social security card; **or** birth certificate **and** driver's license; **or** social security card **and** student picture ID card.

## **Pennsylvania State Financial Aid Programs PHEAA State Grant**

The Pennsylvania State Grant Program is administered by the Pennsylvania Higher Education Assistance Agency (PHEAA) and provides grant assistance to undergraduate students enrolled in at least a two-year program and who are Pennsylvania residents. Students must be enrolled at least half-time (at least six credits) in order to qualify for the program as well. Eligibility is determined by PHEAA, and awards range between \$400 and \$4,120. Recipients must also be high school graduates or have a Pennsylvania GED. Receipt of the PHEAA State Grant assistance may not exceed the equivalent of eight semesters of full time award for a four-year program or four semesters of full time award for a two-year program. The deadline for the 2009-2010 academic year is May

1, 2009.

## **Pennsylvania New Economy Technology Scholarship Program**

Scholarships are awarded to students who are at least a sophomore and enrolled as a full-time student pursuing a bachelor's degree in an approved science or technology field at an approved institution. Scholarships provide up to \$3,000 per year based on the total educational costs (tuition, mandatory fees, room, board, and an allowance for books) to students who are enrolled full-time, for a maximum of three years. For additional information and criteria contact the Financial Assistance and Planning Office or PHEAA's website at [www.pheaa.org](http://www.pheaa.org), or 1-800-692-7392.

## **State Work Study Program (SWSP)**

The State Work Study Program, administered by PHEAA, provides eligible Pennsylvania students with opportunities to earn money for college education while working for a high tech or community development employer. Participating agencies include non-profit organizations, private businesses, and industry. Students must be enrolled in an eligible program of study to be considered. Applications and further information are available on PHEAA's website, which is [www.pheaa.org](http://www.pheaa.org).

## **Program Scholarships**

Keystone College offers a variety of scholarships that are both need-based and program specific. The scholarships are:

- \* Professional Accounting Scholarship
- \* Drinko Criminal Justice Scholarship
- \* Information Technology Scholarship
- \* Shoney's Culinary Arts Scholarship
- \* Sports and Recreation Management Scholarship

For more information on program scholarships, visit [www.keystone.edu/tuition\\_aid/scholarships.dot](http://www.keystone.edu/tuition_aid/scholarships.dot).



## **Office of Vocational Rehabilitation (OVR)**

OVR provides educational assistance to medically qualified students. When determining the amount of assistance, OVR requests information from the Financial Assistance and Planning Office pertaining to the student's eligibility for state and federal grant assistance.

To find out more about OVR requirements, contact the OVR representative in your area.

## **Veterans' Benefits**

If you are an eligible veteran or dependent of an eligible veteran, you may be eligible for Veteran's Educational Benefits. For more information, contact the Registrar's Office.

## **FINANCING YOUR EDUCATION AT KEYSTONE COLLEGE**

Keystone College provides several options to assist in covering the cost of education. Understandably, the financial assistance package developed may not cover the entire cost to attend. We understand and offer several options for payment.

### **Federal Parent Loan (PLUS)**

PLUS loans are available to parents of dependent students to meet educational costs. Through the PLUS program, parents may borrow the difference between a student's cost of attendance less any financial aid.

Eligibility for a PLUS loan is based on credit-worthiness of the parent borrower. The interest rate is variable and will not exceed 9 percent. PLUS loan proceeds are sent in two disbursements and are made co-payable to the parent and to the school. If the parents have authorized EFT, loan proceeds will be credited directly to the student account and the parent will be notified. If the funds are issued by check, the Student Business Services Office will contact the parent borrower for endorsement and then credit the funds to the student account.

## **Tuition Management Systems (TMS)**

Keystone College participates in the Tuition Management Systems (TMS) payment program. This program offers families the ability to make monthly payments while the student is in college. This eliminates the need to make lump sum payments prior to the beginning of each semester. Families can budget an amount not to exceed total yearly charges less any financial aid that will be received. No interest is charged by TMS, rather there is a one time minimal fee to participate each year.

You may contact the Student Accounts Office for more information or TMS directly. You may contact TMS at 1-800-722-4867 or through the internet at [www.afford.com](http://www.afford.com).

## **Alternative Loan Programs**

Many programs are available through lending institutions to families in need of additional funding for education. These alternative sources may be a lien of credit to cover educational costs for four years, a supplemental loan processed on a yearly basis, or a home equity loan. In most cases, eligibility for supplemental loan programs is based on the personal credit history and financial circumstances of the student. Usually a debt-income analysis is performed to determine the applicant's ability to repay the loan. Some applicants may find they need a co-borrower to gain approval for a supplemental loan. For additional information on these programs, contact the Financial Assistance and Planning Office.

## **Payment/Aid Disbursement**

Students receive a statement of account for each semester they are enrolled or plan to enroll. The statement reflects tuition, mandatory fees, room, and board. The statement will also include financial aid awards that are complete and/or have been received by the Student Business Services Office. Any balance due **must** be paid prior to the start of classes.

## Summation of Discounts

Keystone College offers students a variety of College funded aid options, including the following awards and discounts.

**Family of Graduate Award:** In order to be eligible for this award, students must be a member of the immediate family (mother, father, children, stepchildren, grandchild, sister, or brother) of a bonafide graduate of Keystone College. This award allows for up to 25 percent tuition discount, which is renewable annually up to four years to new, first-time, full-time students. The Office of Admissions is responsible for determining the name of the graduate and coordinates with the Registrar's Office. The Registrar's Office certifies eligibility for this award, which is posted by the Financial Assistance and Planning Office.

**Sibling Award:** In order to be eligible for this award, both siblings must be enrolled at Keystone College simultaneously. Available to full-time students, this award is prorated up to 10 percent of tuition and is renewable annually up to four years. Siblings are eligible for up to \$2000 tuition discount per year (up to \$1000 per sibling). The Office of Admissions is responsible for determining siblings and the Registrar's Office certifies eligibility. The Office of Financial Assistance and Planning posts this award.

**High School Discount:** In order to be eligible for this discount, students must be currently enrolled in high school or home school. Eligible students may receive a 50 percent tuition discount. Applicable only to summer school, this discount is available to part-time students only and is renewable. A high school transcript is required and should be submitted to the Registrar's Office. The Registrar's Office certifies eligibility and space availability. The Student Business Services Office posts this discount.

**Senior Discount:** In order to be eligible for this discount, a student must be 55 years of age or older at the beginning of the semester. This award allows for a 50 percent tuition discount for full- and part-time students. Students must request this discount by providing appropriate ID showing age to the Registrar's Office. The Registrar's Office will certify eligibility and space. The Student Business Services Office applies this discount which takes effect only once age has been verified (this is not retroactively applied). A student receiving this award is not eligible for any other institutional grants or scholarships.

**Tuition Discount for Graduates:** In order to be eligible for this discount, students must have received a bachelor's degree from Keystone College and are taking six or less credits of personal enrichment courses (non-matriculating student-education certificates ineligible). This award allows for a 50 percent tuition only discount. The Registrar's Office certifies eligibility and space availability. The Student Business Services Office posts this discount.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

Federal regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively. In accordance to these requirements, Keystone College has established the following standards to measure a student's academic progress for each academic year. These standards will be applied uniformly to all students when determining their eligibility for federal and/or Keystone College Funding regardless of whether the student previously received these funds. Should a student fail to meet any of these requirements they are deemed not eligible to receive federal and/or Keystone College funding until the deficiency is made up by the student.

## Enrollment Status

Students enrolled for at least 12 credits per semester are considered “full-time” for that semester.

Students enrolled for at least 9 credits but less than 12 credits per semester are considered “three-quarter Time” for that semester.

Students enrolled for at least 6 credits but less than 9 credits per semester are considered “half-time” for that semester.

Students enrolled for less than 6 credits per semester are considered “less than half-time” for that semester.

## Satisfactory Progress

1. For full-time students, academic progress is defined as successful completion of no less than 24 credits per academic year.

2. For three-quarter time students, academic progress is defined as successful completion of no less than 18 credits per academic year.

3. For half-time students, academic progress is defined as successful completion of no less than 12 credits per academic year.

4. For less than half-time students, academic progress is defined as successful completion of all credits for which the student is registered.

Students who have not met the credit requirement are not eligible for Federal and/or Keystone College funding until the credit deficiency is made up.

In addition, students must meet the following minimum Cumulative Grade Point Average (CGPA) requirements:

1. At the end of the first year: 1.75
2. At the end of subsequent years: 2.00

## Maximum Semester of Aid Eligibility

Full-time students may receive financial aid for a maximum of 12 semesters; three quarter-time Students may receive financial aid for a maximum of 16 semesters; half-time students may receive financial aid for a maximum of 24 semesters; less than half-time students may receive financial aid for a maximum of 40 semesters.

Students who are pursuing a double major or who change majors may be eligible for an extension of the time on an individual review basis.

## Procedure for Checking Satisfactory Academic Progress

At the end of each fall semester, aid recipients are reviewed to determine the number of credits completed as well as the CGPA. If a student is lacking in either completed number of credits or the CGPA is below the requirement or both, a warning letter is sent indicating where the deficiency is and informs the student that they are now on “Financial Aid Probation”. The letter will also inform the student of what they need to accomplish by the end of the spring semester.

At the end of the spring semester, aid recipients are again reviewed to determine if they have met the minimum credit requirements as well as earned the appropriate CGPA. If they have not, a letter is sent to each student informing them that they are not eligible for continued federal and/or Keystone College funding until the deficiency is made up.

Academic progress for spring-admit students is checked at the end of the spring semester. If the student completed the required number of credits based upon their registration for the spring semester and meets the CGPA requirement, they are considered to have made progress and are eligible to continue receiving funding. If they have not met all requirements, they are placed on “Financial Aid Probation” for the following fall semester. Upon completion of the fall semester, their progress is reviewed again. If they have satisfied the requirements, they are considered making progress and their progress is then checked on a fall-spring basis. Students not making progress after the fall are notified of their ineligibility to receive continued funding and are informed of what they need to do to become eligible again.

## Transfer Students

All transfer students will be treated as new students for the purpose of this policy except that students who transfer in 24 credits or more

will be required to earn a CGPA of at least a 2.00.

### **Students Applying for Re-Admittance to Keystone College**

Any student applying to return to Keystone College will have their progress checked upon request of clearance from the Admissions Office. If at that time the student shows a deficiency in either requirement from previous semesters at Keystone College, they will be deemed ineligible for federal and/or Keystone College funding until the progress is made up. These students will be notified immediately upon completion of review.

### **PHEAA State Grant**

PHEAA state grant recipients who received assistance as full time students must complete a minimum of twenty-four (24) credits for every two terms of state grant assistance while those who received assistance as part time students must complete a minimum of twelve (12) credits for every two terms of state grant assistance. This requirement must be met even if the state grant was received for attendance at another institution.

### **Prior Institutional Course Work**

Course work completed at an institution attended prior to a student's initial enrollment at Keystone College will not be used to determine a student's academic progress in terms of federal or institutional financial assistance.

### **Incomplete Work and Withdrawals**

Incomplete work in a course, resulting in an "I" on the grade report will be counted toward the academic progress calculation. In addition, withdrawing from a course or a number of courses may affect a student's academic progress if the withdrawal causes a student to fall short of the minimum credits required for that term's academic progress requirement. Since financial aid assistance may have been previously awarded for the course(s) dropped, students may need to earn the credits at their own expense in order to make academic progress and remain eligible for financial aid assistance.

### **Re-Establishing Eligibility for Financial Aid**

Credit Deficiency: Students may make up a credit deficiency by attending Keystone College summer sessions or other sessions without aid. Or, students may take credits at another accredited institution as long as they will be accepted toward the student's degree objective.

Once a student has made up the credit deficiency, it is the student's responsibility to notify the Financial Assistance and Planning Office and request to be reinstated.

### **Cumulative Grade Point Average Deficiency:**

Students may make up a CGPA deficiency by attending summer sessions or other sessions without aid. In order for a CGPA deficiency to be made up, classes must be taken at Keystone College. Classes taken at other accredited institutions have bearing only on credit deficiencies and will not affect the CGPA deficiencies. Only credits transfer in – not the grade(s) earned. Once a student has reached the required CGPA, it is the student's responsibility to notify the Financial Assistance and Planning Office and request to be reinstated.

In both situations the Financial Assistance and Planning Office will verify that the deficiency has been made up and award aid if appropriate. If the Financial Assistance & Planning Office's findings are inconsistent with the student's, the student will be contacted and the results explained.

### **Appeals**

Any student who has failed to meet the academic progress policy requirements due to extenuating circumstances may appeal the termination of their financial aid. Appeals must be made in writing to the Director of Financial Assistance and Planning and must include an explanation of the student's situation, along with a request for reinstatement. Any substantiating documentation should be submitted with the letter of appeal. All appeals must be submitted no more than 30 days after receiving notification that the student is no longer eligible. Based

upon a review of the student's circumstances, the Director of Financial Assistance & Planning may make allowable exceptions to the academic progress requirements. All such appeals will be reviewed on an individual basis and will take into consideration special circumstances and improved academic performance.

## **SCHOLARSHIPS AND AWARDS**

### **Merit Scholarships**

A variety of merit scholarships are awarded from the Admissions Office. Each student who applies to Keystone College and is accepted may be eligible for a merit scholarship. A student can only receive one and the scholarship is not need-based. The Admissions Office uses several pieces of information to determine what scholarship and the dollar value is awarded. These factors include, but are not limited to, SAT/ACT scores, high school academic record, and information provided in the application file. The scholarships available are:

- Academic Excellence Scholarships
- Presidential Scholarships
- Trustee Scholarships
- Leadership Awards
- International Student Scholarship for Currently Enrolled Students

For more information on merit scholarships, visit [www.keystone.edu/tuition\\_aid/scholarships.dot](http://www.keystone.edu/tuition_aid/scholarships.dot).

### **Transfer Scholarships**

Keystone College offers a variety of scholarships geared directly towards transfer students including:

- Transfer Presidential Scholarships
- Transfer Trustee Scholarships
- Transfer Leadership Scholarships
- Local College Scholarships
- Phi Theta Kappa Scholarships

### **Program Awards**

Keystone College offers a variety of scholarships that are both need-based and program specific. Program scholarships are awarded to students in a particular major and

have demonstrated need available. Program scholarships include:

- Professional Accounting Scholarships
- Drinking Criminal Justice Scholarships
- Information Technology Scholarships
- Shoney's Culinary Arts Scholarship

For more information on program scholarships, visit [www.keystone.edu/tuition\\_aid/scholarships.dot](http://www.keystone.edu/tuition_aid/scholarships.dot).

### **Donor-Supported Scholarships**

Endowed and annual scholarships are funds that benefactors provide to Keystone College to award to students in accordance with the criteria established for each scholarship. The Financial Assistance and Planning Office awards most of these scholarships during the preparation of the financial assistance package; however some do require a separate application process. All students who receive one of these awards are asked to respond to the benefactors through the Office of Institutional Advancement and receive instructions on doing so.

Since 1996, more than \$3.4 million in scholarship funding has been awarded to over 1,800 worthy Keystone College students. For the 2008-2009 academic year, 217 students received approximately \$557,000 in donor-funded scholarship assistance. Thanks to the generosity of donors, the College currently offers the following donor-funded scholarships.

### **Endowed and Annual Donor-Supported Scholarships**

- Margaret Addis Scholarship
- Alperin Family Scholarship
- American Hotel and Lodging Association Scholarship
- Professor Anita S. Appleton Scholarship
- N. Ruth Bayliss '53 Memorial Scholarship
- John and Pat Atkins Scholarship
- Sister Adrian Barrett, IHM, Leadership Award
- Behrmann Family Scholarship
- Constance Reynolds Belin Scholarship
- Sarah Beth Beynon Memorial Scholarship of the Scranton Area Foundation

Vladimir Bialkowski Memorial Scholarship  
 Dr. Edward G. Boehm, Jr., Appreciation  
 Scholarship  
 Regina E. Boehm Scholarship  
 Boehm-Evans Education Fund  
 Barry L. Brauer '74 Memorial Scholarship  
 Margaret Briggs Foundation Scholarship  
 John H. Brooks Memorial Scholarship  
 Dr. Roscoe C. Brown, Jr., Tuskegee Airman  
 Scholarship  
 Barry J. Capwell Memorial Scholarship  
 Arnold Cembalest Scholarship  
 Margaretta B. Chamberlin Fund for  
 Part-Time Students  
 Corabelle Chappell Memorial Scholarship  
 Mr. and Mrs. Benton Coleman Scholarship  
 Commuter Council Scholarship  
 Tracy L. Compton '96 Award  
 Thomas W. '52 and Charlotte M. '53 Davis  
 Scholarship  
 Frank "Chick" DePietro, Sr., Memorial Scholarship  
 Shirley A. DiAndriola Memorial Scholarship  
 Jack Donis '37 Academic Leadership Award  
 Caroline C. Donovan Memorial Scholarship  
 John and Elizabeth Drinko Scholarship  
 Mr. and Mrs. Benjamin F. Evans Scholarship  
 Joseph and Louise Finetti Scholarship  
 Bonnie Bennett Fiore Memorial Scholarship  
 Robert C. Fisher & Willard G. Seymour  
 Scholarship  
 August and Helen Dippre Fleckenstein Scholarship  
 Ben Franklin Award of the Scranton Area  
 Foundation  
 Shirley M. Friden '51 Memorial Scholarship  
 Charles A. Frueauff Foundation Scholarship  
 Furthering the Promise Scholarship  
 Stephen Gambal Scholarship  
 George Ginader Scholarship  
 Alfred J. Golo Scholarship  
 Paul Grego '39 Scholarship  
 John and Lucille Guzey Scholarship  
 Eleanor Yevitz Haselhuhn '43 Scholarship  
 Elmer and Louise Hawk Scholarship  
 Steven A. Heath Memorial Scholarship  
 Sterling E. and Naomi Reynolds Hess Scholarship  
 Betsy Hibbard Leadership Recognition Award

Dr. Byron Sharpe Hollinshead Scholarship  
 Frank and Jean Hubbard Scholarship  
 Michelle Huff '99 Memorial Scholarship  
 Inter-Hall Council Leadership Award  
 Sophie K. & Edison A. Isherwood Memorial  
 Scholarship  
 Curtis G. James '52 Scholarship  
 Kagler Family Endowment Scholarship  
 Kathryn Peck Knight Scholarship  
 Andrew and Mary Kostige Family Scholarship in  
 Early Childhood Education  
 Lees Family Scholarship  
 Robert A. Linder Memorial Scholarship  
 James A. Linen, Jr., Memorial Scholarship  
 Manchester Scholarship  
 Marquardt Family Scholarship  
 Msgr. Andrew McGowan Cornerstone Scholarship  
 Jack L. Middleton Environmental Scholarship  
 Carl A. Miller Memorial Scholarship  
 Harry K. and Dorothy S. Miller Loan  
 Dr. Robert E. Mooney, Jr., Scholarship  
 Morgart Family Scholarship  
 Jean Cavalieri Mori Culinary Scholarship  
 Albert and Carol Mueller Scholarship at Keystone  
 College  
 National Alumni Association Scholarship  
 PASR Educational Support Foundation  
 Scholarship  
 Arnie Patrick Award  
 William G. Pearson Scholarship  
 Pauline Peck Memorial Scholarship  
 Pennsylvania Governors Conference for Women  
 Scholarship  
 Pennsylvania Society of Public Accountants  
 Scholarship  
 John R. and Maureen Pesavento Award  
 Leo Pietrefase Memorial Scholarship  
 in Culinary Arts  
 Agostino Silvio Pillon Memorial Scholarship  
 Roy W. Piper Scholarship  
 Frederick J. Platt, Jr., Scholarship  
 Pocahontas Foods Scholarship  
 Paul J. Poinsard Scholarship  
 Classes of 1948, 1949 & 1950,  
 "Edward G. Prebor '49," Scholarship  
 Elizabeth H. Rees Memorial Scholarship



Frank A. and Georgia J. Reynolds Scholarship  
 William P. Rinaldi Memorial Scholarship  
 Kimberly Rogers Scholarship  
 Ross Family Fund Scholarship  
 Fay Robins Roth Memorial Scholarship  
 Mildred Wrigley Ryder Scholarship  
 Charles E. and Marion B. Savige Scholarship  
 Walter L. Schautz Foundation Scholarship  
 Alex Schoenbaum Scholarship  
 Frederick J. Scott Memorial Scholarship  
 Scranton Chapter of UNICO National  
 Foundation Scholarship  
 Scranton Times-Tribune Scholarship  
 William Seamans '38 Leadership Award  
 Joseph Sirotnak '66, Esq. Scholarship  
 Lowell and Nora Swarts Scholarship  
 Mike Thomas '56 Memorial Scholarship  
 Naomi H. Traub '48 Scholarship  
 U.P.S. Foundation Scholarship  
 Robert G. Urie '50 Scholarship in Math  
 and Science  
 Katherine O'Dea Van Deusen Scholarship  
 for the Arts  
 Lynn E. VanGorder Scholarship  
 Mark Vanko, Jr. Memorial Scholarship  
 Wachovia Foundation Scholarship for Sophomores  
 Murray Weinberger Leadership Scholarship  
 Charles S. Weston Scholarship  
 Dr. J. Norman White Memorial Scholarship  
 Thomas White Leadership Award  
 John Woloschuk '47 Scholarship  
 Jean and Frank Woodward & Helen Woodward

Myers Scholarship in Biological Science  
 Warren G. Yeisley '52 Memorial Scholarship  
 Gene and Florian ZaBach Scholarship  
 Pete and Ann Zarko Award for Early  
 Childhood Education

Also available is the "Friends of Keystone" award,  
 comprised of the earnings from several funds,  
 specifically Jeannie A. Hartley Memorial Fund,  
 Samuel R. Lilly Memorial Fund, Scranton Central  
 High School Class of 1910 Fund, and VanNort  
 Memorial Fund.

### Convocation Awards

J. Harold Brislin Award  
 T. Rose Cogswell Memorial Award  
 Jo Ann M. Donahue Memorial Award  
 Mollie Hanover Memorial Award  
 Chester Merrick Memorial Award  
 Rose Ann "Scotty" Neuroth Memorial Award

### Helpful Scholarship Links

For more information on scholarships available to  
 Keystone College students, visit the following Web  
 sites:

[www.keystone.edu/tuition\\_aid/scholarships.dot](http://www.keystone.edu/tuition_aid/scholarships.dot)  
[www.keystone.edu/tuition\\_aid/outside\\_scholarshipopportunities.  
dot](http://www.keystone.edu/tuition_aid/outside_scholarshipopportunities.dot)

# Student Affairs: Information and Regulations

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## College Regulations

By accepting the offer of admission, students enrolling in Keystone College agree to conduct themselves in a manner compatible with the best interests of Keystone and agree to abide by all published regulations governing the student body. The Student Information Guide outlining the regulations is available on the Keystone College Web site.

## Social Dismissal

The Keystone College student is expected to possess qualities of good citizenship. A student may be suspended or dismissed for violation(s) of Keystone College rules and regulations. Refer to the Student Information Guide for policies.

## Judicial Board

The Office of Judicial Affairs administers the student code of conduct for the College judicial system, strives to inspire trust and confidence in the College's rules and regulations and judicial system, and encourages the incorporation of standards of acceptable behavior necessary to preserve and protect the educational mission of the College. The Office of Judicial Affairs safeguards student's rights through a fair and impartial judicial process.

## Residence Life

The Office of Residence Life supports the personal growth of resident students as they adjust to college life and interact with others in the residence halls, the College community, and the surrounding area. The office oversees six residence halls, which include cable television, internet access, local telephone service with voicemail, and the use of the campus laundry facilities at no extra charge. In order to maintain

community values and responsible living for the residents, the College has established the following guidelines:

**First-year students:** First-year students who live outside a 50-mile radius from Keystone College, and who are under the age of 21, must live on campus if they are not residing with a parent or legal guardian.

**Full-Time Students:** Students are required to carry a minimum of twelve (12) credit hours to live in a residence hall. A student who drops below 12 credit hours after the start of an academic year and wishes to remain the residence hall must submit a written request to the Director of Residence Life. This request must clearly state the reason(s) why the student wishes to carry fewer than twelve (12) credit hours and still live in the residence hall.

**Accommodations:** There are limited housing spaces available for special accommodations and priority will be given to individuals who are eligible to receive accommodations under Section 504 of the American with Disabilities Act (ADA). Special housing accommodations are not standard. In order to determine if special housing is a reasonable request, we must receive detailed documentation. Documentation must be from a medical doctor or licensed professional with expertise in the area of diagnosis.

## Office of Commuter Living

The Office of Commuter Living serves as a resource center for all students who live off-campus. Commuters have a lounge on the second floor of Patrick Hall which provides information on many social events, leadership opportunities and education resources. This



enables commuter students of all ages to become engaged members of the Keystone College community.

## Student Activities

Keystone College prides itself on the opportunity it presents for informal and friendly exchanges among students, faculty, and staff, which occur both in and out of the classroom. There are many events scheduled throughout the year to promote this interaction while Keystone's pleasant campus atmosphere allows for spontaneous gatherings.

Students at Keystone are encouraged to live well-rounded campus lives by including intellectual, cultural, recreational, and community service interests as integral components of their education. With the support and guidance of the Student Affairs staff, many clubs and organizations provide an assortment of activities in which any student may participate. One of the advantages of attending Keystone College is that our students can become involved in activities and begin to assume leadership positions during their first year.

## Student Government

**Student Senate:** Student Senate represents the united voice of the student body and serves as a liaison between students and administration. The members of Student Senate are advocates for a variety of student concerns. Through Student Senate students also serve as appointed or ex-officio members of certain College committees.

**Campus Activities Board:** The Campus Activities Board (CAB) coordinates and sponsors many social and cultural events on campus, including dances, karaoke, trips, comedians, DJ bingo, casino nights, Welcome Back Week and Spring Fling Week. The president of CAB serves as a member of Student Senate.

**Commuter Council:** The Commuter Council, whose president is a member of the Student Senate, serves as the official voice for commuting student government. Open to all commuters, it serves the needs of Keystone College's commuting population by sponsoring social, cultural, and special events tailored to their interests and schedules.

**Inter-Hall Council:** The Inter-Hall Council is comprised of elected and appointed representatives from each residence hall. This group evaluates and recommends changes in the residence halls, and promotes and sponsors hall and campus activities. The president of the Inter-Hall Council also serves as a member of Student Senate.

## Clubs and Organizations

Keystone College offers a variety of clubs and organizations to its student body including:

ACT 101 Club  
Art Society  
Criminal Justice Club  
Eco Club  
Equestrian Club  
Forensics Science Club  
Junior Professional Chefs of NEPA  
Keystone Players  
Keystone Service Club  
Keystone Steppers Mofyah Club  
Marquise Club  
Multicultural Affairs Student Organization (MCASA)  
The Nokomian  
Opposing Prejudice Ending Negativity (OPEN)  
Prevention Activities Committee (PAC)  
Reserve Officers Training Corps Program (ROTC)  
Students In Free Enterprise (SIFE)  
Snow Team  
Sport Management and Recreation Team (SMART)  
Twenty-One Plus Students (TOPS) Club  
The Winner's Circle  
WKCV Radio

## **Publications**

**The Key:** student newspaper

**The Nokomian:** yearbook

**The Plume:** student literary magazine

## **Eligibility for Extracurricular Activities**

Full-time students are eligible to participate in all Keystone-sponsored activities unless the Committee on Standing of Students (SOS), the Dean of the Academic Affairs, or the Dean of Students Affairs declares that such participation would jeopardize the best interests of the student or the College.

## **Health Services**

The Health Services Office is located on Regina Way, adjacent to the Office of Campus Safety. The staff consists of one certified registered nurse practitioner, a registered nurse, and an administrative assistant. Dr. Chilson, a physician specializing in internal medicine, collaborates with the staff as needed, and when needed, referrals are made to his or other area providers' offices. Serious emergencies are immediately referred to nearby hospitals.

The Health Services staff is committed to a comprehensive wellness philosophy. On-campus medical services, health information, and counseling are available to students and staff free of charge. Primary health care services, including routine physical and gynecological exams and on-site lab testing (in accordance with CLIA protocols), are offered. Wellness and illness/injury prevention education and materials are reviewed at each visit. Health Services protocols are reviewed regularly by staff and the collaborating physician to ensure that the most current treatment guidelines are utilized. All full-time students are required to complete and submit a health history form and immunization record to the Health Services Office before registering for classes. Part-time students wishing to use the office must complete these forms before non-emergency services can

be performed. There is a \$25 fee per visit for all part-time students and part-time employees at the discretion of the nurse practitioner.

## **Health Insurance**

All full-time students must have health insurance. Students will be billed for health insurance unless waived by presentation of proof of appropriate insurance coverage. The proof of appropriate coverage must be submitted to the Health Services Office prior to the beginning of classes and done so each year. Insurance information is not carried over year to year. The cost of the insurance obtained through the College depends on the rate charged by the carrier for that year. Health Services information and forms are located on-line under Keystone College Support Services.

Students who are enrolled part-time at Keystone College may elect to voluntarily obtain health insurance through the College at the rate charged by the carrier for that year. Part-time students who are not currently covered by any health benefits may seek medical care through Keystone College Health Services for a walk-in charge of \$25.00. Payment is due at the time services are rendered, unless other arrangements are made. Labs and x-ray fees are not included. Fees for follow-up visits will be determined by the nurse practitioner based on clinical diagnosis. These fees apply only to Health Care Services on campus. If a student elects to seek medical care through the College physician, Dr. Terrance Chilson, fees may vary.

## **College Immunization Requirements:**

Keystone College Health Services requires proof of the following immunizations to all full-time students:

- 1). Meningitis vaccination as required by Pennsylvania law for resident students;
- 2). Evidence of childhood immunizations: Mumps, Measles and Rubella I and II (Both immunizations); Polio Series; Tetanus Booster, within the last 10 years;

and Tuberculosis Test.

We highly recommend the following immunizations:

- 1). Meningitis for commuter students;
- 2). Hepatitis B series; and
- 3). Flu shot every year, especially if you are a resident student.

## **Department of Campus Safety**

The Department of Campus Safety is a service oriented, community based organization whose mission is to ensure the safety and well being of all individuals at Keystone, as well as protecting the College's property and assets. The Department of Campus Safety and its officers provide a fair, educationally sound program of justice that receives community support and is responsive to the interests of all members of its community, regardless of age, race, ethnicity, gender, handicap, national or sexual orientation. It assures the orderly preservation of the ideals of scholarship and the protection of academic freedom. The Department of Campus Safety adheres to a policy that provides for a minimum of administrative enforcement and a maximum of self regulation, in order to offer students and the community the best possible educational environment.

The Department of Campus Safety coordinates and delivers campus safety procedures, regulates and enforces traffic and parking regulations on campus, maintains a community lost and found service, and provides both a shuttle and walking escort service to all members of the campus community 24 hours a day. The Department of Campus Safety is open and staffed 24 hours a day, every day of the year in order to serve the needs of the campus and the campus community.

## **Athletics**

### **Intercollegiate Athletics**

The program of intercollegiate athletics functions as an integral part of the total

educational process at Keystone College.

In keeping with this, policies that guide the operation of the athletic program have been designed to complement the educational objectives of Keystone.

Keystone College is a member of the NCAA at the Division III level and is also a member of the Colonial States Athletic Conference (CSAC).

Keystone's intercollegiate teams compete with other four-year institutions of comparable strength in men's and women's basketball, men's and women's soccer, baseball, softball, field hockey, men's golf, women's volleyball, men's and women's cross country, men's and women's indoor and outdoor track, men's and women's tennis, club cheerleading, and club wrestling.

### **Intramural Sports**

Keystone College is excited to offer students the opportunity to participate in intramural sports leagues. Intramurals provide the opportunity for physical activity and fellowship, while promoting wellness and the positive use of leisure time. Participating in intramural sports provides the perfect alternative for those who love sports but do not want to compete at the varsity level.

### **Eligibility for Athletics**

To be eligible for intercollegiate athletic competition, a student must be enrolled full-time and carry a minimum of 12 credit hours per semester. The student must also satisfy all provisions of the eligibility rules stated by the National Collegiate Athletic Association (NCAA). The complete codes of eligibility standards are available for review in the Athletic Department and in publications distributed by the NCAA. The Director of Athletics can answer all questions pertaining to special conditions, such as the status of transfer students and summer study.

# Academic Affairs: Information and Regulations

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## Degree Requirements

In addition to the bachelor of science (BS) and bachelor of arts (BA), Keystone College awards the associate in applied science (AAS), the associate in arts (AA), the associate in fine arts (AFA), and the associate in science (AS) degrees. The associate degrees vary according to the number of liberal arts credits required. Keystone College also awards one-year certificates in several areas of study.

## General Requirements

To be eligible for a Keystone degree, all students, including transfer students, must successfully complete the minimum number of credits required by the curriculum they have selected. In addition, they must have attained a cumulative grade point average of at least 2.00. Baccalaureate degree students must also have a minimum 2.00 GPA or better in upper-level courses in their major. A minimum of 23 of the final 32 credits must be earned at Keystone. Students must also meet all the requirements of their chosen curricula, as specified beginning on page 71. Academic advisers are assigned to help students plan for graduation. However, the student assumes full responsibility for meeting the requirements for graduation.

The graduation requirements of Keystone, as published in the catalog in effect at the time of the student's initial enrollment, are those which must be met for completion of an undergraduate degree program. Students may request to follow the course requirements outlined in the most recent catalog. This request must be submitted in writing to the Office of the Registrar.

Students are expected to complete degree requirements within ten years of matriculation. Students who wish to return to Keystone after

a lapse of study exceeding five years will have their courses reviewed by the registrar, with the input of the academic divisions, to determine if any of the previous coursework is viable and applicable to a current degree program. These students must reapply to Keystone College through the Office of Admissions. (See page 15 - Readmission.)

To waive, substitute, or alter in any way departmental or institutional degree requirements, the student must petition the Committee on Standing of Students (SOS). The petition must be signed by the student's academic adviser and division chairperson. The committee reserves the right to deny any request that is not in keeping with the overall academic policy of the institution.

## Double Majors

Students may pursue a degree in more than one curriculum. Students must declare their intention in writing and receive approval from the registrar. Students are responsible for meeting the requirements of each curriculum, but only need to meet the general education requirements once. Each major will be listed on the official College transcript, but only one degree will be awarded. Students may only double major in curricula for which the same type of degree is earned. Students interested in more than one degree should see "second degree" below.

## Minors

Minors are available in a number of disciplines. A minor consists of a minimum of 18 credits in a particular discipline and requires one 100-level course and two 300- and/or 400-level courses. The remainder of courses may be chosen from current course offerings and are

determined by the student and academic adviser. Certain minors require structured curricula. Students may declare a maximum of three (3) minors and must do so in the Registrar's Office prior to registering for GRAD 001, 101, or 201.

See page 191 for a list of minors currently available. Consult with curriculum coordinators to determine additional minors that may be added throughout the 2008-2009 academic year.

## Second Degree

Students who have earned an associate degree at Keystone College and are seeking a second associate degree must complete a minimum of 18 credits of new course material beyond the original degree. Students who have earned a bachelor's degree at Keystone College and are seeking a second bachelor's degree must complete a minimum of 36 credits of new course material beyond the original degree. This new coursework may consist solely of required curricular courses or a combination of curricular courses and free electives. Two degrees cannot be earned at the same time. A second graduation fee is charged when the student earns the second degree.

## Graduation Requirements

At the beginning of their final semester of study, students must apply for degree candidacy by registering for GRAD 001, 101, or 201. A student who does not successfully complete degree requirements in the semester of candidacy must reregister for GRAD 001, 101, or 201 at the beginning of the semester of the anticipated graduation date. An additional graduation fee will not be charged. (An additional graduation fee is only charged if the student completes another degree.) Any student who completes degree requirements but does not apply for candidacy or register for GRAD 001, 101, or 201 will not be eligible to receive a degree until the graduation date following application for candidacy and registration.

Students completing a certificate must register for GRAD 001. Students completing

an associate degree program must register for GRAD 101. Students completing a baccalaureate degree program must register for GRAD 201. Registering for GRAD 001, 101, or 201 will trigger a graduation audit of the student's transcript by the registrar to determine eligibility for graduation, a report of the audit's results to the student, all necessary forms for students eligible for graduation, and a generation of the graduation fee. Although registering for GRAD 001, 101, or 201 triggers a graduation audit, students may request an audit in the semester prior to their final semester, without registering for GRAD 001, 101, or 201. There is a fee associated with this service. **Students should not register for GRAD 001, 101, or 201 simply to obtain an audit.** Students may obtain an advising copy of their transcript and copy of the curriculum sheet for their major from their division assistant.

## Change of Curriculum

A student may change from one curriculum to another after the middle of their first term if he or she is accepted in the new curriculum. The student must meet with the division assistant and submit the appropriate official change of curriculum form to the Registrar's Office. A student who is not in good academic standing must obtain permission from the desired major's curriculum coordinator to change from one curriculum to another. Please note that changing curricula, especially later in the student's tenure at Keystone, may mean that the student will need more time to complete his or her degree.

## Financial Requirements for Graduation

Students must have satisfied all financial obligations to Keystone College before a diploma will be issued or transcript released.

## Honors Program

The honors program at Keystone benefits students of intellectual promise and high motivation who seek increasing challenge

at the undergraduate level. The program is designed to recognize and encourage academic excellence, to stimulate students to work at their own pace, and to facilitate the exchange of ideas and information among students with different interests and in different disciplines. Honors students are placed in a challenging yet supportive environment within which they can develop their critical and creative thinking skills and find ways to use these skills to make a difference in the larger community. The honors program provides co-curricular activities, service opportunities, and intellectual and social support, adding significant dimensions to the students' academic program.

Students admitted to the honors program will be enrolled in a special, enriched section of English 101 (College Writing I - The Basics of Academic Writing). In later semesters, students enrolled in a baccalaureate degree program must acquire an additional 18 honors-designated credits, and students pursuing an associate degree program must acquire an additional nine credits (an average of one course per semester). A contract will be signed by the students and faculty for each honors-designated course, outlining additional requirements. Students must have a minimum grade of "B" in both the course and the honors component of the course for honors designation on the transcript. As seniors, honors students will complete an honors project and presentation in conjunction with their capstone experience.

Selected first-time first year students who were not admitted into the honors program upon acceptance to Keystone College may enter the honors program at the end of their first semester if they are recommended by at least two instructors and have earned a minimum 3.5 GPA. An interview with the Director of the Honors Program is also required.

Students must maintain a 3.5 cumulative GPA to graduate with honors designation. At commencement and on their diplomas, students in the honors program will be identified as honors scholars.

Honors program students will also attend at least two honors seminars per semester, which will include guest speakers, cultural events, and other activities. In addition, the Presidential Book Club will meet each semester with the president, Dr. Edward G. Boehm, Jr., to discuss an assigned book.

Honor program students enrolled on a full-time basis may be eligible for a scholarship from one-half (plus fees) up to full tuition, including fees.

## **ACADEMIC DEFINITIONS**

### **Course Level/Course Number**

All courses have a three-digit course number which begins with a 1, 2, 3 or 4 (ex., HIST 107 and ACCT 203). Courses which have numbers that begin with a 1 are 100-level courses, and courses which have a number that begins with a 2 are 200-level courses, etc.

A 100-level course generally provides an introduction to the subject matter. For some 100-level courses, it is assumed that the student has no knowledge of the subject matter when beginning the course. Other 100-level courses assume that the student has some knowledge of the subject matter and includes a review and elaboration of that information. The 100-level course may serve as a prerequisite or corequisite to other courses.

Many 200-level courses assume an introductory knowledge of the subject matter and provide depth in the subject matter. Students must meet any prerequisites to enroll in a 200-level course. Many 200-level courses require that students are in their second semester of study.

Courses at the 300- and 400-level are mainly designed for juniors and seniors.

### **Credits**

The number of credits assigned to a course is normally determined by the number of minutes the class meets per week in a 15-week term



(including the final exam period). Generally, for lecture and discussion courses, one credit is assigned for each hour of class per week. Generally, for laboratory and studio courses, one credit is assigned for each two to three hours of class per week. Courses taken in schedules other than the 15-week term meet more hours in a week to compensate for the reduced number of weeks in the schedule. The maximum number of credits a student may carry in a semester is 20.5. Students wishing to take more than 20.5 credits must obtain permission from the Committee on Standing of Students.

### **Prerequisite and Corequisite for a Course**

A prerequisite is a condition that must be met before a student is allowed to enroll in a particular course. Usually this is the completion of another course but may consist of other conditions. A corequisite is a condition that must be met concurrent with enrollment in a particular course. Prerequisites and corequisites are listed in the section of this catalog containing course descriptions beginning on page 219. Only a division chair or curriculum coordinator may waive prerequisites or corequisites.

### **Course Audit**

A student may register to audit a **lecture course**. Students may not audit on-line or laboratory courses. The student is allowed to attend classes but is not required to fulfill the formal course requirements. The auditor is not expected to take any of the instructor's time away from the regularly enrolled students. The auditor may change to credit status during the first two weeks of the term. The student enrolled for credit may change to audit status with the permission of the instructor, Registrar, and Dean of Academic Affairs prior to the completion of two-thirds of the term. An audited course appears on the student's official college transcript without a grade or credit notation. The fee to audit is listed on page 23.

### **Pass/Fail Course**

At the request of the student, and with the approval of the instructor, an interdisciplinary studies course, an independent study course, or an experiential learning experience course may be graded on a pass/fail basis. The letter "P" will be given if the student's work would normally earn a grade of "C" or higher. Work of lesser quality will receive a grade of "F." A grade of "P" will result in the student earning the credits for the course but will not be included in the calculation of the semester grade point average (GPA) or the cumulative GPA. However, a grade of "F" will be included in the calculation of the semester GPA and the cumulative GPA.

### **Credit by Assessment**

Currently enrolled Keystone College students who have acquired the information taught in a Keystone College course through other means, or who have failed a course but do not wish to repeat it, may request an assessment to satisfy the course requirements. College courses taken through credit by assessment are pass/fail, and students will earn a "P" or "F" for the course. (See "Pass/Fail Course" above.) Students who have failed a course and wish to receive credit by assessment must wait 90 days to submit their request. The fee for credit by assessment is \$75. Students are not charged a per-credit fee for credits earned through this type of assessment.

Please note that credits earned through credit by assessment do not count as credits for financial aid. Students receiving financial aid should contact the Financial Assistance and Planning Office prior to deciding to choose this option to ensure that their financial aid will not be affected. Also, credits earned in this way may be more difficult to transfer to other institutions. Appropriate forms may be obtained from the Office of the Registrar.

### **Course Challenge**

Current students who have enrolled in a course and discover that they have previously learned the content of the course may make a

request to the instructor to challenge the course and complete the requirements of the course by midterm. If the student successfully completes the requirements established by the instructor (either the work already stated in the syllabus or alternate requirements) with a grade of “C” or higher, he/she will be permitted to be absent from the class meetings for the remainder of the semester. If the student fails to obtain a grade of “C” or higher, there will be no penalty, and the student will continue attending class. It is also the prerogative of the student to continue in the course in order to improve the “challenge” grade. There is no additional fee for a course challenge other than the per-credit cost of the course if the student is enrolled part-time. Students earn a letter grade (“A” through “C”) for courses completed through course challenge. Appropriate forms may be obtained from the Office of the Registrar.

**Repeating Courses**

A student may repeat a course for credit and grade only if the grade earned was lower than a “C.” There is no limit on the number of times a course may be repeated. Only the most recent grade earned in the repeated course will be used to calculate the student’s GPA, even if one of the prior grades was higher. Courses completed at other institutions are not accepted as repeated courses.

**Student Status**  
**Part-Time/Full-Time Status**

A student has part-time status if enrolled for 11.5 or fewer credits during the current term and full-time status if enrolled for 12 or more credits during the current term.

**Class Standing**

First-Year Students	0 to 29 credits
Sophomore	30 to 59 credits
Junior	60 to 89 credits*
Senior	90 and above*

*\*Note: A student must be enrolled in a baccalaureate program to obtain class standing above the sophomore level.*

**GRADING POLICY**

**Grades**

The current grading system is presented below with the quality point equivalents used for calculating grade point averages (GPA):

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

**Other Grades**

**Grade Point Average (GPA)**  
**Term Grade Point Average**  
**(Semester GPA)**

The term grade point average is calculated by dividing the number of quality points earned during the term by the number of credits attempted during the term. Only courses for which letter grades of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” or “F” have been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

**Cumulative Grade Point Average**  
**(Cumulative GPA)**

The cumulative grade point average is calculated by dividing the number of quality points earned in all courses taken while at Keystone by the number of credits attempted for all courses taken while at Keystone. Only courses for which letter grades of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,”



or “F” have been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

### **I (Incomplete)**

this grade indicates that the student has not completed the course requirements at the time that grades were reported to the registrar. The student must make arrangements with the instructor prior to the final exam if he/she wishes to receive a grade of incomplete. (Forms are available in the Office of the Registrar.) Instructors should agree to award a grade of incomplete only in the case of exceptional circumstances. Mere inability to submit work on time, or missing the final exam, do not constitute valid reasons for a student to be awarded a grade of “I.” The deadline for the completion of the coursework is four weeks into the next semester. If the course work is not completed within the specified time frame, the incomplete grade will become an “F.”

### **IP (In Progress)**

This grade indicates that a grade was not assigned at the time grades were printed. Use of an in-progress grade indicates that a course is continuing beyond the customary term. The deadline for completion of the course is four weeks into the next semester. If the coursework is not completed within the specified time frame, the in-progress grade will become an “F.”

### **P (Pass)**

This grade indicates that the student received a grade of “C” or higher in a course graded on a pass/fail basis. Students earn the credits for courses with a grade of “P.” However, the “P” is not included in the calculation of the semester GPA or the cumulative GPA.

### **W (Withdrew)**

This grade indicates that the student withdrew from the course during the second third of the term. The grade is not included in the calculation

of the semester GPA or the cumulative GPA.

### **WF (Withdrew Failing)**

This grade indicates the student has received an academic fresh start for the semester(s) indicated with WF grades. The grade is not included in the calculation of the semester or cumulative grade point average (GPA).

### **Grade Reports**

Grade reports for classes taken in the traditional or Weekender term are available to students at midterm and at the end of the term. Grade reports for classes taken in intersession or summer session(s) are available only at the end of the term. According to federal law, grade reports are issued only to the student. Exceptions will be made upon written request by the student to send grades to parent(s) or guardian(s), or upon subpoena by court order. All grade reports are available through KC Connect, the College’s on-line system.

### **Transcripts**

By federal law, to obtain a transcript, the student must submit a signed, written request to the Office of the Registrar. Students may submit the request in person or by writing to: Office of the Registrar, Keystone College, One College Green, La Plume, PA 18440-1099. Exceptions will be made for transcripts issued to parents or guardians who provide documentation that the student meets the federal guidelines as a dependent student, or upon subpoena by court order.

Keystone College does not fax transcripts or accept faxed requests for transcripts. Transcript requests will not be processed until the required fee is paid. Transcripts are usually processed within three to five days of receipt of the request. However, the processing time may be longer during certain times of the academic year, such as registration periods, final exam week, and the week leading up to Commencement.

A \$5 fee is charged for all transcript requests. No records will be released if the student’s

financial account with Keystone College has not been cleared.

**Term Honors**

A student will earn term honors by meeting all of the following criteria:

- 1. Achieving the required semester grade point average (GPA) for the semester:

<b>President's List</b>	<b>4.00</b>
<b>Dean's List</b>	<b>3.70-3.99</b>
<b>Honors List</b>	<b>3.50-3.69</b>

- 2. Earning a grade of "C" or higher in all courses completed during the semester.
- 3. Completing a minimum of 12 credits in non-repeated courses during the semester. Because "P" grades are not used in calculating averages, pass/fail credits cannot count in meeting the 12-credit minimum.

**Graduation Honors**

A student will earn graduation honors by meeting all of the following criteria:

- 1. Achieving the required cumulative grade point average (GPA) in non-repeated courses at the time of graduation:

Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.70 - 3.89
Cum Laude	3.50 - 3.69

- 2. Having no more than one-fifth of the total credits earned at Keystone used toward meeting graduation requirements in pass/fail courses.

A student will earn term honors by meeting all of the following criteria:

**ACADEMIC POLICIES**

**Academic Grievance**

In the case of an academic grievance, the following steps must be taken:

- 1. The aggrieved student must confer with the faculty member in question. If the

- grievance is not settled, then:
- 2. The aggrieved student must approach the division chairperson. The chair shall arrange a conference of the faculty member, the student, and the chair to seek an agreement. If the grievance is not settled, then:
- 3. The aggrieved student must approach the Dean of Academic Affairs, who shall arrange a conference of the faculty member, the student, the division chairperson, and the Dean of Academic Affairs to seek a resolution. If the grievance is not settled, then:
- 4. The Dean of Academic Affairs shall refer the grievance to the Academic Grievance Board.
- 5. This procedure must be initiated by the student within three weeks of the occurrence and completed within six months of the occurrence.

The Academic Grievance Board shall consist of:

- 1. Two students and one student alternate (sophomores with minimum GPA of 2.5) chosen annually by the Student Senate.
- 2. Two tenured faculty members and one alternate selected annually by the Faculty Senate. A faculty member must be excused if he or she is involved in the grievance.
- 3. The Committee shall be chaired by the Chair of Faculty Senate.

The Academic Grievance Board shall proceed as follows:

- 1. The Chair shall rule on all procedural matters.
- 2. The proceedings shall be attended by the student, an adviser of the student's choosing (who may speak only to the student but may not address the Board), the faculty member, an adviser of the faculty member's choosing (who may speak only to the faculty member but may not address the Board), relevant witnesses, and the Board. The student and/or faculty member should present a list of witnesses to the Chair, who disseminates it

to the Board 24 hours before the hearing. At the request of the student or the faculty member, and subject to the approval of the Chair, the Board may invite others.

3. The student shall present to the Board. The student may support his/her position with relevant witnesses and support material.

4. The faculty member shall then make his/her presentation to the Board. The faculty member may support his/her position with relevant witnesses and support material.

5. The Board may present its own witnesses.

6. The student shall have the opportunity to question the faculty member and all witnesses.

7. The faculty member shall have the opportunity to question the student and all witnesses.

8. The members of the Board shall have the opportunity to question the student, the faculty member, and all witnesses.

9. The Board shall deliberate in private and shall decide the issue by a majority vote (each of the five members has one vote). The Board shall announce its decision to the faculty member and the student on the following day.

10. A written report summarizing the proceedings and reporting the decision shall be prepared by the Chair. In addition, an audio record and/or written minutes of the proceedings will be taken.

11. A letter to the student and faculty documenting the Board's decision is sent by the Chair. If the decision supports the student, a copy of the letter is included in the faculty member's file. If the decision does not support the student, no copy is included in the file.

12. This concludes the appeal process. The decision of the Board is final.

## **Academic Probation**

Students are placed on academic probation if they have attempted 0-19 credits and their cumulative GPA is less than 1.00; they have

attempted 20-38 credits and their cumulative GPA is less than 1.60; or they have attempted 39-59 credits and their cumulative GPA is less than 1.90. Students on academic probation may not take more than 15 credits for the semester. Once students are on academic probation, they must earn at least a 2.00 GPA in subsequent semesters or be subject to academic suspension from the College.

All students on academic probation will be required to participate in special academic programs. Students who do not adhere to the terms of these programs will be academically suspended from the College.

Transfer students are also expected to attain the minimum GPA in courses taken at Keystone College. Grades of courses transferred from another college are not included when calculating the GPA at Keystone.

Students will be removed from academic probation when they earn a cumulative GPA of **2.00 or higher**.

## **Academic Suspension**

Academic suspension is a temporary separation of the student from Keystone College for a lack of academic progress. Students who earn a semester GPA of 0.00 are subject to academic suspension. Students with junior or senior class standing who have a cumulative GPA less than 2.00 are subject to academic suspension. Students who are accepted with transfer probation status that earn a semester GPA of less than 2.00 are subject to academic suspension. Students who have served their suspension must apply for readmission to the College (see page 15).

## **Academic Dismissal**

Academic dismissal is a permanent separation from the College due to continued poor scholarship.

## **Academic Fresh Start**

The Academic Fresh Start policy is designed to forgive the grades of those students who

attended college and were not ready for the rigors of higher education at that time.

1. The student must formally request the fresh start, in writing, to the Dean of Academic Affairs, who will then bring the request to the Standing of Students committee.
2. The student must have been separated from Keystone College for a minimum of seven years.
3. The forgiven courses must have been taken before the separation from Keystone College. They do not apply to courses taken after the academic fresh start.
4. The entire term or terms are forgiven. A student may not choose individual courses or semesters. It is an all-or-nothing policy.
5. The forgiven grades are shown as "WF" on the academic transcript, and are not factored in the grade point average.
6. The student must achieve a grade point average of 2.00 or higher in their first semester of academic fresh start or suspension will result.

## Academic Honesty

1. Academic integrity is expected in all class-related endeavors. Students who have questions regarding issues of academic dishonesty should refer to the College regulations, which outline unacceptable behaviors in academic matters.

2. Faculty members who discover evidence of academic dishonesty should arrange to meet with the student as soon as possible to discuss the allegation. Prior to this meeting, the faculty member should consult with the vice president of academic affairs to review the allegations.

3. If the student acknowledges the act of academic dishonesty, and the faculty member is satisfied that the incident has been effectively resolved, then:

- a. the faculty member should discuss the College wide policy on academic dishonesty, included in the course syllabus;
- b. the faculty member will forward a written summary of the incident and the resolution

to the Dean of Academic Affairs;

c. the Dean of Academic Affairs will contact the student to arrange a meeting to review the College standards of conduct related to academic dishonesty;

d. if the student is currently in good disciplinary standing, sanctions will range from disciplinary probation for at least one calendar year to expulsion from the College.

e. if the student is not in good disciplinary standing, a formal disciplinary hearing will be scheduled to determine the appropriate disciplinary sanction, which may include expulsion from the College.

4. If the student denies the allegation of academic dishonesty, or the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation, then:

a. the faculty member will forward a written summary of the incident to the Dean of Academic Affairs. This summary must contain copies of all evidence including the names of any witnesses. The student will have access to all material given to the All-College Judicial Board;

b. the Dean of Student Affairs will contact the student to arrange a meeting to review the student's rights in the judicial process, the charges against the student, and the hearing procedure;

c. a formal disciplinary hearing will be scheduled as soon as possible to determine if a violation of College regulations has taken place and, if so, the appropriate sanction to apply;

d. no grade penalty should be assigned by the instructor until the hearing panel determines that an act of academic dishonesty has occurred. If the charges cannot be resolved prior to the end of the current semester, no course grade should be assigned pending the outcome of the hearing;

e. the faculty member will be notified of the outcome of the disciplinary case in order to assign grade penalties for violations.

5. Students receiving a grade penalty for alleged academic dishonesty violations without adherence to the above procedure may file an academic grievance.

Satisfactory Academic Progress

A student is making satisfactory academic progress if he/she earns no less than 6 credits per academic term and no less than 24 credits per academic year, is taking courses in pursuit of a degree, and maintains a cumulative grade point average as follows:

Attempted Credits	Minimum Cumulative Grade Point Average
1-19 credits	1.0
20-38 credits	1.60
30-59 credits	1.90
60 or more credits*	2.00

\*attempted or earned

FERPA Policy Statement

Overview

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, protects the privacy of a student’s educational records. All of the rights under FERPA belong to the student, once he or she has enrolled in a post-secondary institution.

Waivers

No one other than the student is granted access to the student’s educational records unless the student has signed a waiver specifically for that person. First-year and transfer students are given the opportunity to sign the waiver when they attend a Mapping Day. A waiver remains in effect throughout a student’s time at Keystone College, unless he/she revokes it in writing in the Registrar’s Office. Persons identified on the waiver may obtain information regarding the student’s educational record; however, the waiver does not provide the ability for the designee to act on the student’s behalf. Waivers are only in force while the student is enrolled at Keystone

College.

Other Types of Information

FERPA deals with students’ educational records. The College maintains other records on current and former students (such as medical records, counseling records, employment records of students working for the College, and alumni records). These other records, while not specifically covered by FERPA, are still carefully safeguarded in order to protect privacy rights. Specifically, medical records are covered by HIPAA (Health Insurance Portability and Accountability Act) and Keystone’s Health Services Office follows these regulations. In addition, our Office of Human Resources follows all regulations pertaining to the employment of a student. For information on records not covered by FERPA, the student should contact the appropriate office.

Amending Educational Records and Registering Complaints

Under FERPA regulations, Keystone College must allow students to inspect and review his or her educational records. A student may seek to amend those records if he or she thinks the records contain inaccurate or misleading information contained in them. However, the College is not required to consider requests for amendment that seek to change a grade or disciplinary decision, or to seek to change the opinions or reflections of a school official or other person reflected in an educational record. In addition, students have the right to file a complaint with the US Department of Education if they feel their rights under FERPA have been compromised. Any student wishing to pursue such issues should contact the Registrar’s Office for appropriate processes, forms, and addresses. For more detailed information about FERPA, please visit the College’s Web site at [www.keystone.edu](http://www.keystone.edu).

# ACADEMIC PROCEDURES

## Class Attendance

Keystone provides small classes so that students and faculty can interact. Class attendance and participation are considered important for the education of all students. Therefore, students are expected to attend all classes. Faculty keep attendance records and report excessive absences. Poor attendance almost always results in lower grades either directly through reduction of the course grade by the instructor or indirectly through the failure to obtain information presented in class. Each instructor has his or her own attendance policy, which must be stated in the course syllabus. The policy describes the penalty for being absent from class. Students who do not attend the first week of classes will be subject to Administrative Withdrawal.

## Schedule Changes (Adding and Dropping Courses)

A student may add a course after the term begins during the first week of the class. Students must attend the first scheduled class after adding a course, or they may lose the right to be enrolled in the course.

A student may drop a course, but only prior to the completion of the first seven weeks of the term. A student may withdraw from a course (with a “W”) prior to the completion of the withdrawal period (see academic calendar p. 284). A course cannot be dropped after the first two-thirds of the term unless special permission is granted by the Dean of Academic Affairs; this permission will be granted only in extraordinary circumstances. Some courses; however, cannot be dropped at any time unless special permission is given by the Dean of Academic Affairs; this permission will only be granted in extraordinary circumstances. The courses that cannot be dropped are The First-Year Seminar (IDS 101), Critical and Analytical Reading (ENGL 050), College Writing I (ENGL 101), and, if a student has been provisionally accepted, KEYS 101.

Students receiving financial assistance, including loans, should consult the Office of Financial Assistance and Planning prior to dropping courses.

For the “drop” to be official, students must submit to the registrar the appropriate official form for dropping a course with the signature of their academic adviser.

The date that the student officially notifies the Registrar’s Office of his/her intent to drop/withdraw from a course is the official drop/withdraw date.

If a course is dropped during the first seven weeks of the term, the course is not recorded on the student’s official Keystone transcript. If a course is dropped during the withdrawal period (see academic calendar pgs. 266-267), a grade of “W” is recorded on the student’s official transcript. A “W” does not have any impact on the student’s grade point average.

## Academic Advising

Upon entry to Keystone College, all students are assigned academic advisers appropriate to their majors. These academic advisers help students coordinate their academic plans during their years at the College. The academic adviser also helps the advisee plan for graduation; however, the student assumes full responsibility for meeting graduation requirements.

## Outgoing Articulation Agreements

Keystone has established many relationships with other four-year institutions which have resulted in both formal and informal cooperative transfer/referral agreements for students wishing to transfer after completing their associate degree program. Many of these cooperative transfer agreements involve two years of attendance at Keystone with direct transfer to the baccalaureate programs in specified academic disciplines at other four-year



institutions.

Students interested in taking advantage of a transfer agreement should do the following:

1. Contact an academic adviser or head of the appropriate academic division at Keystone.
2. Contact the transfer school admissions office. Cooperative transfer agreements vary from school to school and within specific academic disciplines within schools. Agreements are continually being updated. Some agreements require a commitment during the first semester at Keystone. Some formal discipline-specific Cooperative Transfer agreements are: Allied Health fields -- College Misericordia, Thomas Jefferson University (College of Allied Health), State University of New York (SUNY), Upstate Medical University; Art -- Atlanta College of Art, Alfred University, University of Arts, Fashion Institute of Technology (toy design), The School of Visual Arts; Environmental Science -- SUNY College of Environmental Science and Forestry at Syracuse; Pre-Medical -- King's College (Physician Assistant), SUNY Upstate Medical, Logan College, New York College of Chiropractic, Parker College of Chiropractic. Students interested in obtaining information on other programs and graduate studies may contact the Career Development Center.

### **Institutional Review Board (IRB)**

The Institutional Review Board Committee (IRB) at Keystone College is responsible for protecting the rights of human subjects who participate in research conducted by faculty, students, professional and administrative staff. The committee is charged with assuring that people engaging in research as representatives of Keystone College and people who wish to use members of the campus community as human subjects honor the ethical principles set forth by the Belmont Report (1978). Those principles are: respect for persons, beneficence, and justice. The IRB carries out its duties by reviewing research

activities that intend to use human subjects. For more detailed information regarding the IRB, please visit the College's Web site at [www.keystone.edu](http://www.keystone.edu).

### **Leave of Absence**

During an ongoing term, students may request a leave of absence form available at the Office of the Registrar. Once approved, a student on leave will receive an "I" as the grade for the current courses. (See page 47 for details regarding this grade.) Please note that for financial aid purposes, a leave of absence can extend only 30 days or the student may not be eligible for financial aid for the term he/she returns to Keystone. Therefore, students receiving financial aid should consult the Office of Financial Assistance and Planning before requesting a leave of absence.

Leaving the College will result in termination of the Keystone Promise contract.

### **Withdrawal from the College**

A student who wishes to withdraw from Keystone College must obtain a form from the Student Success Center and complete an interview with the Student Success Advocate. The date of the interview with the Student Success Advocate or the initial contact with the Student Success Advocate of the decision to withdraw is documented as the official date of withdrawal. The only exception to the institutionally-determined date of official withdrawal is official notification/documentation from a doctor, hospital, or other extenuating official documentation. Resident students are required to vacate within 24 hours of official withdrawal notification or penalties may be assessed. Students who do not follow this procedure will not be considered officially withdrawn and will have all appropriate grades for courses in which they are enrolled entered into their official transcripts. Refunds follow the guidelines listed in the "Refund Policy" section of this catalog on page 26.



No withdrawal may occur after the official “last day to withdraw,” which is stated in the academic calendar (beginning on page 284), unless the Dean of Academic Affairs grants special permission due to extraordinary circumstances.

## **STUDENT SUPPORT SERVICES**

### **Career Development Center**

The Career Development Center assists students in clarifying their career goals and exploring career options through individual counseling, career assessments, workshops and access to a career library of various electronic and hard-copy research materials. Assistance with preparing a professional resume and cover letter, planning a job search and preparing for job interviews is available to all students.

On-campus recruiting provides students the opportunity to interview for jobs and internships with national, state and local employers. As another available resource in their job search, students and alumni have free access to an online job and internship posting board. Students interested in pursuing additional education after their time at Keystone College are offered assistance with researching the next appropriate level of education.

While attending Keystone College, students who meet the specific criteria of eligibility may participate in internships and experiential learning programs. These programs provide a supervised period of practical work experience that is integrated into the academic program to assist students in applying classroom principles in real-world situations, exploring occupational fields and observing the sociological, technological and occupational conditions of a work site. Students in good standing may be eligible to participate in work experiences for credit with as few as 15 completed credit hours.

To register for experiential learning for credit, a student must submit an approved contract

signed by the student, faculty mentor, faculty adviser, employer, Director of the Career Development Center, and Registrar's Office before the work experience begins. Students must register in order for credits to be earned. Credits may be assigned on the basis of 40 hours of work per credit and students may earn a maximum of six credits for work experiences. Grading can be either pass/fail or a letter grade with the approval of the faculty mentor.

At the end of conclusion of the work experience, all completed paperwork including evaluations of the experience from the student, and employer should be returned to the faculty mentor. The faculty mentor is responsible for submitting a grade for the work experience.

In some majors, experiential learning may be used as a free elective. Students should check with their academic adviser for applicability of experiential learning credits within their majors. For more information on accessing the services of the Career Development Center, please visit [www: keystone.edu](http://www.keystone.edu) or call 570-945-8312.

### **Center for Global Learning**

The Center for Global Learning is designed to increase and enhance global learning through the curriculum, study abroad, foreign language offerings, and internationalized programming on campus. The Center for Global Learning allows students to prepare for life and work in the global economy of our interdependent world. The Center works to provide students with appropriate real world experiences that include study abroad, international internships and experiential learning opportunities, and courses emphasizing global issues and perspectives. Furthermore, the Center actively encourages enrollment and support of international students.

### **Study Abroad**

International learning is an essential component of an undergraduate education. Therefore, the mission of the Center for Global Learning is to

serve all Keystone College students by providing academically-based international experiences that will give them the skills to be active, informed, and culturally sensitive citizens in a rapidly changing global society. To ensure that our students have a safe, educational, and outstanding experience, the Center for Global Learning provides information and support for students to participate in a variety of semester and summer programs, faculty-led program, and international internships offered through reputable, college-approved study abroad providers.

### **International Student Services**

Keystone College strives to foster cross-cultural understanding and provides services to help our international students accomplish their educational, social, and professional objectives. The International Student Designated School Official is responsible for informing international students about U.S. federal regulations affecting their status and will provide them with the resources necessary to maintain their legal status as full-time students in the United States.

## **Chamberlin Center**

### **Student Success Center**

Keystone College's Student Success Center is committed to student's academic success by providing a personal approach and availability to all students. This will be accomplished through student success advocacy, academic advising, information on tutoring, a lending library, proctoring services, support classes and workshops.

### **Lending Library**

A lending library is located in the Student Success Center and is available to all Keystone College students. The library consists of textbooks purchased and donated for use in the classroom. Students enrolled in the Keys Support Program have priority access to the lending library.

## **Proctoring**

Test proctoring services are available for Keystone College faculty and staff for online classes. In addition, proctoring services are offered to students attending other educational institutions through the testing center in Patrick Hall.

## **Counseling**

Counseling is a process of assessing both academic and personal growth, discovering one's potential, and developing plans that will create a healthy and satisfying lifestyle.

Although counseling can be based on crisis resolution, it can also come about through an interest in learning more about oneself and realizing true potential through personal responsibility. Personal, academic, transfer, vocational, crisis, and career counseling is provided along with group learning experiences and personal development. All counseling is free and confidential as per ethical guidelines. Referral forms and free mental health screening is available on the counseling page of [www.keystone.edu](http://www.keystone.edu).

## **Act 101 Counseling**

An Act 101 counselor is available to assist Act 101 students in achieving their personal and educational goals. The Act 101 counselor works individually or in groups to provide help in the following areas: personal counseling intervention, orientation to college, academic advising, financial aid counseling, and monitoring of student progress

## **Patrick Hall**

### **Act 101**

The Keys/Act 101 Support Program is designed to help provisionally-admitted freshmen succeed at Keystone College. Students participating in the support program attend weekly support classes and professional and peer tutoring sessions. Social and cultural activities

and skill-building workshops are an important part of the program.

### **The Center for Community Outreach**

The Center for Service Learning was created to provide students meaningful opportunities to serve the needs of the community. Students may become involved in service and civic engagement as student assistants, the Keystone Service Club, and service scholars. Many of the students' classes, including IDS: First-Year Seminar, require service learning projects as part of the coursework.

### **Peer and Professional Tutoring Services**

Keystone College is a supportive academic environment that is reinforced by its peer and professional tutoring services.

The tutoring program is staffed by peer and professional tutors who offer individual and group study sessions in most courses. All tutoring is free of charge.

Patrick Hall contains a Tutoring/Writing lab. Kemmerer Hall contains a Math/Science lab. Both labs have computers and tutors available. Day and evening hours are offered as posted. Tutors may be found and contacted by visiting the Keystone College Web page "Tutoring" links where a schedule of "Tutoring by Subject" is posted with contact information.

### **Online Tutoring Services**

Online tutoring is available to all Keystone College students 24 hours a day, seven days a week, free of charge. Services can be accessed from any computer on or off campus.

# ***General Education Requirements***

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## **Philosophy of General Education**

As a College that educates students in the liberal arts tradition, Keystone College maintains that:

1. A person who is well-educated in a wide variety of subjects, ideas, and perspectives will function more productively in the world than a person who is not.
2. General Education is an effective system for assuring that a Keystone graduate is a well-educated person.
3. General Education includes both coursework and experiences beyond the classroom.
4. General Education at Keystone is integrated with our major curricula; each supports and reinforces the other. General Education courses provide skills and perspectives which give depth to the students' discipline studies, and courses in the students' majors will also emphasize and support the General Education Objectives.
5. Each student's educational experience is unique; however, Keystone College's General Education assures that our students maintain a commonality with all Keystone graduates. Students share a common base of courses while also having the opportunity to make choices about their own education.

## **The Goals of General Education at Keystone College**

Stemming from the beliefs put forth above, Keystone College has the following goals for General Education:

1. Our graduates are prepared to achieve personal and professional success.
2. Our graduates are prepared for lifelong learning, growth, and development.
3. Our graduates understand the complexity of the world we share.
4. Our graduates are prepared to be engaged, productive, service-oriented, ethical members of society.

## **The Objectives of General Education at Keystone College**

To achieve the goals listed above, Keystone College expects our graduates to meet the following General Education objectives:

1. Think clearly, logically, critically, and creatively;
2. Solve problems;
3. Interact productively with technology;
4. Conduct research and use information appropriately;
5. Manage and take responsibility for their own education and lives;
6. Communicate clearly through writing, interpersonal interactions, and presentation skills;
7. Behave in an informed and ethical manner;
8. Demonstrate an appreciation of and respect for the physical world;
9. Demonstrate an appreciation of and respect for human cultures, and/or societies;
10. Demonstrate an appreciation of creative, artistic works.

The College uses a wide variety of methods to measure and determine student success in achieving these objectives, with appropriate measurements and criteria on the associate degree level and an advanced set of measurements and criteria on the bachelor's degree level.

Students transferring to Keystone College with an associate degree will likely have completed many of the General Education Requirements. The registrar, in conjunction with faculty, will determine

whether or not a student has completed the various requirements, including The Keystone Experiences.

## The Baccalaureate Degrees

Students must either test out of or take ENGL 050: Critical and Analytical Reading, in addition to graduation requirements. Students who must take ENGL 050 are expected to do so in their first semester at Keystone College. When students take ENGL 050, they earn two credits, and the number of credits they take their first semester may be limited. The credits and quality points earned are included in student averages; however, these credits do not count toward fulfilling graduation requirements.

### The Core

This set of courses is intended to acclimate students to the college atmosphere and the learning environment while also giving them a common base of skills for thinking, learning, communicating, and coping.

See the course descriptions section of the Catalog for details on course content.

IDS 101	The First-Year Seminar
ENGL 101	College Writing I
ENGL 102	College Writing II
COMM 107	Speech Communication
PHED 105	Wellness and Fitness
IT 105	PC Office Applications
(ART 114 may substitute in appropriate majors)	
One course in Mathematics	
One course in Ethics	
23 credits minimum	

### The Enrichment Requisites

These requirements are intended to enhance students' abilities in ways that are rewarding both personally and professionally. In order to fulfill the enrichment requisites, students must take at least one Writing Intensive Requisite, one Diversity Awareness Requisite, and one Service Learning Requisite. These courses must be designated as such and may be fulfilled by General Education courses, courses in the student's major, or elective courses. Courses used to fulfill the requisite courses may not include

ENGL 101, ENGL 102, or IDS 101. Please refer to page 70 for a list of courses fulfilling these requisites.

### The Keystone Experiences

These experiences are intended to enhance student classroom learning in ways that will help them use their college education for professional success. The Keystone Experiences may be separate credit-bearing courses, or they may be embedded within credit-bearing courses, or they may be non-credit-bearing. The Keystone Experiences, while they are part of the General Education Requirements, are usually administered through the student's major, in keeping with Keystone's philosophy that General Education and the major curricula are integral to one another.

**The First-Year Student Experience** – This Experience is achieved through IDS 101: The First-Year Seminar, taken in the first semester. The course assists students in becoming a part of the Keystone community, while enhancing their study and learning skills and helping them understand what it means to be a scholar in their chosen discipline.

**Real World Experience** – This Experience is accomplished through Experiential Learning (EXPL), Field Experience, Practicum, or other off-campus experience. In some circumstances the Real-World Experience may be completed

on-campus. It assists students in determining if they have chosen a major discipline in which they enjoy working.

**Bridge Experience** – This Experience is a culminating project integrating all of a student’s work done in the first two years.

It is intended as a “bridge” to further study as a rising junior or as a “bridge” to the world of work.

**Portfolio Development Experience** – This Experience is intended to help students begin creating a professional portfolio that can be

used to document their achievements and qualifications. It is usually accomplished as part of a course in the sophomore or junior years.

**Capstone Experience** – This Experience is intended as a final project, usually completed in the last semester.

The project allows students to show that they are prepared to succeed in their chosen field.

**THE LIBERAL ARTS DISTRIBUTION**

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these requirements, which will allow them to investigate their interests beyond their major disciplines:

**Bachelor of Arts**

3 courses in Arts and Humanities, at least one of which is at the 200-level or above;  
3 courses in Social and Behavioral Sciences, at least one of which is at the 200-level or above;  
3 courses in Math and Natural Sciences, at least one of which is at the 200-level or above (one course must be a Laboratory course; one must be a Mathematics course higher than MATH 101).  
27 credits minimum

**Bachelor of Science**

2 or more courses in Arts and Humanities, at least one of which is at the 200-level or above;  
2 or more courses in Social and Behavioral Sciences, at least one of which is at the 200-level or above;  
2 or more courses in Math and Natural Sciences, at least one of which is at the 200-level or above (one course must be a Laboratory course).  
24 credits minimum

**The Associate Degrees**

Students must either test out of or take ENGL 050: Critical and Analytical Reading, in addition to graduation requirements. Students who must take ENGL 050 are expected to do so in their first semester at Keystone College. When students take ENGL 050, they earn two credits, and the number of credits they take their first semester may be limited. The credits and quality points earned are included in student averages; however, these credits do not count toward fulfilling graduation requirements.

**The Core**

This set of courses is intended to acclimate students to the college atmosphere and the learning environment while also giving them a common base of skills for thinking, learning, communicating, and coping. See the course descriptions on page 219 for details on course content.

IDS 101	The First-Year Seminar
ENGL 101	College Writing I
ENGL 102	College Writing II
COMM 107	Speech Communication
PHED 105	Wellness and Fitness
IT 105	PC Office Applications
(ART 114 may substitute in appropriate majors)	
One course in Mathematics	
20 credits minimum	

## The Keystone Experiences

These experiences are the same as for the Baccalaureate degrees, with the exception of the Capstone Experience which is not required of Associate degrees.

## THE LIBERAL ARTS DISTRIBUTION

This set of courses is intended to help students achieve a wider perspective of the world we share. Students will have choices of how to fulfill these requirements, which will allow them to investigate their interests beyond their major disciplines:

### The Associate in Arts Degree

2 or more courses in Arts and Humanities;  
2 or more courses in Social and Behavioral Sciences;  
2 or more courses in Math and Natural Sciences, at least one of which must be a Laboratory course.  
Sufficient Liberal Arts courses in the curriculum or as free electives to make the 25 credit minimum (see listing of Distribution courses).  
5 credit minimum

### The Associate in Science Degree

2 or more courses in Arts and Humanities;  
2 or more courses in Social and Behavioral Sciences;  
2 or more courses in Math and Natural Sciences, at least one of which must be a Laboratory course.  
18 credits minimum

### The Associate in Applied Science Degree

1 course in Arts and Humanities **or**  
1 course in Social and Behavioral Sciences **or**  
1 course in Math and Natural Sciences  
3 credits minimum

### The Associate in Fine Arts Degree

2 courses in Arts and Humanities  
1 course in Social and Behavioral Sciences  
1 course in Math or Natural Sciences  
12 credits minimum

For more information regarding the philosophy, goals and objectives of the General Education requirements of Keystone College, please visit [www.keystone.edu](http://www.keystone.edu).

## Distribution Requirements

A list of courses which may be used to fulfill the arts and humanities, social and behavioral sciences, and mathematics and sciences distribution requirements follows.

### Arts and Humanities

The distribution courses in this learning area provide students with the means to analyze and understand knowledge and interpretive frameworks through which students may reflect on the complexity of human history, assess the difficulties of determining moral values, appreciate the range and value of human emotion and thought, and increase their sensitivity to the varieties of aesthetic expression.

Art 101, 102, 103, 104, 105, 107, 109, 110, 205, 207, 209, 210, 215, 221, 225, 228, 231, 301, 305, 309, 315, 321, 325, 328, 330, 331, 385

Communications 104, 105, 301, 310, 315, 328, 410, 428  
English 201, 202, 203, 204, 211, 220, 221, 222, 315, 328, 330, 333  
Film 110, 350  
History 101, 102, 109, 110, 302, 305  
Leadership 110, 310, 340, 410  
Music 101, 301  
Philosophy 101, 102  
Political Science 302, 305  
Religion 206  
Spanish 101, 102, 201, 202  
Theatre 104, 105, 204, 205, 304

### Social and Behavioral Sciences

The distribution courses in this learning area provide students with the means to analyze and understand the social institutions in which they live, as well as the behavior of individuals in



relating to one another and the world.

Anthropology 101, 212, 220  
Criminal Justice 201, 205, 210, 317, 440  
Economics 201, 202  
Education 201, 211, 216  
Geography 101, 340  
History 101, 102, 109, 110, 302, 305  
Leadership 215, 340, 402  
Political Science all courses in discipline  
Psychology all courses in discipline  
Sociology all courses in discipline

## Science and Mathematics

The distribution courses in this learning area provide an appreciation of the physical and biological environment, introduce students to the discipline of systematic inquiry, provide insight into experimental methods and results, or illustrate the role and methods of the mathematical sciences.

\*Courses marked with an asterisk satisfy laboratory science requirements.

Biology 101\*, 102\*, 105\*, 106\*, 108, 109, 110\*, 111\*, 112\*, 113\*, 114\*, 130\*, 200, 210, 211\*, 213, 214\*, 215\*, 220, 225A, 225D, 230\*, 310\*, 315\*, 320\*, 325, 328\*, 330\*, 340\*  
Chemistry 105\*, 106\*, 110\*, 203\*, 204\*, 215\*, 305\*  
Environmental Science 305, 328\*  
Mathematics 102, 110, 111, 113, 200, 205, 225, 230, 310, 314, 315, 320, 325, 330, 335, 340  
Physical Science 101\*, 102\*, 103, 104, 108\*, 109, 110, 115, 201\*, 205, 210, 210A\*, 220, 220A\*  
Physics 115, 200\*, 205\*, 210, 220  
Public Health 101, 201, 301

## Requisite Courses

A list of courses which may be used to fulfill the Diversity Awareness, Writing Intensive, and Service Learning Requisites follows.

### Writing Intensive

Art 301  
Biology 240, 445, 450  
Business 212  
Communications 301, 310, 328, 410, 428  
Criminal Justice 301, 330, 450

English 201, 202, 203, 204, 209, 210, 211, 220, 221, 222, 305, 315, 328, 330, 335  
Environmental Science 215  
History/Political Science 302  
Political Science 303  
Public Health 201

### Diversity Awareness

Anthropology 212, 220  
Art 385  
Biology 220, 240  
Business 330  
Communications 230  
Communications 428  
Education 320  
English 222, 328  
Environmental Science 215  
Geography 340  
History 302  
Mathematics 200  
Music 301  
Political Science 207, 301, 302, 303  
Public Health 101, 301  
Religion 206  
Sociology 205, 206, 301  
Spanish 202  
Sport and Recreation Management 201

### Service Learning

Art 385, 433  
Biology 210, 240, 450  
Business 330  
Communications 230  
Communications 235  
English 328  
Environmental Science 215, 445  
Political Science 201, 210  
Public Health 101, 301  
Sport and Recreation Management 201, 313, 405

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# **Baccalaureate Degree Programs**

## **Accounting Bachelor of Science**

Curriculum Coordinator: Patti Davis, Professor

The flexibility of the accounting major at Keystone College provides students with the opportunity to focus on courses designed to help prepare them for the CPA exam, the CMA exam, or any of the many general accounting career options.

In today's fast-paced corporate environment, accountants play a vital role in any successful company. Accountants undertake challenging and rewarding tasks, ranging from developing merger and acquisition strategies to supervising quality-management programs and using advanced information systems to track financial performance.

A degree in accounting from a program that offers a sound academic foundation and valuable professional experience can be the starting point for a successful business career.

Students who have completed their associate in applied science in accounting at Keystone College may apply to the bachelor of science program.

Non-accounting majors may minor in accounting (see page 193). An accounting minor may be useful for students who want to manage their own business or who will work with accounting information in their field.

### **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

#### **Core Courses:**

BUSN 330 - Business Ethics

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

#### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective (200-level or higher)<sup>1</sup>

ECON 201 - Principles of Economics I

ECON 202 - Principles of Economics II

MATH 205 - Statistics

MATH 314 - Statistics and Research

Science Elective - Laboratory Course<sup>1</sup>

**Curriculum Courses:**

ACCT 103 - Managerial Accounting  
ACCT 108 - Financial Accounting  
ACCT 201 - Intermediate Accounting I  
ACCT 202 - Intermediate Accounting II  
ACCT 205 - Cost Accounting  
ACCT 207 - Intermediate Accounting III  
ACCT 209 - Individual and Business Taxes  
ACCT 301 - Accounting Information Systems I  
ACCT 302 - Auditing  
ACCT 303 - Accounting Information Systems II  
ACCT 304 - Accounting Policy and Professional Responsibility  
ACCT 305 - Advanced Cost Accounting  
ACCT 401 - Advanced Accounting  
ACCT 423 - Accounting Internship<sup>2</sup>  
ACCT 450 - Senior Seminar/Capstone  
BUSN 201 - Principles of Management  
BUSN 212 - Written Communication  
BUSN 306 - Financial Management  
BUSN 333 - Business/Civil Law  
BUSN 401 - Organizational Behavior  
BUSN 406 - Advanced Financial Management  
Curricular Elective<sup>3</sup>  
Curricular Elective<sup>3</sup>  
IT 200 - Intermediate Office Applications  
IT 225 - Spreadsheets and Databases  
IT 300 - Advanced PC Office Applications

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 125 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

Students must obtain an average 3.00 GPA for all accounting courses. Students who do not attain this requirement will be unable to continue as accounting majors. However, the students may be eligible to continue at Keystone College in other majors.

**Footnotes:**

<sup>1</sup>Please see page 60 of this catalog for a listing of courses fulfilling this requirement.

<sup>2</sup>Students normally take a six-credit accounting internship. Students planning on taking the CPA or CMA exams must take the six-credit internship. All students require the signature of the curriculum coordinator to take fewer than six credits and must take sufficient curricular elective credits.

<sup>3</sup>Curricular Elective to be chosen from BUSN, IT, LEAD, or HRM courses at the 300- or 400- level.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Biological Science Natural Science - Environmental Biology Concentration Bachelor of Science**

Curriculum Coordinator: Robert Cook, Ph.D., Associate Professor

The biological science major is offered in several tracks. The environmental biology track is available for those students interested in environmental issues as applied to biology. The goals of this program are to provide students with a solid scientific background in the field of environmental biology, to introduce them to useful tools that they can use in their careers (e.g., statistics, sampling methodology, GIS) and to allow them to explore applied aspects of scientific theory.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

## **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

ENVT 215 - Environmental Ethics

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 200-level or higher<sup>8</sup>

PHED 105 - Wellness and Fitness

## **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective - 200-level<sup>1,6</sup>

BIOL 113 - General Biology I

BIOL 114 - General Biology II

MATH 205 - Statistics<sup>8</sup>

MATH 314 - Statistics and Research

Social and Behavioral Science Elective<sup>1,5</sup>

Social and Behavioral Science Elective - 200-level<sup>1</sup>

## **Curriculum Courses:**

BIOL 108/109 - Introduction to Field Biology<sup>2</sup>

BIOL 214 - Introductory Ecology

BIOL 215 - Genetics

BIOL 445 - Biology Seminar and Research

BIOL 450 - Biology Capstone Project

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

CHEM 203 - Organic Chemistry I

CHEM 204 - Organic Chemistry II

ENVT 210 - GIS/GPS

ENVT 225 - Environmental Policy and Management

ENVT 423P - Internship Preparation<sup>3</sup>

ENVT 423 - Internship<sup>4</sup>  
MATH 225 - Calculus I  
MATH Elective - 200-level or higher<sup>8</sup>  
Natural Science Laboratory Elective  
Natural Science Elective  
Natural Science Elective  
PHSC 110 - Global Change: Introduction to Earth Systems  
PHSC 201 - Physical Geology  
PHYS 200 - General Physics I

**Natural Science Electives:** Students must choose four (4) courses from the following list. These courses are offered on a rotating basis and may not be offered every year.

BIOL 130 - Introduction to Forensic Science  
BIOL 211 - Microbiology  
BIOL 310 - Cell Biology<sup>7</sup>  
BIOL 315 - Wetland and Riparian Ecology  
BIOL 325 - Biochemistry  
BIOL 328 - Limnology  
BIOL 335 - Wildlife and Fisheries Biology  
BIOL 355 - Immunology  
CHEM 215 - Environmental Chemistry  
CHEM 320 - Instrumental Analysis  
ENVT 305 - Soils Science  
ENVT 325 - Environmental Law  
ENVT 328 - Hydrology  
MATH 200-level or higher, not used as curricular elective above  
PBHL 201 - Epidemiology  
PHSC 205 - Earth Systems History  
PHYS 205 - General Physics II

**Free Electives:** Sufficient free electives must be taken to ensure the student has 120 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>Please see page 60 of this catalog for a list of courses fulfilling this requirement.

<sup>2</sup>Students must complete at least two credits of Field Biology.

<sup>3</sup>Students must complete ENVT 423P, Internship Preparation, during their sixth semester.

<sup>4</sup>Students must complete ENVT 423, a 240-hour, six-credit internship, usually in the summer between the junior and senior years.

<sup>5</sup>POSC 101, American Government or POSC 201 State and Local Government recommended.

<sup>6</sup>ENGL 330 Nature and Environment recommended.

<sup>7</sup>Recommended for students intending to apply to graduate school.

<sup>8</sup>MATH 205 does NOT satisfy the mathematics elective requirement.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Biological Science**

## **Natural Science - Forensic Biology Concentration**

### **Bachelor of Science**

Curriculum Coordinator: Tammy Barette, Ph.D., J.D., Assistant Professor

The forensic biology track is available for those students interested in the multidisciplinary study of forensic science. This is run in conjunction with our criminal justice program within the Division of Social and Behavioral Sciences. Students will study biological, chemical, and physical science methods applied to the evaluation of physical evidence related to matters of criminal and civil law. The objective of the program is to prepare students for medical school or graduate school to become: medical examiner or coroner, crime scene investigator, forensic biologist, anthropologist, toxicologist, or prepare for careers as laboratory technicians in private, state and federal forensic laboratories.

#### **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

#### **Core Courses:**

BIOL 240 - Bioethics

or CJ 330 - Professional Ethics

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 113 - Pre-Calculus or higher-level MATH course

PHED 105 - Wellness and Fitness

#### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective - 200-level or above<sup>1</sup>

BIOL 105 - Anatomy and Physiology I

BIOL 106 - Anatomy and Physiology II

MATH 205 - Statistics

MATH 225 - Calculus I

PSYC 101 - General Psychology

PSYC 325 - Forensic Psychology

or CJ 305 - Criminal Investigation

#### **Curriculum Courses:**

BIOL 113 - General Biology I

BIOL 114 - General Biology II

BIOL 130 - Introduction to Forensic Science

BIOL 211 - Microbiology

BIOL 215 - Genetics

BIOL 230 - Forensic Sciences II

BIOL 310 - Cell Biology

BIOL 325 - Biochemistry

BIOL 330 - Forensic Anthropology  
BIOL 445 - Biology Seminar and Research  
BIOL 450 - Biology Capstone Project  
CHEM 105 - General Chemistry I  
CHEM 106 - General Chemistry II  
CHEM 203 - Organic Chemistry I  
CHEM 204 - Organic Chemistry II  
    or CHEM 305 - Forensic Chemistry  
CHEM 320 - Instrumental Analysis  
CJ 102 - Introduction to Criminal Justice  
CJ 302 - Criminal Evidence and Court Procedures  
EXPL - Experiential Learning<sup>2</sup>  
MATH 230 - Calculus II  
    or MATH 314 - Statistics and Research  
PHYS 200 - General Physics I  
PHYS 205 - General Physics II

**Free Electives:** Sufficient free electives must be taken to ensure the student has 125 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please see page 60 of this catalog for a list of courses fulfilling this requirement. Students must be sure to fulfill the Diversity Awareness requisite with these electives; see page 61.

<sup>2</sup>Students must complete a minimum of one credit of EXPL.



# **Biological Science**

## **Natural Science - General Biology Concentration**

### **Bachelor of Science**

Curriculum Coordinator: Joseph Falcone, Ph.D., Associate Professor

The general biology track is a traditional biology curriculum with emphasis on modern biological technology. The goal of this program is to provide students with a solid scientific background in the field of biology, to introduce them to useful tools that they can use in their careers (e.g., statistics, spectroscopy) and to allow them to explore applied aspects of scientific theory. This rigorous program will prepare students for graduate studies in science, medicine, dentistry, chiropractic, physician's assistant, pharmacy, and biochemistry. There is sufficient flexibility to allow students to minor in one of several disciplines.

#### **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

#### **Core Courses:**

BIOL 240 - Bioethics

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Math elective 200-level or higher<sup>5</sup>

PHED 105 - Wellness and Fitness<sup>7</sup>

#### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective - 200-level<sup>1</sup>

BIOL 105 - Anatomy and Physiology I

BIOL 106 - Anatomy and Physiology II

MATH 205 - Statistics<sup>5</sup>

MATH 314 - Statistics and Research

Social and Behavioral Science Elective<sup>1</sup>

Social and Behavioral Science Elective - 200-level<sup>1</sup>

#### **Curriculum Courses:**

BIOL 108/109 - Introduction to Field Biology<sup>2</sup>

BIOL 113 - General Biology I

BIOL 114 - General Biology II

BIOL 211 - Microbiology

BIOL 214 - Introductory Ecology

BIOL 215 - Genetics

BIOL 310 - Cell Biology

BIOL 325 - Biochemistry

BIOL 355 - Immunology

BIOL 445 - Biology Seminar and Research

BIOL 450 - Biology Capstone Project  
CHEM 105 - General Chemistry I  
CHEM 106 - General Chemistry II  
CHEM 203 - Organic Chemistry I  
CHEM 204 - Organic Chemistry II  
CHEM 320 - Instrumental Analysis  
EXPL- Experiential Learning<sup>3</sup>  
MATH 225 - Calculus I  
Natural Science Elective<sup>4</sup>  
Natural Science Elective<sup>4</sup>  
PHYS 200 - General Physics I  
PHYS 205 - General Physics II

**Free Electives:** Sufficient free electives must be taken to ensure the student has 124 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please see page 60 of this catalog for a list courses fulfilling this requirement.

<sup>2</sup>Students are required to complete a minimum of two credits of Field Biology.

<sup>3</sup>Students must complete a minimum of one credit of EXPL.

<sup>4</sup>To be chosen from the following disciplines: biology, chemistry, environmental science, physical science, physics.  
Field Biology course does NOT fulfill this requirement.

<sup>5</sup>MATH 205 and MATH 314 do NOT fulfill this requirement.

# **Biological Science Natural Science - Physical Therapy Concentration Bachelor of Science**

Curriculum Coordinator: Joseph Falcone, Ph.D., Associate Professor

The physical therapy track in biology is intended for students planning for continued doctoral studies in physical therapy at one of many universities offering that concentration of study. The curriculum is modified to meet the needs for transfer into most doctoral programs in physical therapy including Thomas Jefferson University in Philadelphia. This program offers flexibility so that one may accommodate the requirements of transfer institutions.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

BIOL 240 - Bioethics

or ENVT 215 - Environmental Ethics

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 113 - Pre-Calculus or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

ANTH 101 - Introduction to Cultural Anthropology

Arts and Humanities Elective - 200-level<sup>2</sup>

BIOL 105 - Anatomy and Physiology I

BIOL 106 - Anatomy and Physiology II

MATH 205 - Statistics

PSYC 101 - General Psychology

PSYC 200 - Developmental Psychology

### **Curriculum Courses:**

Arts and Humanities Elective<sup>1</sup>

BIOL 113 - General Biology I

BIOL 114 - General Biology II

BIOL 115 - Medical Terminology

BIOL 210 - Nutrition

BIOL 211 - Microbiology

BIOL 214 - Introductory Ecology

BIOL 215 - Genetics

BIOL 310 - Cell Biology

BIOL 325 - Biochemistry

BIOL 355 - Immunology

BIOL 445 - Biology Seminar and Research

BIOL 450 - Biology Capstone Project

CHEM 105 - General Chemistry I  
CHEM 106 - General Chemistry II  
CHEM 203 - Organic Chemistry I  
CHEM 204 - Organic Chemistry II  
EXPL - Experiential Learning<sup>4</sup>  
MATH 113 - Pre-Calculus  
MATH 225 - Calculus I  
    or MATH 230 - Calculus II  
MATH 314 - Statistics and Research  
Natural Science Elective<sup>5</sup>  
PHYS 200 - General Physics I  
PSYC 314 - Psychopathology  
    or PSYC 315 - Psychology of Disability

**Free Electives:** Sufficient free electives must be taken to ensure the student has 120 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>To be chosen from: HIST 109 or 110 or POSC 101; and PHIL 101 or 102.

<sup>2</sup>Please see page 60 of this catalog for a list of courses fulfilling this requirement.

<sup>3</sup>Students must complete a minimum of two credits of Field Biology.

<sup>4</sup>Students must complete a minimum of one credit of EXPL.

<sup>5</sup>To be chosen from the following disciplines: biology, chemistry, environmental science, physical science, physics. PHYS 205 recommended.

# **Business Bachelor of Science**

Curriculum Coordinator: Ken Zula, Ph.D., Assistant Professor

The business curriculum is intended to provide the core skills and common body of professional knowledge needed for success in business or other organizations. It results in a broad and general education that is often preferred by top leaders in the emerging global economy. In addition to providing the knowledge and skills necessary to succeed as a leader in for-profit or not-for-profit organizations - this curriculum is also an ideal choice for the small business owner or future entrepreneur. The required courses are also the standard foundation for graduate study in business. Keystone College has an articulation agreement with the Graduate College of Union University, N.Y., whereby a Keystone graduate of our bachelor of science degree in business program who has met the articulation requirements can earn an MBA in one year of study.

General education; however, is made even more advantageous when coupled with in-depth mastery of a technical specialty. This curriculum is designed to encompass the completion of an 18-credit minor/concentration of the student's choice. Students work closely with a designated faculty adviser to select from an extended menu of elective courses. Available business minor/concentration areas include: accounting, finance, information technology, human resource management, leadership, management, and marketing.

Non-business students may minor in business (please see page 193). Because all organizations must run as a business to be successful in today's economic environment, many students may find a business minor helpful in their careers.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

BUSN 330 - Business Ethics  
COMM 107 - Speech Communication  
ENGL 101 - College Writing I  
ENGL 102 - College Writing II  
IT 105 - PC Office Applications<sup>1</sup>  
IDS 101 - The First-Year Seminar  
MATH 102 - College Algebra or higher-level MATH course  
PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>2,3</sup>  
Arts and Humanities Elective (200-level)<sup>3</sup>  
ECON 201 - Principles of Economics I  
ECON 202 - Principles of Economics II  
MATH 205 - Statistics  
PSYC 101 - General Psychology  
Science Elective - Laboratory Course<sup>3</sup>

**Curriculum Courses:**

At least 36 of the 124 credits for the bachelor's degree must be in 300- and/or 400-level courses.

ACCT 103 - Managerial Accounting<sup>4</sup>

ACCT 108 - Financial Accounting<sup>4</sup>

BUSN 101 - Introduction to Business

or HOSP 103 - Introduction to Hospitality Management

or SRM 101 - Introduction to Sport Recreation Management

BUSN 201 - Principles of Management

BUSN 202 - Principles of Marketing

BUSN 210 - Current Topics in Business Seminar

BUSN 212 - Written Business Communication

BUSN 251 - Bridge Experience in Business<sup>5</sup>

BUSN 306 - Financial Management

BUSN 333 - Business/Civil Law

BUSN 401 - Organizational Behavior

BUSN 410 - Business Research Methods

BUSN 420 - Strategic Business Management

BUSN 423 - Internship Experience<sup>6</sup>

BUSN 450 - Senior Business Policy Capstone

HRM 102 - Introduction to Human Resource Management

IT 200 - Intermediate PC Office Applications

Minor/Concentration Course

Minor/Concentration Course

Minor/Concentration Course

Minor/Concentration Course

Minor/Concentration Course

Minor/Concentration Course

**Curricular Electives:**

At least 12 additional credits (not taken as curriculum courses as listed above) must be taken from the following courses or others with adviser approval. Students are responsible for meeting any prerequisites.

ACCT 205 - Cost Accounting

ACCT 209 - Individual and Business Taxes

ACCT 305 - Advanced Cost Accounting

BUSN 210 - Current Topics in Business Seminar

BUSN 215 - Advertising

BUSN 216 - Retail Management

BUSN 230 - Employment Law

BUSN 302 - Personal Finance

BUSN 316 - Advertising and Sales Promotion

BUSN 320 - Sales and Relationship Building

BUSN 325 - E-Marketing

BUSN 340 - Investments

BUSN 406 - Advanced Financial Management

BUSN 415 - Marketing Research Methods

BUSN 425 - Consumer Behavior

BUSN 430 - Strategic Marketing

COMM 328 - Small Group Communication

COMM 428 - Gender and Communication  
ECON 345 - Money and Banking  
ENGL 335 - Technical Writing  
HRM 315 - Health, Safety, and Security  
HRM 320 - Selection and Placement  
HRM 325 - Compensation and Benefits  
HRM 335 - Labor Relations  
HRM 340 - Human Resource Planning  
HRM 345 - Training and Development  
HRM 400 - Organizational Analysis and Change  
IT 300 - Advanced PC Office Applications  
IT 315 - Web for Business and Management  
LEAD 110 - Foundations of Leadership  
LEAD 215 - Team Building  
LEAD 310 - Profiles in Leadership  
LEAD 340 - Civic Responsibility  
LEAD 402 - Leadership Strategies  
LEAD 410 - Dynamics of Leadership Application  
MATH 113 - Pre-Calculus  
MATH 314 - Statistics and Research

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least the 122 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>CIS 106 will substitute for returning students.

<sup>2</sup>COMM 104 is suggested.

<sup>3</sup>Please refer to pages 60-61 for a list of courses fulfilling the distribution requirements.

<sup>4</sup>ACCT 105, 106, and 107 will be counted if previously completed with a grade of “C” or above.

<sup>5</sup>Waived for free elective(s) if associate degree is held.

<sup>6</sup>Internship experiences range from one to nine credits and must meet with the approval of your adviser.



# **Communication Arts and Humanities Bachelor of Arts**

Curriculum Coordinator: Dawn Middleton-Paradise, Assistant Professor

This bachelor of arts degree program provides students with the skills of traditional English or humanities majors, combined with the theoretical context for understanding the process of communication.

While students pursuing the bachelor of arts: communication arts and humanities degree program are not required to identify a specialization, they may work closely with their advisers to make course selections that provide emphasis in writing/journalism, corporate/administrative communication, graphic design, photography, or photo/graphics. Digital media is also a popular minor for communication students. Each specialization and the minor consist of 18 hours of coursework chosen from approved lists that are included in this catalog.

Students who qualify may complete up to a nine-credit hour internship in their junior or senior year. Students exploring an internship must contact the communication arts and humanities curriculum coordinator.

Students who have earned an associate degree or who desire to transfer from another program or institution and are seeking admission to the bachelor's degree program must have successfully completed COMM 104, COMM 105, and COMM 207. An interview between the student and the curriculum coordinator must also be completed before final acceptance into the bachelor's program.

The academic adviser assists the student in planning his/her curriculum and in pre-registration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

All students enrolled in the communication arts and humanities degree program must successfully complete courses which meet the College's writing intensive, diversity awareness, and service learning requirements before graduation. Please see page 61 for a list of such courses.

## **Core Courses:**

COMM 107 - Speech Communication

COMM 310 - Communication Ethics

or BUSN 330 - Business Ethics

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - Introduction to Information Technology

or ART 114 - Electronic Media in the Arts

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

## **Distribution Courses:**

Arts and Humanities Elective (200-level)

COMM 104 - Interpersonal Communication  
COMM 105 - Mass Communication  
English Elective - Literature (200-level)<sup>2</sup>  
English Elective - Literature (200-level)<sup>2</sup>  
Math/Science Elective<sup>1</sup>  
Math/Science Elective (200-level)<sup>1</sup>  
Science Elective - Laboratory Course<sup>1</sup>  
Social and Behavioral Science Elective<sup>1</sup>  
Social and Behavioral Science Elective<sup>1</sup>  
Social and Behavioral Science Elective (200-level)<sup>1</sup>

### **Curricular Requirements:**

COMM 207 - Professional Speech  
COMM 301 - Communication Theory  
Communications Elective (400-level)  
COMM 450A - Capstone Seminar I<sup>3</sup>  
COMM 450B - Capstone Seminar II  
EXPL - Experiential Learning<sup>4</sup>  
Literature Elective (300-level)  
Literature Elective (300-level)  
Writing Elective (300-level)

### **Curriculum Electives:**

At least 18 additional credits must be chosen from the following courses. Students are responsible for meeting any prerequisites.

ANTH 101 - Introduction to Cultural Anthropology  
ART 109 - Two-Dimensional Design  
ART 114 - Electronic Media in the Arts (suggested for ART emphasis)  
ART 209 - Fundamentals of Graphic Design  
ART 221 - Fundamentals of Photography  
BUSN 201 - Principles of Management  
BUSN 202 - Marketing  
BUSN 212 - Written Communication  
BUSN 215 - Advertising  
BUSN 220 - Sales  
COMM 220 - Public Relations  
COMM 230 - Introduction to Radio Production  
COMM 235 - Digital Video Production  
ENGL 201 - American Literature I  
ENGL 202 - American Literature II  
ENGL 203 - Western World Literature I  
ENGL 204 - Western World Literature II  
ENGL 209 - Introduction to Journalism  
ENGL 210 - Feature Writing

ENGL 211 - Creative Writing  
 ENGL 220 - Introduction to Poetry  
 ENGL 221 - Introduction to the Novel  
 ENGL 222 - Introduction to Dramatic Literature  
 FILM 110 - Introduction to Cinema  
 IT 120 - Web Programming I  
 IT 125 - Web Programming II  
 IT 200 - Intermediate Office Applications  
 LEAD 110 - Foundation of Leadership  
 LEAD 215 - Team Building  
 MUSC 101 - Introduction to Music  
 PHIL 101 - Introduction to Philosophy I  
 PHIL 102 - Introduction to Philosophy II  
 SPAN 101 - Elementary Spanish I  
 SPAN 102 - Elementary Spanish II  
 THEA 104 - Introduction to Theatre  
 THEA 105 - Acting I: The Basics of Performance  
 THEA 204 - Survey of Technical Theatre  
 THEA 205 - Acting II: Techniques and Styles

### **Advanced Curricular Electives:**

At least 12 additional electives must be chosen from the list of advanced curricular electives below. At least 36 of the 120 credits required for the bachelor's degree must be at the 300-and/or 400-level.

ART 309 - Graphic Design II  
 ART 321 - Photography II  
 ART 409 - Advanced Graphic Design/Senior Seminar  
 ART 421 - Advanced Photography/Senior Seminar  
 BUSN 315 - Workplace Environments  
 BUSN 330 - Business Ethics  
 BUSN 333 - Business/Civil Law  
 CJ 302 - Criminal Evidence and Court Procedures  
 COMM 305 - Communication Research Skills  
 COMM 310 - Communication Ethics  
 COMM 315 - Special Topics in Communication  
 COMM 320 - Advanced Audio Production  
 COMM 325 - Case Studies in Sport Communication  
 COMM 328 - Small Group Communication  
 COMM 395/495 - Independent Study<sup>3</sup>  
 COMM 410 - Critical Issues in Communication  
 COMM 423 - Communication Internship  
 COMM 428 - Gender and Communication  
 ENGL 305 - Broadcast Writing  
 ENGL 315 - Special Topics in Creative Writing  
 ENGL 328 - Children's Literature

ENGL 330 - Great Themes in Literature  
ENGL 333 - Advanced Study in Literature  
ENGL 335 - Technical Writing  
FILM 350 - Special Topics in Film  
HRM 335 - Labor Relations  
HRM 345 - Training and Development  
HRM 400 - Organizational Analysis and Change  
IT 315 - Web for Business and Management  
LEAD 310 - Profiles in Leadership  
LEAD 340 - Civic Responsibility  
LEAD 410 - Dynamics of Leadership Application  
MUSC 301 - History of Jazz  
POSC 301 - Constitutional/Criminal Law  
POSC 302 - Civil Rights in America  
PSYC 307 - Social Psychology  
PSYC 401 - Organizational Behavior  
PSYC 402 - Supervision and Leadership  
SOCI 301 - Sociology of Diversity  
SOCI 350 - Social Deviance  
SRM 313 - Facilitation of Leadership Activities  
THEA 304 - Directing for the Stage

**Free Electives:** Sufficient free electives must be taken to ensure 120 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### **Writing/Journalism Specialization**

This specialization is designed for those students who are interested in obtaining positions as reporters, copy editors or copy writers, or internal publications writers and/or editors.

Students will choose three of the following 200-level courses:

BUSN 212 - Written Communication  
ENGL 209 - Introduction to Journalism  
ENGL 210 - Feature Writing  
ENGL 211 - Creative Writing

Students will take the following 300-level courses:

ENGL 305 - Broadcast Writing  
ENGL 315 - Special Topics in Creative Writing  
ENGL 335 - Technical Writing

### **Corporate/Administrative Communication Specialization**

This specialization is designed for students who seek employment in fields of sales/marketing or corporate or nonprofit management and administration.

Students will choose three of the following 200-level courses: At least one course must be a communication or English course.

BUSN 201 - Principles of Management

BUSN 202 - Marketing

BUSN 212 - Written Communication

BUSN 215 - Advertising

BUSN 220 - Sales

COMM 220 - Public Relations

ENGL 209 - Introduction to Journalism

ENGL 210 - Feature Writing

Students will choose three of the following 300-level courses. At least one course must be a communication or English course.

BUSN 315 - Workplace Environments

BUSN 333 - Business/Civil Law

COMM 328 - Small Group Communications

ENGL 335 - Technical Writing

HRM 345 - Training and Development

PSYC 401 - Organizational Behavior

PSYC 402 - Supervision and Leadership

### **Photography/Graphic Design Emphases**

Students interested in pursuing an emphasis in photography or graphic design in conjunction with the bachelor of arts: communication arts and humanities will complete 18 credits in the appropriate ART courses identified below.

In addition, students beginning the bachelor of arts: communication arts and humanities curriculum who have not yet completed IT 105, and who identify photography, graphic design, or photo/graphics as an emphasis, should take ART 114 instead of IT 105 as both a core requirement and part of the 18-credit emphasis. If a student has already completed IT 105, she/he will complete ART 114 in addition to IT 105.

For students wishing to complete an emphasis in **photography**, the following courses are required:

ART 109 - Two-Dimensional Design

ART 114 - Electronic Media in the Arts

ART 221 - Photography I

ART 321 - Photography II

ART 421 - Advanced Photography/Senior Seminar

For students wishing to complete an emphasis in **graphic design**, the following courses are required:

ART 109 - Two-Dimensional Design

ART 114 - Electronic Media in the Arts

ART 209 - Fundamentals of Graphic Design

ART 309 - Graphic Design II

ART 409 - Advanced Graphic Design/Senior Seminar

For students wishing to complete an emphasis in **photo/graphics**, the following courses are required:

ART 109 - Two-Dimensional Design

ART 114 - Electronic Media in the Arts

ART 209 - Fundamentals of Graphic Design

ART 309 - Graphic Design II

ART 221 - Photography I

ART 321 - Photography II

**Footnotes:**

<sup>1</sup>Please see page 60 for lists of courses fulfilling the distribution requirements.

<sup>2</sup>To be chosen from: ENGL 201, 202, 203, 204, 220, 221 or 222.

<sup>3</sup>Students are strongly encouraged to complete COMM 305 to acquire the expected understanding of communication research before enrollment in COMM 450A.

<sup>4</sup>Students must complete three credits of EXPL.

# **Criminal Justice Bachelor of Science**

Curriculum Coordinator: Stacey Wyland, Assistant Professor

The criminal justice curriculum provides students with an understanding of the analysis of problems, procedures, organization, and functions of the criminal justice system. Students will understand how ethical and moral issues within the criminal justice system affect decisions, policy, and personal relationships. The curriculum will provide a thorough understanding of how criminal justice agencies are organized and managed. Students may also have the opportunity to acquire career-based skills through field experiences working in a criminal justice agency. This program also prepares students for graduate and/or professional studies.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

CJ 330 - Professional Ethics

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective (200-level)<sup>1</sup>

MATH 205 - Statistics

MATH 314 - Statistics and Research

or SOSC 450 - Research Implementation and Analysis

Mathematics Elective<sup>2</sup>

PSYC 101 - General Psychology

PSYC 202 - Adolescence and Adulthood

or PSYC 230 - Psychology of Adolescence

Science Elective - Laboratory Course<sup>1</sup>

### **Curriculum Courses:**

At least 36 of the 120 credits for the bachelor's degree must be in 300- and/or 400-level courses.

CJ 102 - Introduction to Criminal Justice

CJ 110 - Introduction to Policing

CJ 115 - Survey of Corrections

CJ 201 - Criminology

CJ 210 - Juvenile Delinquency

CJ 423 - Field Experience II<sup>3</sup>

or Curricular Elective (300-level)

CJ 450 - Senior Seminar



Curricular Elective<sup>4,6</sup>  
 Curricular Elective<sup>4,6</sup>  
 Curricular Elective<sup>4,6</sup>  
 Curricular Elective<sup>4,6</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 Minor Elective<sup>5</sup>  
 POSC 201 - State and Local Government  
 POSC 310 - Public Policy  
 PSYC 311 - Quantitative Methods for the Social and Behavioral Sciences  
 PSYC/BUSN 401 - Organizational Behavior  
 PSYC 402 - Supervision and Leadership  
     or LEAD 402 - Leadership Strategies  
     or CJ 430 Police Operations and Management  
 SOCI 101 - Introduction to Sociology  
 SOCI 301 - Sociology of Diversity

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 120 credits for graduation.

**Statistics/Research Methods:** Criminal Justice majors are also required to take three courses in research methods and statistics. These courses are offered in sequence, third and fourth year and should be taken in sequence. The courses are MATH 205, PSYC 311, and MATH 314 or SOSOC 450.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>See page 60-61 for a list of courses fulfilling this requirement.

<sup>2</sup>Recommended: MATH 102 (College Algebra) or MATH 111 (College Mathematics).

<sup>3</sup>Internships are limited to those students with a 3.0 GPA in the major and recommendation of the curriculum coordinator. Students eligible for an internship must take CJ423P (Field Experience Preparation) before taking CJ 423. Students not eligible for field experience must take a curricular elective at the 300-level or higher.

<sup>4</sup>Students must select courses from 200-, 300-, 400-level CJ, PSYC, SOCI or POSC courses. The courses cannot be used as part of the minor in a student's respective area. BUSN 333 (Business Law) and SRM 313 (Facilitation of Leadership Activities) are also considered curricular electives.

<sup>5</sup>Students must take courses (18 credits) in a respective minor area. Six credits must be at 300-400 level. See page 191 for a list of minors.

<sup>6</sup>Students are strongly encouraged to utilize curricular electives to meet the requirement of 36 credits at the 300-400 level.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

# **Early Childhood Education Bachelor of Science**

Curriculum Coordinator: Lansdale Shaffmaster, Ph.D., Professor

The Pennsylvania Department of Education is in the process of formulating early childhood teacher preparation guidelines to meet the requirements of Chapter 49-2, which will align with the new certification grade designations. Early childhood certification will be PK to grade 4; elementary/middle certification will be grades 4 through 8. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. When the guidelines are finalized, the changes will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The mission of the baccalaureate program in early childhood education is to educate women and men in the liberal arts tradition, emphasizing professional teacher preparation. The program is organized to foster the development of skilled teachers who can utilize best practices for planning and preparing environments and instruction in early childhood settings. These educators will be self-directed individuals who can communicate effectively, make informed decisions, think critically and creatively, and examine ethical issues in order to improve the quality of life in the community and the environment.

The goals for the bachelor of science degree in early childhood education program currently include:

- Preparing individuals to teach children Pre-K - grade 3 in a variety of settings and in a manner that supports and affirms their individual characteristics.
- Providing knowledge about child development learning theories and naturalistic study of young children as the foundation for competency development.
- Offering courses and activities based on a developmental perspective that views learning as an integrated, constructive activity.
- Providing numerous opportunities to apply theoretical knowledge to appropriate practices in authentic settings.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Preparing early childhood professionals who appreciate the special characteristics of young children, who understand the primacy of family, who view learning as part of a holistic developmental process, who have skill in creating educational environments which support and nurture children's development, and who work cooperatively with parents and other professionals.
- Adapting instructional strategies for children with special needs including the needs of English language learners.
- Preparing early childhood professionals who can competently:
  - engage in instructional planning and preparation;
  - establish classroom environments;
  - demonstrate instructional strategies;
  - demonstrate effective classroom adaptations for children with special needs;
  - demonstrate professionalism.

Keystone College offers a bachelor of science degree in early childhood education which prepares students for Pennsylvania certification to teach in the public schools and to work with young children Pre-K to grade 3 in a variety of settings including day care centers, Head Start programs, nursery schools, and early intervention programs for children with special needs. Weekly field experiences are essential program components and are integrated into all education coursework and are arranged by the Field Coordinator for education. Current criminal history, child abuse clearances, FBI clearances, and a current health appraisal, including an annual TB screening, are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis and copies must be on file in the education office. Students meeting all Pennsylvania Department of Education Certification requirements as outlined in the exit criteria, with a GPA of 3.00, or greater, receive a bachelor of science degree in early childhood education.

Education students are required to participate in freshman and junior projects. They must also attend education seminars and education information sessions as scheduled and join a professional education organization.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

College catalogs are recognized as contractual arrangements for the year in which the student enrolls; however, program requirements are subject to change in state and federal requirements.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

EDUC 450 - Seminar: Contemporary Research, Issues and Ethics in Education

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

ART 305 - Experiencing the Arts

Biology Laboratory Elective<sup>1</sup>

ENGL 201 - American Literature I

or ENGL 202 - American Literature II

ENGL 328 - Children's Literature

HIST 109 - United States History I

or HIST 110 - United States History II

MATH 111 - College Mathematics or higher-level MATH course

PHSC 109 - Energy and the Environment

or PHSC 110 - Global Change - Introduction to Earth Systems

or BIOL 112 - Environmental Science

PSYC 101 - General Psychology

PSYC 201 - Child Psychology

PSYC 225 - Psychology of Exceptionalities

Science Elective (200-level or higher)<sup>2</sup>

### Curriculum Courses:

Education Elective<sup>3</sup>

Education Elective<sup>3</sup>

ECE 001-006 - Early Childhood Observation/Participation<sup>4</sup>

ECE 101 - Introduction to Early Childhood Education

ECE 102 - Guiding Play and Learning

ECE 201 - Curriculum and Program Planning: 0-3

ECE 202 - Curriculum and Program Planning: 3-8

ECE 220 - Early Intervention

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 216 - Child, Family, and Community

EDUC 302A - PRAXIS I

EDUC 302 - Elementary Curriculum

EDUC 303 - Elementary Curriculum and Methods: Mathematics

EDUC 306 - Using Computers to Support Classroom Learning

EDUC 309 - Classroom Management

EDUC 310 - Family Health and Safety

EDUC 315 - Developmental Assessment

EDUC 330 - Language Arts and Literacy I

EDUC 331 - Language Arts and Literacy II

EDUC 335 - Teaching English Language Learners

EDUC 420 - Teaching in the Early Years

EDUC 421 - Teaching in the Elementary School/Primary Grades

EDUC 423E - Student Teaching in the Early Years

EDUC 423T - Student Teaching at the Primary Level

GEOG 340 - Cultural Geography

SOCI 101 - Introduction to Sociology

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 132 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>To be chosen from: BIOL 101, 110, 102, 111, or a course approved by the academic adviser.

<sup>2</sup>This course must be a 200-level course. Physical Science 205 is recommended. BIOL 200 and 210 do not fulfill this requirement.

<sup>3</sup>Education Electives (Education electives must TOTAL six credits):

ECE 235 - Special Topics in Early Childhood Education

ECE 250 - Early Childhood Education Seminar - three credits

EDUC 304 - Elementary Curriculum and Methods: Citizenship and Social Sciences – three credits

EDUC 305 - Elementary Curriculum and Methods: Science - three credits

EDUC 411 - Creating Educational Materials - 1-6 credits

EDUC 440 - Electronic Media for Teachers - three credits

<sup>4</sup>Field Experiences are essential program components and are integrated into coursework in each semester for the bachelor of science in early childhood education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students must register for ECE 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and

a health appraisal which includes a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

**Declaration of early childhood education as a major does not ensure admission to the education program. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.**

Students must take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics) at the completion of 36 credits. PRAXIS preparation classes are offered to Keystone College students as a service. To apply for formal admission, students must obtain a 3.00 or greater GPA in the most recent 48 credits, which must include six credits of mathematics equivalent to Math 102 or higher, English 101, English 102, English 201 or 202, History 109 or 110, and a laboratory science, pass PRAXIS I Assessments in Reading, Writing, and Mathematics, complete an interview with the coordinator of the early childhood education program, and meet with designated education faculty members to review the progress in the program.

**Students not eligible to be accepted into the education program after the completion of 48 credits will be asked to choose another major.**

After formal admission to the early childhood education program, students must continue to maintain a 3.00 or greater GPA, fulfill required field experiences, and **attempt** the required PRAXIS II: Early Childhood Education (0020) and Fundamental Subjects: Content Knowledge (0511), prior to engaging in student teaching experiences. Students who are not successful in passing the PRAXIS I or PRAXIS II series **must participate** in the preparation classes offered at the College. The Field Placement Coordinator will not accept applications for student teaching without evidence of PRAXIS I scores and attempting to pass PRAXIS II series specialty test(s). Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester.

The early childhood education curriculum requires a cumulative 3.00 GPA, as well as a 3.00 GPA in major courses. Students who do not meet this requirement will be placed on probation and given one semester to attain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not reattained, the student is NOT eligible to continue in the early childhood education degree program. Individuals who enroll in the College with an associate degree, or with 48 or more transfer credits must take and pass the PRAXIS I prior to consideration for admission to the education program.

The final semester of the education program is considered the professional semester and candidates are participating in student teaching. Because of the intensity of the combined coursework and experiences, it is recommended that student not be employed. All education coursework essential for the student teaching experience must be completed prior to the student teaching experience(s).

Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300- and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August to May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institute, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan course schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation for field work exists.

The academic adviser assists the student in planning his/her curriculum and in pre-registration, and monitors student progress on a semester by semester basis; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

## EDUCATION PROGRAM EXIT CRITERIA

**Overall Graduation Requirements:** Successful completion of the exit criteria includes completion of an admission screening, entrance essay, two letters of recommendation, portfolio review, and completion of all coursework, a cumulative GPA of 3.00, and all Keystone College and Pennsylvania Department of Education requirements.

### Semester-by-Semester Requirements:

- Successful completion of preadmission art portfolio review (art education only).
- Successful completion of IDS 101 or IDS 101E for education majors.
- Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, six credits in math, six credits in English, three credits in American Literature, three credits in a laboratory science, three credits in American History, an overall GPA of 3.00, required field experiences, and the reflective essay, *Why I Want to Be a Teacher*.
- Successful completion of all general education requirements.
- Successful completion of all program requirements with a "B" or better as determined by the curriculum coordinator.
- Successful completion of freshman and junior projects as determined by the curriculum coordinator.
- Documentation of attempting to pass the PRAXIS II series tests prior to the professional semester when student teaching occurs and participating in PRAXIS preparation if not successful in passing the PRAXIS II series exams.
- Successful completion of the applications for student teaching with recommendations from two full-time education faculty.
- Successful completion of student teaching requirements with a "B" or better in each placement. Two seven-week placements (35 day minimum in each placement) for a minimum of 14 weeks are required.
- Successful evaluation on the PDE-430.
- Successful completion of the senior portfolio interview (for all areas of concentration).
- Successful maintenance of the required GPA (3.00 cumulative).
- Completion of the application for graduation including signatures from the academic adviser(s), curriculum coordinator(s) and department division chair(s).
- Successful illustration of the student teaching competencies as defined in the education manual and the student teaching course outline, i.e. competencies in:
  - instructional planning and preparation
  - establishing classroom environments
  - demonstration of instructional strategies
  - demonstration of effective classroom adaptations for children with special needs
  - demonstration of professionalism
- The recommendation of the Keystone College Teacher Certification Officer.

# **Elementary Education Bachelor of Science**

Curriculum Coordinator: James Gilhooley, Ed.D., Assistant Professor

The Pennsylvania Department of Education is in the process of formulating elementary and middle school teacher preparation guidelines to meet the requirements of Chapter 49-2, which will align with the new certification grade designations. Early childhood certification will be PK to grade 4; elementary/middle certification will be grades 4 through 8. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. When the guidelines are finalized, the changes will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The mission of the baccalaureate program in elementary education is to educate women and men in the liberal arts tradition, emphasizing professional teacher preparation. The program is organized to foster the development of skilled teachers who can utilize best practices for planning and preparing environments and instruction in elementary classrooms. These educators will be self-directed individuals who can communicate effectively, make informed decisions, think critically and creatively, and examine ethical issues in order to improve the quality of school experiences.

The goals for the bachelor of science degree in elementary education currently include:

- Preparing individuals to teach kindergarten through sixth grade (proposed guidelines change grade levels to grades 4-8).
- Providing a strong foundation in knowledge of child development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to concentrate on intermediate grades with a specialized focus in a content area for 7<sup>th</sup> and 8<sup>th</sup> grades.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural communities and urban areas including the needs of English language learners.
- Preparing elementary educators who can competently:
  - engage in instructional planning and preparation;
  - establish classroom environments;
  - demonstrate instructional strategies;
  - demonstrate effective classroom adaptations for children with special needs;
  - demonstrate professionalism.



Keystone College offers a bachelor of science degree in elementary education which currently prepares students for Pennsylvania certification to teach children grades K-6 in public and private schools. (New state certification guidelines will change preparation programs to grades 4-8). Weekly field experiences are essential program components and are integrated into all education coursework and are arranged by the Field Coordinator for education. Current criminal history, child abuse clearances, and FBI clearances as well as a current health appraisal, including an annual TB screening, are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis and copies must be on file in the education office. Students meeting all Pennsylvania Department of Education certification requirements as outlined in the exit criteria, with a cumulative GPA of 3.00 or greater, receive a bachelor of science in elementary education.

Education students are required to participate in freshman and junior projects. They must also attend education seminars and education information sessions as scheduled and join a professional education organization.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

College catalogs are recognized as contractual arrangements for the year in which the student enrolls; however, program requirements are subject to change in state and federal requirements.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

EDUC 450 - Contemporary Research, Issues, and Ethics in Education

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

ART 305 - Experiencing the Arts

BIOL Laboratory Elective<sup>1</sup>

ENGL 201- American Literature I

or ENGL 202 - American Literature II

ENGL 328 - Children's Literature

HIST 109 - United States History I

or HIST 110 - United States History II

MATH 111 - College Mathematics or higher-level MATH course

PHSC 109 - Energy and the Environment

or PHSC 110 - Global Change - Introduction to Earth Systems

or BIOL 112 - Environmental Science

PSYC 101 - General Psychology

PSYC 201 - Child Psychology

PSYC 225 - Psychology of Exceptionalities

Science Elective (200-level or higher)<sup>2</sup>

## Curriculum Courses:

Concentration Elective<sup>3</sup>

Concentration Elective<sup>3</sup>

EDUC 001 - 006 - Education Observation/Participation<sup>4</sup>

EDUC 101 - Introduction to Teaching

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 216 - Child, Family, and Community

EDUC 302A - PRAXIS I

EDUC 302 - Elementary Curriculum

EDUC 303 - Elementary Curriculum and Methods: Mathematics

EDUC 304 - Elementary Curriculum and Methods: Citizenship and Social Studies

EDUC 305 - Elementary Curriculum and Methods: Science

EDUC 306 - Using Computers to Support Classroom Learning

EDUC 309 - Classroom Management: Academic Support and Behavioral Assessment

EDUC 310 - Family Health and Safety

EDUC 315 - Developmental Assessment

EDUC 320 - Teaching Students with Diverse Needs in the Elementary Classroom

EDUC 330 - Language Arts & Literacy I

EDUC 331 - Language Arts & Literacy II

EDUC 335 - Teaching English Language Learners

EDUC 421 - Teaching in the Elementary School /Primary Grades

EDUC 422 - Teaching in the Elementary School/Intermediate

EDUC 423I - Student Teaching at the Intermediate Level

EDUC 423T - Student Teaching at the Primary Level Education Elective

GEOG 340 - Cultural Geography

SOCI 101 - Introduction to Sociology

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 131 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

## Footnotes:

<sup>1</sup>To be chosen from: BIOL 101/110, 102/111, or a course approved by the academic adviser.

<sup>2</sup>BIOL 200 and 210 do not fulfill this requirement. Physical Science 205 is recommended.

<sup>3</sup>Area of Concentration Electives: Students are required to take six credits in one of the following disciplines, which will constitute an area of concentration: mathematics, science, social sciences, early childhood education, or children with special needs (diversity). Area of concentration electives MUST be approved by the academic adviser. Area of concentration coursework will follow the requirements of the new certification criteria and, when implemented, will significantly change the coursework required in math, science, social sciences, and language arts.

<sup>4</sup>Field Experiences are essential program components and are integrated into coursework in each semester for the bachelor of science in elementary education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students must register for EDUC 001 to 006 (Field Experiences) each semester. Field experiences carry no credit and require annual clearances (FBI, criminal history, child abuse, and a health appraisal which includes a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

**Declaration of elementary education as a major does not ensure admission to the education program. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.**

Students must take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in

Reading, Writing, and Mathematics) at the completion of 36 credits. PRAXIS preparation classes are offered to Keystone College students as a service. To apply for formal admission, students must obtain a 3.00 GPA in the most recent 48 credits, which must include six credits of mathematics equivalent to Math 102 or higher, English 101, English 102, English 201 or 202, History 109 or 110, and a laboratory science, pass PRAXIS I Assessments in Reading, Writing, and Mathematics, complete an interview with the coordinator of the elementary education program, and meet with designated education faculty members to review progress in the program.

**Students not eligible to be accepted into the education program after completion of 48 credits will be asked to choose another major.**

After formal admission to the elementary education program, students must continue to maintain a 3.00 GPA, fulfill required field experiences and **attempt** the required PRAXIS II: Elementary Education Curriculum Instruction and Assessment (0011) and Content Knowledge (0511), prior to engaging in student teaching experiences. Students who are not successful in passing the PRAXIS I series and attempting to pass the required PRAXIS II series **must participate** in the preparation classes offered at the College. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing PRAXIS I scores and attempting the PRAXIS II series specialty test(s). Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester.

The elementary education curriculum requires a cumulative 3.00 GPA or greater and a 3.00 GPA in all major courses. Students who do not meet this requirement will be placed on probation and given one semester to attain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not reattained, the student is NOT eligible to continue in the elementary education degree program.

Individuals who enroll in the College with an associate degree, or with 48 or more transfer credits, must take and pass the PRAXIS I prior to consideration for acceptance to the education program. Individuals with a bachelor's degree who seek accelerated certification must have passing PRAXIS I series scores prior to acceptance to the education program.

The seventh and eighth semesters of the education program are considered professional semesters and teacher candidates are participating in student teaching. Because of the intensity of the combined coursework and experiences, it is recommended that students not be employed. All education coursework essential for the student teaching experience must be completed prior to the student teaching experience.

Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institute, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan coursework schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation for field work exists.

The academic adviser assists the students in planning his/her curriculum and in preregistration, and monitors student progress on a semester by semester basis; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

## **EDUCATION PROGRAM EXIT CRITERIA**

**Overall Graduation Requirements:** Successful completion of the exit criteria includes completion of

an admission screening, entrance essay, two letters of recommendation, portfolio review, completion of all coursework, a cumulative GPA of 3.00 or greater, and all Keystone College and Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

- Successful completion of preadmission art portfolio review (art education only).
- Successful completion of IDS 101 or IDS 101E for education majors.
- Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, six credits in math at MATH 102 or higher, six credits in English, three credits in American Literature, three credits in American History, three credits in a laboratory science, an overall GPA of 3.00 or greater, required field experiences and the reflective essay, *Why I Want to Be a Teacher*.
- Successful completion of all general education requirements.
- Successful completion of all program requirements with a “B” or better as determined by the curriculum coordinator.
- Successful completion of freshman and junior projects as determined by the curriculum coordinator.
- Documentation of attempting to pass the PRAXIS II series tests prior to the professional semesters when student teaching occurs and participating in PRAXIS Preparation if success is not experienced.
- Successful completion of the applications for student teaching with recommendations from two education faculty.
- Successful completion of student teaching requirements with a “B” or better in each placement. Two seven-week placements (35 day minimum in each placement) for a minimum of 14 weeks are required.
- Successful evaluation on the PDE-430.
- Successful completion of the senior portfolio interview (for all areas of concentration).
- Successful maintenance of the required GPA (3.00 or greater cumulative).
- Completion of the application for graduation including signatures from the academic adviser(s), curriculum coordinator(s) and department division chair(s).
- The recommendation of the Keystone College teacher certification officer.
- Successful illustration of the student teaching competencies as defined in the student teaching experience and the student teaching course outline, i.e. competencies in:
  - instructional planning and preparation
  - establishing classroom environments
  - demonstration of instructional strategies
  - demonstration of effective classroom adaptations for children with special needs
  - demonstration of professionalism.

# **Environmental Resource Management Bachelor of Science**

Curriculum Coordinator: Robert Cook, Ph.D., Associate Professor

The environmental resource management curriculum is designed to develop knowledgeable and effective leaders for local, regional, and national environmental activities. Academic training coupled with realistic environmental experiences results in students who are exposed to economic, cultural, and political realities shaping environmental actions. Our on-campus Willary Water Resource Center, a required case study field trip, and a capstone course (Watershed Management-Tunkhannock Creek Watershed) are special features of our program. An emphasis is on preparing scientists who can ensure that environmental actions are based on good science. Students completing all graduation requirements will earn a bachelor of science degree.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

ENVT 215 - Environmental Ethics

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH<sup>1</sup> course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective (200-level)<sup>1</sup>

HIST 109 - United States History I

or HIST 110 - United States History II

POSC 101 - American National Government

or POSC 201 - State and Local Government

ECON 201 - Principles of Economics I

or ECON 202 - Principles of Economics II

BIOL 113 - General Biology I

BIOL 114 - General Biology II

CHEM 215 - Environmental Chemistry

MATH 205 - Statistics

### **Curriculum Courses:**

BIOL 108/109 - Introduction to Field Biology<sup>2</sup>

BIOL 214 - Introduction to Ecology

BIOL 328 - Limnology

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

COMM 104 - Interpersonal Communication

COMM 207 - Professional Speech

or COMM 220 - Public Relations  
 Curricular Elective<sup>3</sup>  
 Curricular Elective<sup>3</sup>  
 Curricular Lab Elective<sup>4</sup>  
 ENGL 335 - Technical Writing  
 ENVT 210 - GIS and GPS  
 ENVT 225 - Environmental Policy and Management  
 ENVT 305 - Soils Science  
 ENVT 328 - Hydrology  
 ENVT 423P - Internship Preparation<sup>5</sup>  
 ENVT 423 - Internship (240 hours)<sup>6</sup>  
 ENVT 440 - Case Study Field Trip  
 ENVT 445 - Watershed Resource Management/Tunkhannock Creek Case Study  
 MATH 113 - Pre-Calculus<sup>7</sup>  
 or MATH 225 - Calculus I<sup>7</sup>  
 PHSC 110 - Global Change  
 PHSC 201 - Physical Geology

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 126 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>ENGL 330 - Great Themes in Literature is recommended.

<sup>2</sup>Students must complete a minimum of four credits of Field Biology, ENVT 211 may replace 1 Field Biology.

<sup>3</sup>Curricular Elective to be selected from Earthquakes and Volcanoes (BIOL 225D), Environmental Law (ENVT 325), Calculus I (MATH 225), Calculus II (MATH 230), Statistics and Research (MATH 314), Earth Systems History (PHSC 205), Earthquakes and Volcanoes (BIOL 225D). These courses are offered on a rotating basis and may not be available every year.

<sup>4</sup>Curricular Lab Elective to be selected from: Aquatic Entomology, Wetland and Riparian Ecology (BIOL 315), Wastewater & Drinking Water, Dendrology, Ichthyology, Physics I (PHYS 200), or Instrumental Analysis (CHEM 320). These courses are listed in order of preference. They are offered on a rotating basis and may not be available every year.

<sup>5</sup>Students must take ENVT 423P - Internship Preparation during their sixth semester.

<sup>6</sup>Students must complete ENVT 423, a 240-hour, 6-credit internship, usually in the summer between the junior and senior years.

<sup>7</sup>Students who do not have a sufficient math background will need to take MATH 101 and MATH 102 prior to MATH 113. These students may require an extra semester or summer session to complete this degree. Students are strongly encouraged to take MATH 225. Students beginning with MATH 225 may not use MATH 225 as a curricular elective.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Information Technology Bachelor of Science**

**Curriculum Coordinator: Stephen R. Cheskiewicz, M.S.Ed., Instructor**

The information technology program is designed for individuals interested in professional careers in the field of information technology (IT). The flexibility of the IT program at Keystone College provides students with a comprehensive foundation across the spectrum of the computing environment while developing a specialization in network engineering or business information systems.

The network engineering specialization is designed to prepare graduates for careers in computer networking and includes courses associated with the Microsoft Certified Systems Administrator (MCSA) certification while allowing options to take the additional courses associated with Microsoft Certified Systems Engineer (MCSE).

The business information systems specialization is designed to prepare graduates for careers in the 21st century digital age in a variety of IT professions including, but not limited to, solution developer, database administrator, project manager, and systems analyst.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

BUSN 330 - Business Ethics  
COMM 107 - Speech Communication  
ENGL 101 - College Writing I  
ENGL 102 - College Writing II  
IT 101 - Introduction to Information Technology  
IDS 101 - The First-Year Seminar  
MATH 101 - Basic Algebra or higher-level MATH course  
PHED 105 - Wellness and Fitness

### **Distribution Courses:**

LEAD 110 - Foundations of Leadership  
LEAD 310 - Profiles in Leadership  
MATH 102 - College Algebra or higher-level MATH course  
MATH 113 - Pre-Calculus  
    or MATH 310 - Discrete Mathematics  
MATH 205 - Statistics  
Science Elective - Laboratory Course<sup>1</sup>  
Social and Behavioral Sciences Elective<sup>1</sup>  
Social and Behavioral Sciences Elective (200-level)<sup>1</sup>

### **Curriculum Courses:**

ACCT 103 - Managerial Accounting  
ACCT 110 - Survey of Accounting  
BUSN 201 - Principles of Management  
BUSN 212 - Written Communication  
IT 110 - Introduction to Programming  
    or IT 225 - Spreadsheets and Databases  
IT 120 - Web Programming I



IT 125 - Web Programming II  
IT 205 - Database Management Systems I  
IT 206 - Database Management Systems II  
IT 250 - Networking I  
IT 251 - Networking II  
IT 325 - Business Programming I  
IT 326 - Business Programming II

### **Concentration Courses - Network Engineer Specialization:**

Free Elective - 300- or 400-level  
Free Elective - 300- or 400-level  
Free Elective - 300- or 400-level  
Information Technology Elective  
IT 401A - MCSE: Implementing and Supporting Microsoft® Windows® 2003 Professional<sup>2</sup>  
IT 402C - MCSE: Maintaining and Managing a Microsoft® Windows® Server 2003 Environment<sup>2</sup>  
IT 403C - MCSE: Implementing a Microsoft® Windows® Server 2003 Network Infrastructure Hosts<sup>2</sup>  
IT 407A - MCSE: Implementing and Managing Microsoft® Exchange® Server® 2003<sup>2</sup>  
IT 410 - Project Management  
IT 420 - Systems Analysis and Design  
IT 450 - Current Topics in Information Technology

### **Concentration Courses – Business Information Systems:**

ACCT 301 - Accounting Information Systems I  
ACCT 303 - Accounting Information Systems II  
Free Elective - 300- or 400-level  
Free Elective - 300- or 400-level  
Free Elective - 300- or 400-level  
Information Technology Elective  
IT 320 - Programming with Scripting Languages  
IT 410 - Project Management  
IT 420 - Systems Analysis and Design  
IT 440 - Business Programming III  
IT 441 - Business Programming IV  
IT 450 - Current Topics in Information Technology

### **Information Technology Electives:**

ACCT 301 - Accounting Information Systems I  
ACCT 303 - Accounting Information Systems II  
IT 310 - Electronic Commerce  
IT 320 - Programming with Scripting Languages  
IT 404A - MCSE: Planning, Implementing and Maintaining a Microsoft® Windows® Server 2003 Active Directory Infrastructure<sup>2</sup>  
IT 405A - MCSE: Planning and Maintaining a Microsoft® Windows® Server 2003 Network Infrastructure<sup>2</sup>  
IT 406A - MCSE: Designing Security for a Microsoft® Windows® Server 2003 Network<sup>2</sup>

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 120 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please refer to pages 60-61 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>MCSE courses must be taken at the main campus facility.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Pre-Medical Professional Programs**

Curriculum Coordinator: Joseph Falcone, Ph.D., Associate Professor

Traditionally, students seeking careers in medicine, dentistry, chiropractic, physical therapy, pharmacy, optometry, podiatry, veterinary medicine, and other health-related areas have chosen to major in the biological or natural sciences. However, it is possible to select a major in non-science areas, provided a solid grounding in sciences is achieved. Generally, professional schools define such grounding to be one year each of college inorganic chemistry, organic chemistry, physics, biology, and English. Some schools also require a year of calculus or college mathematics.

The pre-medical professions adviser offers further advice and recommendations on course work over the course of your studies, suggests summer cooperative work and/or internships, and provides information about health professional schools. As a service to Keystone College students, the medical professions adviser maintains a file containing letters of recommendation, evaluations from professors, and other materials necessary for professional school applications.

## **Curriculum**

*Minimum* science requirements should be completed as soon as possible, preferably by the end of junior year so that recommendations can be solicited and application deadlines will be met for fall of the senior year.

The courses required for admission to doctoral level health professions programs include:

One year - Biological Science: BIOL 113, BIOL 114

One year - Inorganic Chemistry: CHEM 105, CHEM 106

One year - Organic Chemistry: CHEM 203, CHEM 204

One year - Physics: PHYS 200, PHYS 205

One year - College Mathematics\*: MATH 205, MATH 225, MATH 230

One year - English: two courses at ENGL 200 level

\*Mathematics requirements differ between schools and fields of study. See your adviser for details.

## **Special Agreements**

There are several special programs available to pre-medical professional students attending Keystone College.

Students who follow a prescribed sequence of courses, and maintain good academic standing, may take advantage of one of several articulation agreements with other universities:

King's University, Physician's Assistant Program

Logan College of Chiropractic

New York Chiropractic College

Parker College of Chiropractic

State University of New York Upstate Medical University - Physical Therapy Program

Thomas Jefferson University, Physical Therapy Program\*

Wilkes University, Nesbitt School of Pharmacy

Detailed information on the programs listed above is available from the pre-medical professions adviser.

\*Thomas Jefferson University requires 59 credits in prerequisites and 50 volunteer hours for placement in Doctor of Physical Therapy program (DPT). Students must have completed a baccalaureate degree. Keystone students may opt to major in biology or sport and recreation management/therapeutic recreation concentration.

# **Organizational Leadership Bachelor of Science Professional Studies**

Curriculum Coordinator: Sonji Lee, Ph.D., Assistant Professor

The bachelor of science in professional studies: organizational leadership degree program provides a foundation in leadership, interpersonal relationships, diversity, organizational ethics, and communications. The program focuses especially on the development of strong leadership skills. When combined with character development and solid business knowledge, these skills enable graduates to become successful leaders in the ever-changing global workplace and society, poised as forward-thinkers and prepared to positively create and transform organizational cultures.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

BUSN 330 - Business Ethics  
COMM 107 - Speech Communication  
ENGL 101 - College Writing I  
ENGL 102 - College Writing II  
IT 105 - PC Office Applications  
IDS 101 - The First-Year Seminar  
MATH 101 - Basic Algebra or a higher-level MATH course  
PHED 105 - Wellness and Fitness

### **Distribution Courses:**

BUSN/PSYC 401 - Organizational Behavior  
ECON 201 - Principles of Economics I  
ECON 202 - Principles of Economics II  
LEAD 310 - Profiles in Leadership  
MATH 205 - Statistics  
PHIL 101 - Introduction to Philosophy I  
or PHIL 102 - Introduction to Philosophy II  
PSYC 101 - General Psychology  
Science Elective - Laboratory Course<sup>1</sup>

### **Curriculum Courses:**

BUSN 201 - Principles of Management  
BUSN 212 - Written Communication  
BUSN 251 - Bridging Experience in Business  
COMM 104 - Interpersonal Communication  
COMM 207 - Professional Speech  
or COMM 220 - Public Relations  
COMM 328 - Small Group Communication  
COMM 428 - Gender and Communication  
Free Elective - 300-level or higher  
HRM 400 - Organizational Development

LEAD 110 - Foundations of Leadership  
LEAD 215 - Team Building  
LEAD 340 - Civic Responsibility  
LEAD 402 - Leadership Strategies  
LEAD 410 - Dynamics of Leadership Application  
SOCI 301 - Sociology of Diversity  
SRM 313 - Facilitation of Leadership Activities

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 120 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please see pages 60-61 for a list of courses fulfilling this requirement.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Psychology Bachelor of Arts**

Curriculum Coordinator: Patricia Fox, Psy.D., Assistant Professor

The bachelor of arts in psychology program provides students with a foundation in the scientific understanding of human behavior; the skills to consume and apply research; the values congruent with the science and application of psychology; and prepares students to apply these skills in a career in the fields of business, education, health, and human services and/or to pursue graduate studies in preparation for work in the field of psychology

The BA in psychology follows the American Psychological Association's guidelines for an undergraduate degree in psychology and emphasizes a liberal arts education. The degree will prepare students to be generalists who are qualified for entry-level positions in a variety of fields. The degree will also prepare students to pursue advanced education in psychology, counseling, and social work or other disciplines like education, law, or business. Students majoring in psychology will develop the skills that employers value, including oral and written communication skills, cognitive skills, human relations skills, and the ability to understand data.

Students will work closely with an academic adviser, as well as with the Career Development Center, to select courses and/or academic minors that fit their interests and career goals. While the academic adviser assists the student in planning his/her curriculum, the student is ultimately responsible for meeting the requirements of the curriculum selected.

## **Graduation Requirements**

ENGL 050 – Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 – Speech Communication  
ENGL 101 – College Writing I  
ENGL 102 – College Writing II  
IDS 101 – The First-Year Experience  
IT 105 – PC Office Applications  
MATH 102 – College Algebra or a higher level MATH course  
PHED 105 – Wellness and Fitness  
PSYC 330 – Ethics and Issues in Psychology

### **Distribution Requirements:**

Arts and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective<sup>1</sup>  
Arts and Humanities Elective (200-level or higher)<sup>1</sup>  
MATH 205 - Statistics  
PSYC 101 – General Psychology  
SOCI 101 – Introduction to Sociology  
SOCI 301 – Sociology of Diversity  
Science Laboratory Elective<sup>2</sup>

**Curriculum Courses:**

At least 36 of the 120 credits required for graduation must be at the 300-level or higher.

PSYC 200 – Developmental Psychology

PSYC 245 – Physiological Psychology

PSYC 250 – Orientation to Psychology Major

PSYC 255 – Cognitive Psychology

or PSYC 260 – Learning and Behavior

PSYC 305 – Theories of Personality

or PSYC 314 –Psychopathology

PSYC 307 – Social Psychology

PSYC 311 - Research Methods for the Social and Behavioral Sciences

PSYC 423P – Preparation for Field Experience and Seminar

PSYC 423 – Field Experience and Seminar in Psychology

or PSYC 450 –Senior Seminar in Psychology

SOSC 450 – Research Analysis

Writing Intensive Requisite<sup>1</sup>

**Curricular Electives:**

Students must successfully complete a minimum of 12 credits from the courses listed below:

PSYC 202 – Adolescence and Adulthood

PSYC 222 – Child Development I (Ages 0-5)

PSYC 224 – Child Development II (Ages 6-12)

PSYC 230 – Psychology of Adolescence

PSYC 310 – Drugs and Behavior

PSYC 320 – Psychological Tests and Measurements

PSYC 325 – Forensic Psychology

PSYC 335 – Psychology of Trauma

PSYC/BUSN 401 – Organizational Behavior

PSYC/LEAD 402 – Supervision and Leadership

**Free Electives:**

Sufficient free elective must be taken to ensure the student has at least the 120 credits required for graduation. At least 36 of the 120 credits required for graduation must be at the 300-level or higher.

**Recommended Sequence of Courses:** See [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please see pages 60-61 for a list of courses fulfilling these requirements.

<sup>2</sup>BIOL 102 or higher is strongly recommended.

# **Social Science Bachelor of Science Professional Studies**

Curriculum Coordinator: Janet Wrightnour, Associate Professor

The bachelor of science in professional studies: social science degree is designed to offer students a broad foundation in the social sciences while allowing them to concentrate in the disciplines of psychology, sociology, criminal justice, or political science. The major offers students a strong liberal arts education and helps to develop critical thinking, writing, and oral presentation skills that are necessary for graduate study or workforce entry.

## **Graduation Requirements**

ENGL 050 – Critical and Analytical Reading (see page 230)

### **Core Courses:**

CJ 330 - Professional Ethics

or BUSN 330 - Business Ethics

or COMM 310 - Communication Ethics

COMM 107 - Speech Communication

ENGL 101- College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101- The First-Year Semester

MATH 101- Basic Algebra or a higher level Math course

PHED 105 - Wellness and Fitness

### **Distribution Requirements:**

Arts and Humanities Elective - 300-level or higher<sup>1</sup>

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective<sup>1</sup>

Mathematics/Science Elective<sup>1</sup>

MATH 205 - Statistics

Science Laboratory Elective<sup>1</sup>

Social Science Foundation Sequence #1<sup>1, 2</sup>

Social Science Foundation Sequence #1<sup>1, 2</sup>

### **Curriculum Courses:**

Students must include at least one writing intensive course, one service learning course, and one diversity awareness course in the areas of Social Science Foundations, Curricular Electives, or Free Electives. At least 36 of the 120 credits required for graduation must be at the 300-level or higher.

PSYC 311 - Research Model for the Social Sciences

SOSC 423 - Social Science Field Experience

or Curricular Elective - 300-level

SOSC 450 - Research Implementation and Analysis

Social Science Foundation Sequence #2 \*



Social Science Foundation Sequence #3 \*  
Social Science Foundation Sequence #4 \*  
Social Science Foundation Sequence #5 \*  
Social Science Foundation Elective\*  
Social Science Foundation Elective\*

**\*Social Science Sequence and Electives:**

Social Science Foundation Sequences and Electives are to be chosen from the list below. A total of five (5) sequences must be completed and an additional (two) 2 electives courses. Each sequence consists of two (2) courses:

ANTH 101 - Introduction to Cultural Anthropology  
and ANTH 212 - Peoples and Cultures of Africa/  
or ANTH/BIO 220X - Biological Anthropology

CJ 102 - Introduction to Criminal Justice  
and CJ 201 - Criminology

ECON 201 - Principles of Economics I  
and ECON 202 - Principles of Economics II

GEOG 101 - Introduction to Geography  
and GEOG 340 - Cultural Geography

HIST 101 - The Making of the Modern World  
and HIST 102 - Western Civilization

HIST 109 - United States History I  
and History 110 - United States History II

POSC 101 - American National Government  
and POSC 201 - State and Local Government  
or POSC 207 - International Relations  
or POSC 301 - Constitutional Law  
or POSC 303 - Comparative Government

PSYC 101 - General Psychology  
and PSYC 200 - Developmental Psychology  
or PSYC 201 - Child Psychology  
or PSYC 202 - Adolescence and Adulthood  
or PSYC 230 - Adolescent Psychology

SOCI 101 - Introduction to Sociology  
and SOCI 204 - Social Problems  
or SOCI 205 - The Family  
or SOCI 301 - Sociology of Diversity

**Curricular Electives:**

Students must choose 18 credits of curricular electives not used above, 15 of which must be at the 300 level or higher. Twelve of the curricular electives credits must complete the minor requirements in one of the following areas: political science, sociology, psychology, or criminal justice. Courses used as Social Science Foundation sequence above may not be used as curricular electives.

ANTH 212 - Peoples and Cultures of Africa  
BUSN 330 - Business Ethics  
BUSN 333 - Business/Civil Law  
BUSN/PSYC 401 - Organizational Behavior  
COMM 305 - Communication Research

COMM 310 - Communication Ethics  
 COMM 428 - Gender and Communication  
 CJ 201 - Criminology  
 CJ 210 - Juvenile Delinquency  
 CJ 302 - Criminal Evidence and Court Procedures  
 CJ 305 - Criminal Investigations  
 CJ 310 - Policing in America  
 CJ 317 - Juvenile Justice System  
 CJ 320 - Administration of Justice  
 CJ 325 - Correctional Institutions  
 CJ 330 - Professional Ethics  
 CJ 335 - Probation, Parole, and Community Corrections  
 CJ 401 - Criminalistics  
 CJ 410 - Court Organizations and Operation  
 CJ 426 - Selected Topics in Criminal Justice  
 CJ 430 - Police Operations and Management  
 CJ 440 - Community Oriented Policing  
 ECON 201 - Principles of Economics I  
 ECON 202 - Principles of Economics II  
 ECON 345 - Money and Banking  
 EDUC 201 - Foundations of Education  
 EDUC 211 - Educational Psychology  
 EDUC 216 - Child, Family, and Community  
 ENGL 335 - Technical Writing  
 GEOG 101 - Introduction to Geography  
 GEOG 340 - Cultural Geography  
 HIST/POSC 302 - Civil Rights in America  
 HIST/POSC 305 - U.S. History Since 1945  
 HSER 210 - The Helping Relationship  
 HSER 212 - Human Services Systems  
 LEAD 402 - Leadership Strategies  
 PARA 201 - Civil Litigation  
 PARA 303 - Torts  
 PARA 304 - Interviewing/Interpersonal Relationships  
 PARA 305 - Real Estate Law  
 PARA 306 - Domestic Relations Law  
 POSC 201 - State and Local Government  
 POSC 207 - International Relations  
 POSC 301 - Constitutional/Criminal Law  
 POSC 303 - Comparative Government  
 POSC 310 - Public Policy  
 PSYC 200 - Developmental Psychology  
 PSYC 201 - Child Psychology  
 PSYC 202 - Adolescence and Adulthood  
 PSYC 207 - Social Psychology  
 PSYC 225 - Psychology of Exceptionalities  
 PSYC 230 - Psychology of Adolescence  
 PSYC 314 - Psychopathology  
 PSYC 315 - Psychology of Disabilities  
 PSYC 325 - Forensic Psychology

PSYC 335 - Psychology of Trauma  
PSYC 402 - Supervision and Leadership  
SOCI 204 - Social Problems  
SOCI 205 - The Family  
SOCI 301 - Sociology of Diversity  
SOCI 350 - Social Deviance  
SRM 313 - Facilitation of Leadership

**Free Electives:** Sufficient free electives must be taken to ensure at least 120 credits for graduation; 36 credits must be at the 300 level or higher.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes

<sup>1</sup>Please see page 61 of this catalog for courses fulfilling this requirement.

<sup>2</sup>Social Science Sequence #1 must be a History Sequence.

# **Sport and Recreation Management Bachelor of Science**

Curriculum Coordinator: Terry Wise, Associate Professor

The bachelor of science - sport and recreation management curriculum has a strong business base and prepares students for career opportunities in athletics, recreation programs, sport journalism and promotions, resort recreation, commercial fitness, or for a business of their own. Students meeting the requirements of the curriculum will receive a bachelor of science degree in sport and recreation management.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

BUSN 330 - Business Ethics  
COMM 107 - Speech Communication  
ENGL 101 - College Writing I  
ENGL 102 - College Writing II  
IT 105 - PC Office Applications  
IDS 101 - The First-Year Seminar  
MATH - Basic Algebra or higher-level MATH course  
PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective (200-level or higher)<sup>1</sup>  
BUSN 401 - Organizational Behavior  
COMM 104 - Interpersonal Communication  
or COMM 105 - Mass Communication  
LEAD 402 - Supervision and Leadership  
Math/Science Elective (200-level or higher)<sup>1</sup>  
Science Elective - Laboratory Course<sup>1</sup>  
SOCI 101 - Introduction to Sociology  
SOCI 206 - Sociology of Sport

### **Curriculum Courses:**

ACCT 103 or higher-level ACCT course  
BUSN 201 - Principles of Management  
BUSN 212 - Written Communication  
Curricular Elective<sup>2,4</sup>  
Curricular Elective (200-level or higher)<sup>2</sup>  
Curricular Elective (300-level or higher)<sup>2</sup>  
Curricular Elective (300-level or higher)<sup>2</sup>  
ECON 201 - Principles of Economics I  
or ECON 202 - Principles of Economics II  
HRM 320 - Selection and Placement  
IT 200 - Intermediate PC Office Applications

PHED 112 - Standard First Aid & Personal Safety  
PSYC 101 - General Psychology  
SRM 101 - Introduction to Sport & Recreation Management  
SRM 201 - Program Development and Planning  
SRM 202 - Facilities Management  
SRM 250 - Bridge Experience in Sport and Recreation Management  
SRM 303 - Legal Issues in Sport  
SRM 305 - Sport Promotion and Marketing  
SRM 423P - Senior Internship Preparation  
SRM 423 - SRM Internship (minimum 400 hours)  
SRM 450 - SRM Senior Seminar

### **Track Selection**

Students must choose one of the four 9-credit tracks listed below:

#### **Track A - Educational Administration**

SRM 307 - Principles of Coaching  
SRM 320 - Applied Learning Theories for Movement and Play  
SRM 401 - Governance of Sports and Athletics

#### **Track B - Sport Tourism and Event Management**

HOSP 224 - Meeting and Convention Management  
SRM 311 - Economics of Sport Tourism  
SRM 403 - Resort Recreation

#### **Track C - Leisure and Commercial Recreation Management**

SRM 313 - Facilitation of Leadership Activities  
SRM 315 - Commercial Recreation  
SRM 405 - Organizational Aspects of Community Recreation

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 120 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### **Footnotes:**

<sup>1</sup>Please refer to page 60 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>To be approved by academic adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

## **Teaching - Art Education K-12 Bachelor of Science**

Curriculum Coordinator: David W. Porter, Associate Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The mission of the baccalaureate program in teaching: art education (K-12) is to educate women and men in the liberal arts tradition, emphasizing professional teacher preparation. The program is organized to foster the development of skilled teachers who can utilize best practices for planning and preparing environments and instruction in elementary, intermediate, and secondary classrooms. These educators will be self-directed individuals who can communicate effectively, make informed decisions, think critically and creatively, and examine ethical issues in order to improve the quality of school experiences. Additionally, changes to Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the bachelor of science degree in teaching: art education (K-12) program include:

- Preparing individuals to teach kindergarten through twelfth grade.
- Providing a strong foundation in knowledge of child development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to concentrate on either kindergarten through sixth grades or seventh through twelfth grades. (Because the developmental characteristics of children in these two groups are quite different, the appropriate educational strategies will also vary greatly.)
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural and urban communities.
- Preparing art educators who can competently:
  - engage in instructional planning and preparation;
  - establish classroom environments;
  - demonstrate instructional strategies;
  - demonstrate effective classroom adaptations for children with special needs;
  - demonstrate professionalism as educators and artists.

This bachelor of science in teaching: art education (K-12) certification program prepares students for Pennsylvania certification to teach children kindergarten through twelfth grade in public and

private schools or to continue their studies at the graduate level. Field experiences are essential program components and are integrated into all education coursework and are arranged by the Field Placement Coordinator for education. Current criminal history, child abuse clearances, and FBI clearances as well as a current health appraisal, including an annual TB screening, are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis and copies must be on file in the education office. Students meeting all Pennsylvania Department of Education Certification requirements as outlined in the exit criteria, with a GPA of 3.00 or greater, receive a bachelor of science degree in teaching: art education (K-12).

Education students are required to participate in freshman and junior projects as determined by the curriculum coordinator. They must also attend education seminars and education information sessions as scheduled and join a professional education organization.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

College catalogs are recognized as contractual arrangements for the year in which the student enrolls; however, program requirements are subject to changes in state and federal requirements. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the Education Program as a teacher candidate.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

ART 114 - Electronic Media in the Arts

or IT 105 - PC Office Applications

ART 433 - Professional Practices (Exhibit/Employment/Ethics)<sup>1</sup>

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Biology Laboratory Elective<sup>2</sup>

ENGL 201 - American Literature I

or ENGL 202 - American Literature II

HIST 109 - United States History I

or History (HIST) 110 - United States History II

MATH 111 - College Mathematics or higher-level MATH course

PHSC 109 - Energy and the Environment

or PHSC 110 - Global Change: Introduction to Earth Systems

or BIOL 112 - Environmental Science

PSYC 101 - General Psychology

PSYC 201 - Child Psychology

PSYC 230 - Psychology of Adolescence  
Science Elective (200-level)<sup>3</sup>

### Curriculum Courses:

ART 101 - Art History Survey I  
ART 102 - Art History Survey II  
ART 103 - Color Theory  
ART 105 - Drawing and Composition I  
ART 107 - Figure Drawing I  
ART 109 - Two-Dimensional Design  
ART 110 - Three Dimensional Design  
ART 215 - Fundamentals of Ceramics  
ART 225 - Fundamentals of Sculpture  
ART 228 - Fundamentals of Painting  
ART 301 - Modern and Post-Modern Art<sup>4</sup>  
Fundamental Art Studio<sup>5</sup>  
Intermediate Art Studio<sup>6</sup>  
Advanced Art Studio<sup>6</sup>/Senior Seminar  
EDUC 001 to 006 - Education Observation/Participation<sup>7</sup>  
EDUC 101 - Introduction to Teaching  
EDUC 201 - Foundations of Education  
EDUC 211 - Educational Psychology  
EDUC 302A - PRAXIS I  
EDUC 313 - Art Education Media and Methods/Elementary Methods  
EDUC 320 - Teaching Children with Diverse Needs  
EDUC 423I - Student Teaching at the Intermediate Level  
EDUC 423S - Student Teaching at the Secondary Level  
EDUC 435 - Art Education Media and Methods/Secondary Methods  
EDUC 450 - Seminar: Contemporary Issues, Research, and Ethics  
SOC 301 - Sociology of Diversity

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 126 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>ART 433 is a service learning course.

<sup>2</sup>To be chosen from BIOL 101/110, 102/111, or a course approved by the academic adviser.

<sup>3</sup>This course must be a 200-level course. Biology 200 and 210 do not satisfy this requirement. Physical Science 205 or Biological Anthropology 220 are recommended.

<sup>4</sup>ART 301 is a writing intensive course.

<sup>5</sup>To be chosen from: ART 209, ART 210, ART 221, or ART 231.

<sup>6</sup>Intermediate and advanced art studio courses are determined by selection of fundamental art studio. Course selection must be approved by Keystone College Division of Fine Arts academic adviser.

<sup>7</sup>Field experiences are essential program components and are integrated into coursework in each semester for the



bachelor of science in teaching: art education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students must register for EDUC 001-006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit and hinder progress in the program.

Field Experiences are essential program components and are integrated into coursework in each semester for the bachelor of science in teaching: art education (K-12) program. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students must register for EDUC 001 to 006 (Field Experiences) each semester. Field Experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

**Declaration of the bachelor of science in teaching: art education (K-12) as a major does not ensure admission to the education program. This program strictly adheres to the Pennsylvania Department of Education's requirements for state certification and, therefore, admission into the education program. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.**

Students must take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics) at the completion of 36 credits. PRAXIS preparation classes are offered to Keystone College students as a service. To apply for formal admission, students must obtain a 3.00 GPA or greater in the most recent 48 credits, which must include six credits of mathematics equivalent to MATH 102 or higher, English 101, English 102, English 201 or 202, History 109 or 110, and a laboratory science, pass PRAXIS I Assessments in Reading, Writing, and Mathematics, complete an interview with the coordinator of the art education program, and meet with designated education faculty members to review progress in the program.

**Students not eligible to be accepted into the education program after completion of 48 credits will be advised to choose another major.**

After formal admission to the art education program, students must continue to maintain a 3.00 GPA, fulfill required field experiences, and **attempt** to take and pass the required PRAXIS II: Fundamental Subjects: Content Knowledge (0511) and Art Content Knowledge (0133), prior to engaging in student teaching experiences. Students who are not successful in passing the PRAXIS I series and attempting to pass the required PRAXIS II series **must participate** in the preparation classes offered at the College.

The Field Placement Coordinator will not accept applications for student teaching without evidence of passing PRAXIS I scores and attempting to pass PRAXIS II series specialty test(s). Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for the two student teaching experiences during the next fall semester. If students are unable to student teach during the fall semester, have met with their adviser, are unable to delay their student teaching until the following fall semester, and have completed all other coursework in this program, then the student teaching candidate can meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for the two student teaching experiences during the next spring semester.

The academic adviser assists the students in planning his/her curriculum and in pre-registration, and monitors student progress on a semester by semester basis; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

The art education curriculum requires a cumulative 3.00 GPA, as well as a 3.00 GPA in major courses. Students who do not meet this requirement will be placed on probation and given one semester to re-attain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not re-attained, the student is NOT eligible to continue in the art education degree program.

Individuals who enroll in the College with an associate degree, or with 48 or more transfer credits, **must take** and pass the PRAXIS I prior to consideration for acceptance to the education program. Individuals with a bachelor's degree who seek accelerated certification must have passing PRAXIS I series scores prior to admission

into the certificate program and have a 3.0 or higher GPA in coursework that is being transferred.

The seventh semester of the art education program is considered the professional semester when teacher candidates are student teaching. Because of the intensity of this professional experience, it is recommended that students not be employed nor take additional coursework during this semester. All education coursework essential for the student teaching experiences must be completed prior to the student teaching experiences.

Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institute, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan coursework schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation for fieldwork exists.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

## **EDUCATION PROGRAM EXIT CRITERIA**

**Overall Graduation Requirements:** Successful completion of the exit criteria includes completion of an admission screening, entrance essay, two letters of recommendation, teaching portfolio review, completion of all coursework, a cumulative GPA of 3.0, and all Keystone College and Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

- Successful completion of preadmission art portfolio review (art education only).
- Successful completion of IDS 101 or IDS 101E for education majors.
- Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, six credits in math, six credits in English, three credits in American Literature, three credits in American History, three credits in a laboratory science, an overall GPA of 3.0, required field experiences and the reflective essay, *Why I Want to Be a Teacher*.
- Successful completion of all general education requirements.
- Successful completion of all program requirements with a "B" or better as determined by the curriculum coordinator.
- Successful completion of freshman and junior projects as determined by the curriculum coordinator.
- Documentation of attempting to take and pass the PRAXIS II series tests prior to the professional semesters when student teaching occurs and participating in PRAXIS Preparation if success is not experienced.
- Successful completion of the applications for student teaching with recommendations from two full-time education faculty.
- Successful completion of student teaching requirements with a "B" or better in each placement. Two seven-week placements (35 day minimum in each placement) for a minimum of 14 weeks are required.
- Successful evaluation on the PDE-430.

- Successful completion of the senior portfolio interview (for all areas of concentration).
  - Successful maintenance of the required GPA (3.0 cumulative).
  - Completion of the application for graduation including signatures from the academic adviser(s), curriculum coordinator(s) and division chair(s).
  - The recommendation of the Keystone College Teacher Certification Officer.
  - Successful illustration of the student teaching competencies as defined in The Student Teaching Experience and the Student Teaching Course Outline, i.e. competencies in:
    - instructional planning and preparation
    - establishing classroom environments
    - demonstration of instructional strategies
    - demonstration of effective classroom adaptations for children with special needs
    - demonstration of professionalism.
- \*Completion of Senior Exhibition of artwork (art education only).

## **Bachelor of Science in Teaching: Child and Society (non-certification program)**

Curriculum Coordinator: Heather Shanks-McElroy, Ph.D., M.S.W., B.Ed., Associate Professor

This bachelor of science degree program provides students with the foundation of a social sciences background, combined with the theoretical context for understanding the theories and process of education. Each concentration consists of 18 hours of coursework chosen from an approved list of courses.

Because it is intended as a completion degree, the bachelor of science in teaching: child and society is individualized, with students working closely with advisers to select courses most beneficial for career choices, life endeavors, and/or advanced studies. This individualization can help students who wish to design their own curriculum within an overall education context, with guidance from the student's academic adviser and/or curriculum coordinator.

Students who have earned an associate degree and are seeking admission to the bachelor's degree program must have successfully completed HIST 109, PSYC 225, and EDUC 201. An interview between the student and the curriculum coordinator must also be completed before acceptance into the bachelor's program.

The academic adviser assists the student in planning his/her curriculum and in pre-registration; however the student is ultimately responsible for meeting the requirements of the curriculum selected.

### **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication  
EDUC 450 - Seminar: Contemporary Research, Trends, and Issues  
ENGL 101 - College Writing I  
ENGL 102 - College Writing II  
IT 105 - PC Office Applications  
IDS 101 - The First-Year Seminar  
MATH 101 - Basic Algebra or higher-level MATH course  
PHED 105 - Wellness and Fitness

### **Distribution Courses:**

BIOL 101 or 110 - Newsworthy Topics in Biology  
or BIOL 102 or 111 - Human Health Issues  
ENGL 201 - American Literature I  
or ENGL 202 - American Literature II  
GEOG 340 - Cultural Geography  
HIST 109 - United States History I  
or HIST 110 - United States History II  
MATH 111 - College Mathematics  
MATH 205 - Statistics  
PSYC 101 - General Psychology  
PSYC 201 - Child Psychology  
PSYC 311 - Research Methods for the Social and Behavioral Sciences

**Curriculum Requirements:**

Concentration Elective  
Concentration Elective  
Concentration Elective  
Concentration Elective  
Concentration Elective  
Concentration Elective  
EDUC 001 to 006 - Education Observation/Participation  
EDUC 201 - Foundations of Education  
EDUC 211 - Educational Psychology  
EDUC 216 - Child, Family, and Community  
EDUC 306 - Using Computers to Support Classroom Learning  
or EDUC 440 - Electronic Media for Teachers  
EDUC 310 - Family Health and Safety  
EDUC 315 - Developmental Assessment  
EDUC 320 - Teaching Children with Diverse Needs  
or ECE 220 - Early Intervention  
ENGL 328 - Children's Literature  
HSER 210 - The Helping Relationship  
HSER 212 - Human Services Systems  
HSER 423 - Field Experience  
or ECE 223 - Community Based Early Childhood Experiences  
PSYC 225 - Psychology of Exceptionalities  
PSYC 314 - Psychopathology  
PSYC 401 - Organizational Behavior  
PSYC 402 - Supervision and Leadership  
or LEAD 402 - Leadership Strategies  
SOCI 205 - Sociology of the Family  
SOCI 301 - Sociology of Diversity

**Education Concentration Electives:** Students must complete a minimum of 18 credits from the following list of courses:

ART 305 - Experiencing the Arts  
ART 385 - Introduction to Art Therapy  
COMM 104 - Interpersonal Communication  
COMM 105 - Mass Communication  
COMM 328 - Small Group Communication  
ECE 101 - Introduction to Early Childhood Education  
ECE 102 - Guiding Play and Learning  
ECE 201 - Curriculum and Program Planning (Ages 0-3)  
ECE 202 - Curriculum and Program Planning (Ages 3-8)  
ECE 220 - Early Intervention  
ECE 235 - Special Topics in Early Childhood Education  
ECE 250 - Early Childhood Education Seminar  
ECE 350 - Administration and Supervision in Schools for Young Children  
EDUC 101 - Introduction to Education

EDUC 309 - Classroom Management  
 EDUC 330 - Language Arts and Literacy I  
 EDUC 331 - Language Arts and Literacy II  
 EDUC 411 - Creating Education Materials  
 MUSC 101 - Introduction to Music  
 PHSC 109 - Energy and the Environment  
 PHSC 110 - Global Change: Introduction to Earth Systems  
 PSYC 200 - Developmental Psychology  
 PSYC 202 - Adolescence and Adulthood  
 PSYC 230 - Psychology of Adolescence  
 PSYC 315 - Psychology of Disability  
 PSYC 335 - Psychology of Trauma  
 RELG 206 - Survey of World Religions  
 SOCI 204 - Sociology of Social Problems  
 SOCI 350 - Social Deviance  
 SPAN 101 - Elementary Spanish I  
 SPAN 102 - Elementary Spanish II  
 SPAN 201 - Intermediate Spanish I  
 SPAN 202 - Intermediate Spanish II  
 SRM 307 - Principles of Coaching  
 SRM 313 - Facilitation of Leadership Activities  
 THEA 105 - Acting I  
 THEA 205 - Acting II

**Human Services Concentration Electives:** Students must complete a minimum of 18 credits from the following list of courses:

ANTH 101 - Introduction to Cultural Anthropology  
 ANTH 212 - People and Cultures of Africa  
 ANTH 213 - Peoples and Cultures of the Middle East  
 ANTH 214 - Peoples and Cultures of Asia  
 ART 385 - Introduction to Art Therapy  
 BIOL 200 - Biological Dimensions of Human Sexuality  
 COMM 104 - Interpersonal Communication  
 COMM 105 - Mass Communication  
 COMM 328 - Small Group Communication  
 CJ 102 - Introduction to Criminal Justice  
 CJ 201 - Criminology  
 CJ 205 - Criminal Justice and Public Policy  
 CJ 210 - Juvenile Delinquency  
 CJ 302 - Criminal Evidence and Court Procedures  
 CJ 317 - Juvenile Justice System  
 ECE 101 - Introduction to Early Childhood Education  
 ECE 102 - Guiding Play and Learning  
 ECE 220 - Early Intervention  
 MUSC 101 - Introduction to Music  
 POSC 101 - American National Government  
 POSC 201 - State and Local Government  
 POSC 302 - Civil Rights in America  
 PSYC 200 - Developmental Psychology

PSYC 202 - Adolescence and Adulthood  
PSYC 230 - Psychology of Adolescence  
PSYC 307 - Social Psychology  
PSYC 315 - Psychology of Disability  
PSYC 325 - Forensic Psychology  
PSYC 335 - Psychology of Trauma  
RELG 206 - Survey of World Religions  
SOCI 204 - Sociology of Social Problems  
SOCI 206 - Sociology of Sport and Recreation  
SOCI 350 - Social Deviance  
SOSC 450 - Research Implementation and Analysis  
SPAN 101 - Elementary Spanish I  
SPAN 102 - Elementary Spanish II  
SPAN 201 - Intermediate Spanish I  
SPAN 202 - Intermediate Spanish II  
SRM 315 - Facilitation of Leadership Activities  
SRM 402 - Client Assessment in Therapeutic Recreation  
SRM 404 - Therapeutic Recreation Techniques and Delivery Methods  
THEA 105 - Acting I  
THEA 205 - Acting II

**Criminal Justice Concentration Electives:** Students must complete a minimum of 18 credits from the following list of courses:

BIOL 130 - Introduction to Forensic Science  
BIOL 200 - Biological Dimensions of Human Sexuality  
COMM 104 - Interpersonal Communication  
COMM 105 - Mass Communication  
COMM 328 - Small Group Communication  
CJ 102 - Introduction to Criminal Justice  
CJ 201 - Criminology  
CJ 205 - Criminal Justice and Public Policy  
CJ 210 - Juvenile Delinquency  
CJ 302 - Criminal Evidence and Court Procedures  
CJ 317 - Juvenile Justice System  
CJ 350 - Restorative Justice Practices  
POSC 301 - Constitutional/Criminal Law  
POSC 302 - Civil Rights in America  
POSC 303 - Comparative Government  
PSYC 200 - Developmental Psychology  
PSYC 202 - Adolescence and Adulthood  
PSYC 230 - Psychology of Adolescence  
PSYC 307 - Social Psychology  
PSYC 315 - Psychology of Disability  
PSYC 325 - Forensic Psychology  
PSYC 335 - Psychology of Trauma  
RELG 206 - Survey of World Religions  
SOCI 204 - Sociology of Social Problems  
SOCI 350 - Social Deviance  
SPAN 101 - Elementary Spanish I  
SPAN 102 - Elementary Spanish II

SPAN 201 - Intermediate Spanish I  
SPAN 202 - Intermediate Spanish II

**Social Science Concentration Electives:** Students must complete a minimum of 18 credits from the following list of courses:

ANTH 101 - Introduction to Cultural Anthropology  
ANTH 212 - People and Cultures of Africa  
ANTH 213 - Peoples and Cultures of the Middle East  
ANTH 214 - Peoples and Cultures of Asia  
COMM 105 - Mass Communication  
COMM 328 - Small Group Communication  
CJ 102 - Introduction to Criminal Justice  
CJ 201 - Criminology  
CJ 210 - Juvenile Delinquency  
CJ 317 - Juvenile Justice System  
ECON 201 - Principles of Economics I  
ECON 202 - Principles of Economics II  
GEOG 101 - Introduction to Geography  
HIST 101 - Making of the Modern World  
HIST 102 - Western Civilization  
PHIL 101 - Introduction to Philosophy I  
PHIL 102 - Introduction to Philosophy II  
POSC 101 - American National Government  
POSC 201 - State and Local Government  
POSC 301 - Constitutional/Criminal Law  
POSC 302 - Civil Rights in America  
POSC 303 - Comparative Government  
POSC 307 - International Relations  
POSC 310 - Public Policy  
PSYC 200 - Developmental Psychology  
PSYC 202 - Adolescence and Adulthood  
PSYC 230 - Psychology of Adolescence  
PSYC 307 - Social Psychology  
PSYC 315 - Psychology of Disability  
PSYC 325 - Forensic Psychology  
PSYC 335 - Psychology of Trauma  
RELG 206 - Survey of World Religions  
SOCI 204 - Sociology of Social Problems  
SOCI 206 - Sociology of Sport and Recreation  
SOCI 350 - Social Deviance  
SPAN 101 - Elementary Spanish I  
SPAN 102 - Elementary Spanish II  
SPAN 201 - Intermediate Spanish I  
SPAN 202 - Intermediate Spanish II

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least the 128 credits



for graduation.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

## **Teaching: Mathematics Education (7<sup>th</sup> through 12<sup>th</sup> grade) Bachelor of Science**

Curriculum Coordinator: Youyu Phillips, Ph.D., Assistant Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The mission of the baccalaureate program in teaching: mathematics education is to educate women and men in the liberal arts tradition, emphasizing professional teacher preparation. The program is organized to foster the development of skilled teachers who can utilize best practices for planning and preparing environments and instruction in secondary mathematics classrooms. These educators will be self-directed individuals who can communicate effectively, make informed decisions, think critically and creatively, and examine ethical issues in order to improve the quality of school experiences. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the BS in teaching: mathematics education (7<sup>th</sup>-12<sup>th</sup> grade) degree program include:

- Preparing individuals to teach mathematics in seventh through twelfth grade.
- Providing a strong foundation in knowledge of student development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for students with special needs.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural communities and urban areas.
- Preparing secondary educators who can competently:
  - engage in instructional planning and preparation;
  - establish classroom environments;
  - demonstrate instructional strategies;
  - demonstrate effective classroom adaptations for children with special needs; and
  - demonstrate professionalism.

All education certification programs must include coursework which addresses the needs of diverse learners and English language learners.

Keystone College's bachelor of science degree in teaching: mathematics education (7<sup>th</sup> - 12<sup>th</sup> grade) prepares students for Pennsylvania certification to teach mathematics in grades seven through twelve in

public and private schools. Field experiences are essential program components and are integrated into all education coursework and are arranged by the Field Coordinator for Education. Current criminal history, child abuse clearances, and FBI clearances as well as a current health appraisal, including an annual TB screening, are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis and copies must be on file in the Education office. Students meeting all Pennsylvania Department of Education Certification requirements as outlined in the Exit Criteria, with a cumulative GPA of 3.00 or greater, receive a bachelor of science degree in teaching: mathematics education (7<sup>th</sup> – 12<sup>th</sup> grade).

Education students are required to participate in freshman and junior projects as determined by the curriculum coordinator. They must also attend education seminars and education information sessions as scheduled and join a professional education organization.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The College catalog is recognized as a contractual arrangement for the student; however, the program is subject to changes in state and federal requirements. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.

It is the mission of the Division of Natural Sciences and Mathematics to prepare exemplary teachers, and teacher educators. We seek to promote a thriving intellectual community, recognized for the highest quality research and scholarly contributions that enhance educational theory and practice in the Mathematics curriculum, instruction, and related disciplines; exemplary undergraduate teaching and other educational opportunities; and noteworthy professional service and leadership.

The goals of the program are:

1. To make significant contributions to the advancement of knowledge concerning educational theory and practice in curriculum, instruction, and related disciplines through research;
2. To develop and deliver exemplary instructional programs for teachers, and teachers of teachers.
3. To collaborate with individuals and institutions to improve the quality of education so as to promote and enhance a democratic and just society.
4. To insure all students and faculty are aware of, and understand, the mission of the program.
5. To recruit members of a working advisory board who provide input and guidance to the program.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

EDUC 450 - Seminar: Contemporary Research, Issues and Ethics in Education

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

**Distribution Courses:**

Biology Laboratory Elective<sup>1</sup>

ENGL 201- American Literature I

or ENGL 202 - American Literature II

HIST 109 - United States History I

or HIST 110 - United States History II

MATH 111 - College Mathematics or higher-level MATH course

PHSC 109 - Energy and the Environment

or PHSC 110 - Global Change - Introduction to Earth Systems

or BIOL 112 - Environmental Science

PSYC 101 - General Psychology

PSYC 230 – Psychology of Adolescence

Science Elective (200-level)<sup>3</sup>

**Curriculum Courses:**

EDUC 001 to 006 - Education Observation/Participation<sup>4</sup>

EDUC 101 - Introduction to Teaching

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 302A - PRAXIS I

EDUC 306 - Using Computers to Support Classroom Learning

EDUC 315 - Developmental Assessment

EDUC 320 - Teaching Children with Diverse Needs

EDUC 335 - Mathematics Education Media and Methods/Secondary Methods

EDUC 425 - Teaching at the Intermediate and Secondary Levels

EDUC 423I - Student Teaching at the Intermediate Level

EDUC 423S - Student Teaching at the Secondary Level

MATH 200 - Mathematics Throughout History

MATH 205 - Statistics

MATH 225 - Calculus I

MATH 230 - Calculus II

MATH 305 - Communications in Mathematics

MATH 310 - Discrete Mathematical Structures

MATH 314 - Statistics and Research

MATH 315 - Modern Geometry

MATH 320 - Linear Algebra

MATH 325 - Abstract Algebra I

MATH 330 - Calculus III

Mathematics Elective<sup>2</sup>

Mathematics Elective<sup>2</sup>

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 126 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

## Footnotes:

<sup>1</sup>BIOL 105, 106, 113, 114, or BIOL 130 are recommended. Other course selection requires adviser approval.

<sup>2</sup>Two mathematics electives to be chosen from:

MATH 110 - Trigonometry

MATH 335 - Differential Equations

MATH 113 - Pre-Calculus

MATH 340 Number Theory

<sup>3</sup>To be chosen from: BIOL 230; PHYS 200 or 205.

<sup>4</sup>Field Experiences are essential program components and are integrated into coursework in each semester for the bachelor of science in teaching: mathematics education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Student must register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

**Declaration of the bachelor of science in teaching in mathematics education (7<sup>th</sup> – 12<sup>th</sup> grade) as a major does not ensure admission to the education program. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.**

Students must take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics) at the completion of 36 credits. PRAXIS preparation classes are offered to Keystone College students as a service.

To apply for formal admission, students must obtain a 3.00 GPA or greater in the most recent 48 credits, which must include a minimum of 18 credits of mathematics equivalent to Math 102 or higher, and English 101, English 102, English 201 or 202, History 109 or 110, 3 credits in a laboratory science, pass PRAXIS I Assessments in reading, Writing, and Math, complete an interview with the coordinator of the Mathematics Education program, and meet with designated education faculty members to review progress in the program.

**Students not eligible to be accepted into the mathematics education program after completion of 48 credits will be asked to choose another major.**

After formal admission to the program, students must continue to maintain a cumulative 3.00 GPA or greater, fulfill required field experiences and **attempt** the required PRAXIS II exams prior to engaging in student teaching. Students who are not successful in passing the PRAXIS I series and attempting to pass the required PRAXIS II series **must participate** in the preparation classes offered at the College.

The Field Placement Coordinator will not accept applications for student teaching without evidence of passing PRAXIS I scores and of attempting the PRAXIS II series specialty test(s). Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester.

The academic adviser assists the students in planning his/her curriculum and in preregistration, and monitors student progress on a semester by semester basis; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

The mathematics education curriculum requires a cumulative 3.00 GPA or greater as well as a 3.00 GPA in major courses. Students who do not meet this requirement will be placed on probation and given one semester to attain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not reattained, the student is NOT eligible to continue in the Secondary Education Mathematics degree program.

Individuals who enroll in the College with an associate degree, or with 48 or more transfer credits, **must take and pass** the PRAXIS I prior to consideration for acceptance to the education program. Individuals with a

bachelor's degree who seek accelerated certification must have passing PRAXIS I series scores prior to admission into the certificate program.

The seventh and eighth semesters of the education program are considered professional semesters and students are participating in student teaching. Because of the intensity of the combined coursework and experiences, it is recommended that students not be employed. All education coursework essential for the student teaching experience must be completed prior to the student teaching experience.

Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institutes, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan coursework schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation for filed work exists.

## **EDUCATION PROGRAM EXIT CRITERIA**

**Overall Graduation Requirements:** Successful completion of the exit criteria includes completion of an admission screening, entrance essay, two letters of recommendation, portfolio review, and completion of all coursework, a cumulative GPA of 3.00, and all Keystone College and Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

- Successful completion of IDS 101 or IDS 101E for Education Majors.
  - Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, six credits in math, six credits in English, three credits in American Literature, three credits in American History, three credits in a laboratory science, an overall GPA of 3.00, required field experiences and the reflective essay, *Why I Want to Be a Teacher*.
  - Successful completion of all general education requirements.
  - Successful completion of all program requirements with a "B" or better as determined by the curriculum coordinator.
- \*Successful completion of freshman and junior projects as determined by the Curriculum Coordinator.
- Successful completion of the applications for student teaching with recommendations from two full-time education faculty.
  - Documentation of attempting to take and pass the PRAXIS II series tests prior to the professional semester when student teaching occurs and participating in PRAXIS preparation if success is not experienced.
  - Successful completion of student teaching requirements with a "B" or better in each placement. Two seven-week placements (35 day minimum in each placement) for a minimum of 14 weeks are required.
  - Successful evaluation on the PDE-430.
  - Successful completion of the senior portfolio interview (for all areas of concentration).
  - Successful maintenance of the required GPA (3.00 cumulative).

- Completion of the application for graduation including signatures from the academic adviser(s), curriculum coordinator(s) and division chair(s).
- The recommendation of the Keystone College Teacher Certification Officer.
- Successful illustration of the student teaching competencies as defined in the Education Manual and the Student Teaching Course Outline, i.e. competencies in:
  - instructional planning and preparation
  - establishing classroom environments
  - demonstration of instructional strategies
  - demonstration of effective classroom adaptations for children with special needs
  - demonstration of professionalism.

## **Teaching: Social Studies Education (7<sup>th</sup> through 12<sup>th</sup> grade) Bachelor of Science**

Curriculum Coordinator: Janet Wrightnour, Associate Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The mission of the baccalaureate program in teaching: social studies education is to educate women and men in the liberal arts tradition, while also emphasizing professional teacher preparation. The program is organized to foster the development of skilled teachers who can utilize best practices for planning and preparing for social studies instruction. These educators will be self-directed individuals who can communicate effectively, make informed decisions, think critically and creatively and examine ethical issues in order to improve the quality of life in the community and environment. Specifically, the baccalaureate program prepares individuals to teach social studies to students in grades 7-12 in public and private schools. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the teaching: social studies education degree program are:

- Prepare individuals to teach social studies in grades seven through twelve.
- Provide a strong foundation in the social sciences.
- Focus on diverse cultural and pedagogical issues.
- Provide a strong research base related to the processes of learning and teaching.
- Demonstrate learning as a constructive activity, which integrates many kinds of knowledge.
- Help students become skilled in assessing the abilities of learners; skilled in organizing educational activities that promote high levels of achievement; and, building relationships with learners that foster optimum development.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focus on the special and differing characteristics and needs of learners in rural communities and urban areas.
- Preparing social studies educators who can competently:
  - demonstrate a broad knowledge base in the social sciences;
  - engage in instructional planning and preparation;
  - establish classroom environments;
  - demonstrate instructional strategies;
  - demonstrate effective classroom adaptations for children with special needs, and
  - demonstrate professionalism.

Keystone College offers a bachelor of science degree in teaching: social studies education which prepares students for Pennsylvania certification to teach students in grades 7-12 in public and private schools. Field experiences are essential program components and are integrated into all education coursework and are arranged by the Field Coordinator for education. Current criminal history, child



abuse clearances, and FBI clearances as well as a current health appraisal, including an annual TB screening, are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis and copies must be on file in the education office. Students meeting all Pennsylvania Department of Education Certification requirements as outlined in the Exit Criteria, with a GPA of 3.00 or greater, receive a bachelor of science degree in teaching: social studies education (grades 7-12).

Education students are required to participate in freshman and junior projects. They must also attend education seminars and education information sessions as scheduled and join a professional education organization.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

College catalogs are recognized as contractual arrangements for the year in which the student enrolls; however, program requirements are subject to changes in state and federal requirements.

Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

EDUC 450 - Seminar: Contemporary Research, Issues, and Ethics in Education

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Biology Lab Elective<sup>1</sup>

ENGL 201 - American Literature I

or ENGL 202 - American Literature II

HIST 109 - United States History I

HIST/POSC 302 - History of the Civil Rights Movement

MATH 111 - College Mathematics

PSYC 101 - General Psychology

PSYC 230 - Psychology of Adolescence

Science Elective (200-level)<sup>2</sup>

SOCI 101 - Introduction to Sociology

### **Curriculum Courses:**

ANTH 101 - Introduction to Cultural Anthropology

ECON 201 - Principles of Economics I

ECON 202 - Principles of Economics II

GEOG 101 - Intro to Geography  
 GEOG 340 - Cultural Geography  
 EDUC 001-006 Education Observation/Participation<sup>3</sup>  
 EDUC 101 - Introduction to Teaching  
 EDUC 201 - Foundations of Education  
 EDUC 211 - Educational Psychology  
 EDUC 302A - PRAXIS I  
 EDUC 309 - Classroom Management  
 EDUC 315 - Developmental Assessment  
 EDUC 320 - Teaching Students with Diverse Needs  
 EDUC 325 - Social Studies Curriculum and Methods  
 EDUC 332 - Reading in the Content Area  
 EDUC 425 - Teaching at the Intermediate and Secondary Levels  
 EDUC 423I - Student Teaching at the Intermediate Level  
 EDUC 423S - Student Teaching at the Secondary Level  
 EDUC 440 - Electronic Media for Teachers  
 HIST 101 - The Making of the Modern World  
 HIST 102 - Western Civilization  
 HIST 110 - United States History II  
 PHSC 109 - Energy and the Environment  
     or PHSC 110 - Global Change-Introduction to Earth Systems  
     or BIOL 112 - Environmental Science  
 POSC 101 - American National Government  
 POSC 201 - State and Local Government  
 Political Science or History Elective (300-level)  
 PSYC 225 - Psychology of Exceptionalities  
 SOCI 205 - Sociology of the Family

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 133 credits for graduation.

**Required Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>BIOL 101, 102 or BIOL 110, 111 recommended. Other BIOL courses need adviser approval.

<sup>2</sup>Science Elective must be 200-level. BIOL 200 and BIOL 210 do not fulfill requirement.

\*Any variation from the required sequence must be approved by the adviser.

<sup>3</sup>Field experiences are essential program components and are integrated into coursework each semester for the bachelor of science teaching: social studies education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

**Declaration of the bachelor of science in teaching: social studies education (7<sup>th</sup> – 12<sup>th</sup> grade) as a major does not ensure admission to the education program. Teacher candidates are expected to follow the catalog that is in force at the time they are accepted into the education program as a teacher candidate.**

Students must take and pass the PRAXIS I: Academic Skills Assessments (Pre-Professional Skills Tests in Reading, Writing, and Mathematics) at the completion of 36 credits. PRAXIS preparation classes are offered to students as a service for a fee. To apply for formal admission, students must obtain a 3.00 GPA in the most recent 48 credits, which must include six credits of mathematics equivalent to Math 102 or higher, English 101, English 102, English 201 or 202, History 109 or 110, and a laboratory science, pass PRAXIS I Assessments in Reading, Writing, and Math, complete an interview with the coordinator of the Social Studies Education program, the education adviser and meet with designated education faculty members to review progress in the program.

**Students not eligible to be accepted into the education program after the completion of 48 credits will be asked to choose another major.**

After formal admission to the social studies education program, students must continue to maintain a 3.00 GPA or greater, fulfill required field experiences, and **attempt** to pass the required PRAXIS II: Social Studies: Content Knowledge (0081) and Fundamental Subjects: Content Knowledge (0511) prior to engaging in student teaching experiences. Students who are not successful in passing the PRAXIS I and attempting to pass the required PRAXIS II Series **must participate** in the preparation classes offered at the College. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing PRAXIS I scores and evidence of attempting to pass PRAXIS II series specialty test(s). Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester.

The academic adviser assists the students in planning his/her curriculum and in preregistration, and monitors student progress on a semester by semester basis; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

The teaching: social studies 7-12 curriculum requires a cumulative 3.00 GPA or greater, as well as a 3.00 GPA in the major. Students who do not meet this requirement will be placed on probation and given one semester to re-attain a 3.00 GPA in order to continue in the program. If the 3.00 GPA is not re-attained, the student is NOT eligible to continue in the Social Studies Education degree program.

Individuals who enroll in the College with an associate degree or with 48 or more transfer credits, **must take** and pass the PRAXIS I prior to consideration for admission to the education program. Individuals who seek accelerated certification must have passing PRAXIS I series scores prior to enrolling in the certificate program.

The eighth semester of the social studies education program is considered the professional semester and teacher candidates are participating in student teaching. Because of the intensity of the combined coursework and experiences, it is recommended that students not be employed. All education coursework essential for the student teaching experience must be completed prior to the student teaching experience.

Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level education courses at the La Plume campus. Education courses and required observation and field work must be completed during the school year, August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institutes, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan coursework schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation of fieldwork exists.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

## **EDUCATION PROGRAM EXIT CRITERIA**

**Overall Graduation Requirements:** Successful completion of the exit criteria includes completion of an admission screening, entrance essay, two letters of recommendation, portfolio review, completion of all coursework, a cumulative GPA of 3.00, and all Keystone College and Pennsylvania Department of Education requirements.

### **Semester-by-Semester Requirements:**

- Successful completion of preadmission art portfolio review (art education only).
- Successful completion of IDS 101 or IDS 101E for education majors.
- Successful completion of the sophomore application for admission review. The sophomore education program admission requirements include the following: completion of 48 credits, passing scores on the PRAXIS I series tests, six credits in math, six credits in English, three credits in American Literature, three credits in American History, three credits in a laboratory science class, an overall GPA of 3.00, required field experiences and the reflective essay, Why I Want to Be a Teacher.
- Successful completion of all general education requirements.
- Successful completion of all program requirements with a "B" or better as determined by the Curriculum Coordinator.
- Successful completion of freshman and junior projects as determined by the Curriculum Coordinator.
- Documentation of attempting to take and pass the PRAXIS II series tests prior to the professional semester when student teaching occurs and participating in PRAXIS Preparation if not successful in passing the PRAXIS II series exams.
- Successful completion of the applications for student teaching with recommendations from two full-time education faculty.
- Successful completion of student teaching requirements with a "B" or better in each placement. Two seven-week placements (35 day minimum in each placement) for a minimum of 14 weeks are required.
- Successful evaluation on the PDE-430.
- Successful completion of the senior portfolio interview (for all areas of concentration).
- Successful maintenance of the required GPA (3.00 cumulative).
- Completion of the application for graduation including signatures from the academic adviser(s), curriculum coordinator(s), and division chair(s).
- Successful illustration of the student teaching competencies as defined in the Student Teaching Experience and the Student Teaching Course Outline, i.e. competencies in:
  - instructional planning and preparation
  - establishing classroom environments
  - demonstration of instructional strategies
  - demonstration of effective classroom adaptations for children with special needs
  - demonstration of professionalism.
- The recommendation of the Keystone College Teacher Certification Officer.

# **Visual Art Bachelor of Arts**

Curriculum Coordinator: Clifton Prokop, Professor

The bachelor of arts program in visual art provides a broad-based educational foundation individually directed to meet the educational goals of the student. The BA program provides options for students to enter a variety of other art and art-related fields by presenting a broad range of choices of study in other academic disciplines to augment studio art studies. The program also provides a sound preparation for graduate study as a stand-alone degree, or it can be tailored with minors or combined with the BS in teaching: art education, leading to teaching certification as a second major with additional study.

Students seeking admission to this program must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts, and have a high school art teacher's recommendation. Transfer students must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts and have obtained a 2.50 cumulative grade point average prior to formal admission to the program.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

ART 114 - Electronic Media in the Arts

or IT 105 - Introduction to PC Office Applications

ART 433 - Professional Practices (Exhibit, Employment, and Ethics)

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IDS 101 - The First-Year Seminar

MATH Basic Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Advanced Studio Art Concentration/Senior Seminar<sup>4</sup>

ART 101 - Art History Survey I

ART 102 - Art History Survey II

ART 301 - Modern and Post Modern Art<sup>1</sup>

Math/Science Elective<sup>2</sup>

Math/Science Elective (200-level or higher)<sup>2</sup>

Social and Behavioral Sciences Elective<sup>2</sup>

Social and Behavioral Sciences Elective<sup>2</sup>

Social and Behavioral Sciences Elective (200-level or higher)<sup>2,3</sup>

Science Elective - Laboratory Course<sup>2</sup>

### **Curriculum Courses:**

ART 103 - Color Theory

ART 105 - Drawing and Composition I

ART 107 - Figure Drawing I

ART 109 - Two-Dimensional Design

ART 110 - Three-Dimensional Design

ART 205 - Drawing and Composition II

ART 207 - Figure Drawing II

ART 225 - Fundamentals of Sculpture<sup>6</sup>

Advanced Art Studio/Senior Seminar - Students must take 6-12 credits to fulfill concentration requirements<sup>6</sup>

Fundamental Art Studios - Students must take 15-18 credits<sup>6</sup>

Intermediate Art Studio<sup>4</sup> - Students must take 9-12 credits<sup>6</sup>

### **Fundamental Art Studio to be selected from:**

ART 209 - Fundamentals of Graphic Design

ART 210 - Fundamentals of Crafts

ART 215 - Fundamentals of Ceramics

ART 221 - Fundamentals of Photography

ART 228 - Fundamentals of Painting

ART 231 - Fundamentals of Printmaking

ART 296 - Independent Study

ART 330 - Special Topics

### **Intermediate Art Studios to be selected from:**

ART 309 - Graphic Design II

ART 315 - Ceramics II

ART 321 - Photography II

ART 325 - Sculpture II

ART 328 - Painting II

ART 330 - Special Topics

ART 331 - Printmaking II

ART 340 - Color Photography

ART 396 - Independent Study

### **Advanced Studio Art Concentration/Senior Seminar to be selected from:**

ART 409 or 409A/B - Advanced Graphic Design/Senior Seminar

ART 415 or 415A/B - Advanced Ceramics/Senior Seminar

ART 421 or 421A/B - Advanced Photography/Senior Seminar

ART 425 or 425A/B - Advanced Sculpture/Senior Seminar

ART 428 or 428A/B - Advanced Painting/Senior Seminar

ART 431 or 431A/B - Advanced Printmaking/Senior Seminar

ART 496 - Independent Study

### **Art Therapy Specialization:**

Students interested in specializing in art therapy in conjunction with the bachelor of arts degree in visual arts must also complete the following courses:

ART 305 - Experiencing the Arts

ART 385 - Art Therapy

ART 485 - Art Therapy Fieldwork (3-credits)

PSYC 101 - General Psychology

PSYC 200 - Developmental Psychology

PSYC 314 - Psychopathology

**Free Electives:** Sufficient free electives must be taken to ensure the student has at least 129 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>ART 301 is a Writing Intensive course.

<sup>2</sup>See page 70 for a list of courses fulfilling this requirement.

<sup>3</sup>Must be a diversity awareness course. See list on page 60.

<sup>4</sup>Intermediate and advanced art studio courses are determined by selection of fundamental art studio. Course selection must be approved by Keystone College Division of Fine Arts.

<sup>5</sup>ART 433 is a service learning course.

<sup>6</sup>Students must complete a minimum of 27 credits of studio electives, including ART 225.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# Associate Degree Programs

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## **Allied Health - Medical Technology Emphasis Associate in Science**

Curriculum Coordinator: Dorothy Anthony, DC, DACBN, Instructor

Keystone College offers a number of pre-professional tracks in the allied health disciplines including; nursing<sup>a,b</sup>, occupational therapy<sup>b</sup>, radiologic technology and diagnostic imaging<sup>a,b,c</sup>, radiation therapy<sup>c</sup>, respiratory care<sup>c</sup>, cardiac perfusion<sup>c</sup>, medical technology<sup>b,c</sup> and cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and experiential learning hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university. Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

The pre-medical technology emphasis prepares students for articulation into the SUNY Upstate Medical University 2+2 program in medical technology. Medical technologists are clinical laboratory scientists. They perform and use sophisticated laboratory techniques to aid the physician in uncovering diseases and monitoring medical conditions.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

### **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

PSYC 101 - General Psychology

Psychology Elective - 200-level or higher<sup>3</sup>



**Curriculum Courses:**

BIOL 105 - Human Anatomy and Physiology I  
BIOL 106 - Human Anatomy and Physiology II  
BIOL 113 - General Biology I  
BIOL 114 - General Biology II  
EXPL - Experiential Learning<sup>4</sup>  
MATH 113 - Precalculus  
MATH 205 - Statistics  
PHYS 200 - General Physics  
PHYS 205 - General Physics II

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 68 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students who do not have a sufficient math background will need to take MATH 101 prior to MATH 102. These students may require an extra semester or summer session to complete this degree.

<sup>2</sup>To be chosen from Philosophy 101, 102, English 201, 202, 203, or 204.

<sup>3</sup>Developmental Psychology (PSYC 200) preferred.

<sup>4</sup>Students must complete a minimum of one credit of EXPL during the summer or in their third or fourth semester.

# **Allied Health - Nursing/Cytotechnology Emphasis Associate in Science**

Curriculum Coordinator: Dorothy Anthony, DC, DACBN, Instructor

Keystone College offers a number of pre-professional tracks in the allied health disciplines including; nursing<sup>a,b</sup>, occupational therapy<sup>b</sup>, radiologic technology and diagnostic imaging<sup>a,b,c</sup>, radiation therapy<sup>c</sup>, respiratory care<sup>c</sup>, cardiac perfusion<sup>c</sup>, medical technology<sup>b,c</sup> and cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and EXPL hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university.

Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

The nursing curriculum prepares students to work with physicians and other health care professionals wherever health care is provided. The cytotechnology curriculum prepares students as clinical investigators specializing in identification of cellular abnormalities, and aids in the diagnosis of benign and malignant conditions. The nursing/cytotechnology emphasis prepares students for entry into baccalaureate programs in nursing<sup>a,b</sup> or cytotechnology<sup>c</sup>.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra<sup>1</sup>

or MATH 111 - College Mathematics<sup>1</sup>

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

BIOL 113 - General Biology I

PHIL 101 - Introduction to Philosophy

PSYC 101 - General Psychology

PSYC 200 - Developmental Psychology

### **Curriculum Courses:**

BIOL 105 - Human Anatomy and Physiology I

BIOL 106 - Human Anatomy and Physiology II  
BIOL 114 - General Biology II<sup>4</sup>  
or BIOL 240 - Bioethics<sup>4</sup>  
BIOL 210 - Nutrition  
BIOL 211 - Microbiology  
CHEM 105 - General Chemistry I  
or HIST 101 - The Making of the Modern World  
or HIST 109 - U.S. History I  
CHEM 106 - General Chemistry II  
or HIST 102 - World Civilization  
or HIST 110 - U.S. History II  
EXPL - Experiential Learning<sup>3</sup>  
MATH 205 - Statistics  
PSYC 314 - Psychopathology  
SOC 101 - Introduction to Sociology

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 68 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>Students who do not have a sufficient math background will need to take MATH 101 prior to MATH 102. These students may require an extra semester or summer session to complete this degree.

<sup>2</sup>Please refer to page 60 for a list of courses fulfilling the distribution requirements. Please check with your adviser for the articulating school requirements.

<sup>3</sup>Students must complete a minimum of one credit of EXPL during the summer or in their third or fourth semester.

<sup>4</sup>Thomas Jefferson University requires BIOL 240, Misericordia University requires BIOL 114.

Note: Students who successfully complete this curriculum with a 2.75 GPA can formally matriculate at Misericordia University in four semesters. They will earn an additional 66 credits at Misericordia University. For further information on academic advising, students should contact Misericordia University.

The course requirements for the AS degree in allied health from Keystone College and the course requirements for the outgoing transfer agreement with Misericordia University are not the same.

It is important to note that these two programs are not equivalent.

# **Allied Health - Occupational Therapy/Respiratory Care Emphasis Associate in Science**

Curriculum Coordinator: Dorothy Anthony, DC, DACBN, Instructor

Keystone College offers a number of pre-professional tracks in the allied health disciplines including; nursing<sup>a,b</sup>, occupational therapy<sup>b</sup>, radiologic technology and diagnostic imaging<sup>a,b,c</sup>, radiation therapy<sup>c</sup>, respiratory care<sup>c</sup>, cardiac perfusion<sup>c</sup>, medical technology<sup>b,c</sup> and cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and EXPL hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university. Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

Occupational therapists use goal-directed activities to promote functional performance in individuals affected by physical injury, birth defects, aging, or emotional or developmental problems. Respiratory therapists perform studies of pulmonary function in patients, aid in pulmonary treatment and exercise, and assist the physician in treating patients with pulmonary disease. This emphasis prepares students for entry into articulating schools, Thomas Jefferson University and SUNY Upstate Medical University respectively. These are both 2+2 BS programs.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

## **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

## **Distribution Course:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

BIOL 113 - General Biology I

BIOL 114 - General Biology II

PSYC 101 - General Psychology

SOCI 101 - Introduction to Sociology

## **Curriculum Courses:**

ANTH 101 - Introduction to Cultural Anthropology

BIOL 105 - Human Anatomy and Physiology I  
BIOL 106 - Human Anatomy and Physiology II  
BIOL 115 - Medical Terminology  
EXPL - Experiential Learning<sup>3</sup>  
MATH 102 - College Algebra<sup>1</sup>  
MATH 205 - Statistics  
PSYC 200 - Developmental Psychology  
    or 200-level or higher PSYC course  
PSYC 314 - Psychopathology

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 64 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students who do not have a sufficient math background will need to take MATH 101 prior to MATH 102. These students may require an extra semester or summer session to complete this degree.

<sup>2</sup>To be chosen from Philosophy 101, 102, English 201, 202, 203, or 204.

<sup>3</sup>Students must earn a minimum of one credit of EXPL during the summer or in their third or fourth semester.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Allied Health - Radiotherapy/Medical Imaging/Cardiac Perfusion Emphasis Associate in Science**

Curriculum Coordinator: Dorothy Anthony, DC, DACBN, Instructor

Keystone College offers a number of pre-professional tracks in the allied health disciplines including; nursing<sup>a,b</sup>, occupational therapy<sup>b</sup>, radiologic technology and diagnostic imaging<sup>a,b,c</sup>, radiation therapy<sup>c</sup>, respiratory care<sup>c</sup>, cardiac perfusion<sup>c</sup>, medical technology<sup>b,c</sup> and cytotechnology<sup>c</sup>. These programs provide the first two years of study required for the respective disciplines. After successful completion of all required coursework and EXPL hours of study at Keystone College, the student will have the opportunity to transfer credits to articulating schools as listed for completion of studies within the discipline. The completion phase is usually an additional two years of study at the articulating university.

Students in good academic standing will have all credits taken at Keystone College transfer into their respective articulating programs. Students successfully completing all graduation requirements will receive an associate in science.

Radiotherapists assist physicians in treating patients with malignancies. Radiotherapists use targeted radiation to shrink or destroy malignancies. Medical imaging technologists assist in diagnosis and treatment of medical conditions using x-ray imaging, CAT scanning, Medical Ultrasound, MRI and nuclear medicine. Cardiac perfusion technologists are operating room specialists who conduct cardiopulmonary bypass during open heart surgery. This track prepares students for entry into these 2+2 articulation programs at Thomas Jefferson University, and SUNY Upstate Medical College.

<sup>a</sup>College Misericordia, Dallas, Pennsylvania

<sup>b</sup>Thomas Jefferson University, Philadelphia, Pennsylvania

<sup>c</sup>State University of New York, Upstate Medical University, Syracuse, New York

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

## **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

## **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

BIOL 105 - Human Anatomy and Physiology I

BIOL 106 - Human Anatomy and Physiology II

PSYC 101 - General Psychology

Social and Behavioral Sciences Elective<sup>3</sup>

**Curriculum Courses:**

BIOL 113 - General Biology I  
BIOL 115 - Medical Terminology  
EXPL - Experiential Learning<sup>4</sup>  
MATH 102 - College Algebra<sup>1,5</sup>  
MATH 113 - Pre-Calculus<sup>5</sup>  
    or MATH 225 - Calculus I  
MATH 205 - Statistics  
PHYS 200 - General Physics I  
PHYS 205 - General Physics II  
POSC 101 - American National Government  
    or BIOL 114 - General Biology II<sup>6</sup>

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 65 credits for graduation<sup>7</sup>.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students are expected to take MATH 102 or MATH 113 in their first semester. Students who are not prepared to do so will require an extra semester or summer session to complete this degree.

<sup>2</sup>To be chosen from PHIL 101, 102, ENGL 201, 202, 203, or 204, HIST 101 or 102. College Misericordia requires HIST 101 and 102. Thomas Jefferson requires one literature course. The academic adviser assists with course selection.

<sup>3</sup>Please refer to page 69 for a list of courses fulfilling the distribution requirements.

<sup>4</sup>Students must complete a minimum of one credit of EXPL during the summer or in their third or fourth semester.

<sup>5</sup>Students starting their math courses with Pre-Calculus (MATH 113) must take sufficient free electives to ensure that they will have 65 credits for graduation.

<sup>6</sup>Students should check with articulating institution for required courses.

<sup>7</sup>Misericordia University requires students to take SOCI 101.

Note: Students who successfully complete this curriculum with a 2.50 GPA can formally matriculate at Misericordia University in five semesters and two 7-week internships. The final semester may be part-time. Students will earn an additional 68 credits at College Misericordia. The course requirements for the AS degree in Allied Health from Keystone College and the other course requirements for the outgoing transfer with Misericordia University are not the same.

It is important to note that these two programs are not equivalent. Students pursuing the AS degree in allied health with a concentration in medical imaging from Keystone College who are also interested in transferring to Misericordia University, will need to complete additional course requirements in order to be accepted into the program at Misericordia University. The additional courses are HIST 102 and HIST 102 or HIST 109 and HIST 110.

For further information on academic advising, students should contact Misericordia University.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Art**

## **Associate in Fine Arts**

Curriculum Coordinator: Ward Roe, Professor

The curriculum in art is a complete, two-year foundation program which prepares students to continue in either of Keystone College's art programs, or for transfer into other colleges, art schools, and universities offering career programs in a wide spectrum of visual art fields. These include architecture, photography, art education, art therapy, painting, sculpture, printmaking, crafts, fashion, fabric, industrial, toy, and graphic design. As an individualized diagnostic program, the curriculum can effectively help students decide where their futures in art lie and provide guidance in choosing an appropriate transfer institution.

Applicants must present a portfolio, be interviewed by a member of the Keystone College Division of Fine Arts, and have a high school art teacher's recommendation. Most courses listed (note the prerequisites) are open to all students at Keystone. Students meeting all graduation requirements receive an associate in fine arts degree.

### **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

ART 114 - Electronic Media in the Arts

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

ART 101 - Art History Survey I

ART 102 - Art History Survey II

Math/Science Elective <sup>1,2</sup>

Social and Behavioral Sciences Elective <sup>1</sup>

### **Curriculum Courses:**

ART 103 - Color Theory

ART 105 - Drawing and Composition I

ART 107 - Figure Drawing I

ART 109 - Two-Dimensional Design

ART 110 - Three-Dimensional Design

ART 113 - Portfolio Preparation

ART 205 - Drawing and Composition II

ART 207 - Figure Drawing II

ART 225 - Fundamentals of Sculpture

Curricular Elective - Art Studio Course

Curricular Elective - Art Studio Course



Curricular Elective - Art Studio Course  
Curricular Elective - Art Studio Course  
Curricular Elective - Art Studio Course

**Studio Courses May Be Selected From the Following:**

ART 209 - Fundamentals of Graphic Design  
ART 210 - Fundamentals of Crafts  
ART 215 - Fundamentals of Ceramics  
ART 221 - Fundamentals of Photography  
ART 228 - Fundamentals of Painting  
ART 231 - Fundamentals Printmaking  
ART 309 - Graphic Design II  
ART 315 - Ceramics II  
ART 321 - Photography II  
ART 325 - Sculpture II  
ART 328 - Painting II  
ART 330 - Special Topics in Art  
ART 331 - Printmaking II  
ART 340 - Color Photography

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 66.5 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please refer to page 60 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>BIOL 101 or BIOL 200 (Newsworthy Topics in Biology or Biological Dimensions of Human Sexuality) is recommended for students interested in a baccalaureate degree from Keystone College.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Business Administration Associate in Science**

Curriculum Coordinator: Ken Zula, Ph.D., Assistant Professor

In today's economic environment, every organization has to run as a successful business – whether the organization is a manufacturer, non-profit organization, sports team, retail store, or a college campus. Recognizing the wide range of career opportunities open to students, the business curriculum at Keystone College offers students many choices and great flexibility. Business administration provides the foundation needed by students who intend to eventually earn BS and MBA degrees. Also, it is an ideal choice for students who intend to be entrepreneurs or begin careers after associate degree graduation. Students meeting all graduation requirements receive an associate in science.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 102 - College Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective<sup>1</sup>

ECON 201 - Principles of Economics I

ECON 202 - Principles of Economics II

MATH 205 - Statistics

Science Elective - Laboratory Course<sup>1</sup>

### **Curriculum Courses:**

ACCT 108 - Financial Accounting

BUSN 101 - Introduction to Business

BUSN 201 - Principles of Management

BUSN 212 - Written Communication

BUSN 251 - Bridge Experience in Business

Curricular Elective<sup>2</sup>

Curricular Elective<sup>2</sup>

Curricular Elective<sup>2</sup>

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 61 credits required for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please refer to page 60-61 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>To be chosen from the following disciplines: ACCT, BUSN, EXPL, HRM, IT, LEAD, MATH, PSYC, SRM, or HOSP, or any course approved by the adviser.

Students are expected to have a real-world experience during the associate degree program. EXPL fulfills this requirement. Other real-world experiences may be used to fulfill this requirement with the approval of the adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Communications Associate in Arts**

Curriculum Coordinator: Dawn Middleton-Paradise, Assistant Professor

The communications curriculum is designed to provide students with a foundation that will prepare them to continue baccalaureate studies in the bachelor of arts: communication arts and humanities degree program.

The communications curriculum is also an appropriate choice for students who wish to transfer to colleges and universities offering baccalaureate programs in corporate communications, English, journalism, creative writing, and digital media and/or radio broadcasting.

The goals of the communications program are to prepare students for a variety of careers in the communications field within the context of a liberal arts tradition; to develop students' interpersonal, oral and written communication skills; to help students explore career options through experiential learning, and to challenge students to think critically and creatively.

Students selecting this curriculum will work closely with faculty advisers to develop course plans designed to meet the requirements of their specific area of interest and to assess their aptitude and progress. All communication majors are required to complete a minimum of three credits of experiential learning.

In addition, toward the end of the sophomore year, all students in this major must present a portfolio of their best work to a faculty panel for evaluation. The portfolio also serves as a major consideration towards the student's acceptance into the bachelor of arts: communication arts and humanities degree program.

Further consideration for acceptance into the bachelor's program will be contingent upon a successful sophomore year review conducted by the division.

Students meeting all graduation requirements receive an associate in arts degree.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

## **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications<sup>4</sup>

or ART 114 - Electronic Media in the Arts<sup>4</sup>

IDS 101 - The First Year Seminar

MATH - Basic Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

## **Distribution Courses:**

COMM 104 - Interpersonal Communication

COMM 105 - Mass Communication

ENGL 200-level Literature Elective<sup>1</sup>

ENGL 200-level Literature Elective<sup>1</sup>

Math/Science Elective<sup>2</sup>

Social and Behavioral Science Elective<sup>2</sup>

Social and Behavioral Science Elective<sup>2</sup>

Science Elective - Laboratory Course<sup>2</sup>

### **Curriculum Requirements:**

COMM 207 - Professional Speech

EXPL - Experiential Learning<sup>3</sup>

**Curricular Electives:** Students must select six of the following courses (a minimum of 18 credits), at least three of which are the 200-level or higher and one of which must be an Arts and Humanities or Social and Behavioral Science elective. Students are responsible for meeting any prerequisite requirements for course selections below.

ANTH 101 - Introduction to Cultural Anthropology

ART 109 - Two-Dimensional Design

ART 114 - Electronic Media in the Arts (suggested for ART emphasis)

ART 209 - Fundamentals of Graphic Design

ART 221 - Fundamentals of Photography

BUSN 201 - Principles of Management

BUSN 202 - Marketing

BUSN 212 - Written Communication

BUSN 215 - Advertising

BUSN 220 - Sales

COMM 220 - Public Relations

COMM 230 - Introduction to Radio Production

COMM 235 - Digital Video Production

ENGL 201 - American Literature I

ENGL 202 - American Literature II

ENGL 203 - Western World Literature I

ENGL 204 - Western World Literature II

ENGL 209 - Introduction to Journalism

ENGL 210 - Feature Writing

ENGL 211 - Creative Writing

ENGL 220 - Introduction to Poetry

ENGL 221 - Introduction to the Novel

ENGL 222 - Introduction to Dramatic Literature

FILM 110 - Introduction to Cinema

IT 120 - Web Programming I

IT 125 - Web Programming II

IT 200 - Intermediate Office Applications

LEAD 110 - Foundation of Leadership

LEAD 215 - Team Building

MUSC 101 - Introduction to Music

PHIL 101 - Introduction to Philosophy I

PHIL 102 - Introduction to Philosophy II

SPAN 101 - Elementary Spanish I

SPAN 102 - Elementary Spanish II

THEA 104 - Introduction to Theatre

THEA 105 - Acting I: The Basics of Performance

THEA 204 - Survey of Technical Theatre

THEA 205 - Acting II: Techniques and Styles

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 67 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>To be chosen from ENGL 201, 202, 203, 204, 220, 221, or 222.

<sup>2</sup>Please refer to pages 60 and 61 for a list of courses fulfilling the distribution requirements.

<sup>3</sup>Students must earn a minimum of three credits of EXPL.

<sup>4</sup>In addition, students beginning the bachelor of arts: communication arts and humanities curriculum who have not yet completed IT 105, and who identify photography, graphic design, or photo/graphics as an emphasis, should take ART 114 instead of IT 105 as both a core requirement and part of the 18-credit emphasis. If a student has already completed IT 105, he/she will complete ART 114 in addition to IT 105.

The academic advisor assists the student in planning his/her curriculum and in pre-registration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Criminal Justice Associate in Science**

Curriculum Coordinator: Stacey Wyland, Assistant Professor

The criminal justice curriculum, which is designed for transfer into a baccalaureate degree program, will provide students with a solid foundation in criminal justice and the liberal arts. Students successfully completing this degree may continue at Keystone College and earn a bachelor of science in criminal justice. Students meeting all graduation requirements receive an associate in science degree.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First Year Seminar

MATH - Basic Algebra or higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>4</sup>

Arts and Humanities Elective<sup>4,6</sup>

PSYC 101 - General Psychology

PSYC 202 - Adolescence and Adulthood

Mathematics Elective<sup>1</sup>

Science Elective - Laboratory Course<sup>4</sup>

### **Curriculum Courses:**

CJ 102 - Introduction to Criminal Justice

CJ 110 - Introduction to Policing

CJ 115 - Survey of Corrections

CJ 201 - Criminology

CJ 210 - Juvenile Delinquency

CJ 223 - Field Experience I

or Curricular Elective<sup>2,3</sup>

POSC 201 - State and Local Government

POSC 310 - Public Policy

SOCI 101 - Introduction to Sociology

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 63 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Recommended: MATH 102 or 111.

<sup>2</sup>Internships are limited to those students with a 3.0 GPA in their major and recommendation of curriculum coordinator.

<sup>3</sup>Students who are eligible for a field experience must attend field experience preparation workshop (CJ 223P) before their field experience (CJ 223).

<sup>4</sup>Please refer to pages 60 and 61 for a list of courses fulfilling the distribution requirements.

<sup>5</sup>Students considering the bachelor's degree in criminal justice are strongly encouraged to select courses in a respective minor area or a 300-400 level CJ course.

<sup>6</sup>Students intending to continue the criminal justice bachelor's of science program should consider taking a 200-level arts and humanities course.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.



# **Culinary Arts Associate in Applied Science**

Curriculum Coordinator: Chef Melodie Jordan, Assistant Professor

The culinary arts major is based on the functions and skills required in the food service industry. Designed to be a basic building block for any career goal related to foods, students will be exposed to classical French and American techniques. Students will follow a block scheduling format to further enhance their education and provide additional hands-on experience. Upon completion of this program, the student is required to take and pass the NOCTI examination designated for their curriculum. Students are required to participate in all culinary arts functions. Students meeting all graduation requirements receive an associate in applied science.

Upon enrolling in CULN 101A, students will be charged for a professional knife kit (\$250) and uniform package (\$250). In the student's third semester and upon enrolling in CULN 230, students will be charged for a server and kitchen uniform package (\$250). Enrollees are also required to purchase non-skid black leather lace-up shoes. These costs are in addition to other required fees.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Distribution Elective<sup>4</sup>

### **Curriculum Courses:**

BUSN 212 - Written Communication

or COMM 104 - Interpersonal Communication

CULN 100 - Culinary Math

CULN 101 A\* - Stocks, Sauces, and Skills

CULN 101 B\* - Meat and Fish Fabrication

CULN 101 C\* - American Cuisine

CULN 101 D\* - Cuisines of the World

CULN 101 E\* - Introduction to Baking

CULN 101 F\* - Service Techniques and Skills

CULN 101 H\* - Breakfast Cookery Seminar

CULN 103 - Introduction to Culinary Management

CULN 107 - Garde Manger

CULN 202 - Bar and Beverage Management

CULN 203 - Cakes, Tortes, and Desserts

CULN 210\* - Catering<sup>1</sup>  
CULN 223P - Field Experience Prep<sup>4</sup>  
CULN 223 - Field Experience<sup>4</sup>  
CULN 230 - Restaurant Operations  
CULN 236 - Advanced Restaurant Operations  
CULN 290 - NOCTI Food Production and Service Examination<sup>2</sup>  
BIOL 210 - Nutrition  
HOSP 104 - Food and Labor Cost Control  
HOSP 108 - Applied Food Service Sanitation  
HOSP 225 - Menu Planning and Purchasing

\*Students enrolled in these courses must be available to participate in events when not in class.

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 66.5 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

\*Students enrolled in these courses must be available to participate in events when not in class.

### Footnotes:

<sup>1</sup>Students enrolled in CULN 210 may have to be available for some weekends to organize, serve, and cook for functions.

<sup>2</sup>In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination (only offered in the spring semesters, CULN 290). Students must have completed 3 semesters in culinary arts at Keystone College before enrolling.

<sup>3</sup>Please refer to page 60 for a list of courses fulfilling the distribution requirements.

<sup>4</sup>Students must attend CULN 223P in their second semester and must complete 400 hours of approved field experience after their sophomore year.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Early Childhood Education Associate in Science**

Curriculum Coordinator: Carol Fontana, Assistant Professor

Keystone College offers an associate in science in early childhood education which prepares students to work with young children (newborn-eight years) in a variety of settings, including schools, day care centers, Head Start, nursery schools, homes, hospitals, social service agencies, and early intervention programs for children with special needs. Graduates of the associate in science program are prepared for entry-level positions or to continue in Keystone College's baccalaureate degree program in early childhood or elementary education.

Field/laboratory experiences are required each semester and are arranged by the Field Coordinator for Education.

Current criminal history, child abuse clearances, FBI clearances, and a health appraisal, including an annual TB screening, are required prior to engaging in fieldwork. Students are responsible for obtaining clearances on an annual basis, and copies must be on file in the education office.

Students meeting all graduation requirements receive an associate in science degree.

**Education students are required to pay a curriculum lab fee of \$70 each semester.**

**Weekender students are required to pay a \$40 curriculum lab fee each trimester.**

While college catalogs are recognized as contractual arrangements, they are subject to changes in state, federal, and program requirements.

## **Graduation Requirements:**

ENGL 050 - Critical and Analytical Reading (see page 230)

## **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH 101 - Basic Algebra or higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

## **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

Biology Laboratory Elective<sup>3</sup>

Math/Science Elective<sup>1</sup>

PSYC 101 - General Psychology

PSYC 201- Child Psychology

## **Curriculum Courses:**

ECE 101 - Introduction to Early Childhood Education<sup>4</sup>

ECE 102 - Guiding Play and Learning<sup>4</sup>

ECE 201 - Curriculum and Program Planning (birth to 3 years)<sup>4</sup>

ECE 202 - Curriculum and Program Planning (3 to 8 years)<sup>4</sup>

ECE 223 - Community Based Early Childhood Field Experiences<sup>4</sup>

ECE 250 - Seminar in Early Childhood Education

Early Childhood Education Elective<sup>5</sup>

Early Childhood Education Elective<sup>5</sup>

EDUC 216 - Child, Family, and Community

SOCI 101 - Introduction to Sociology

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 66 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>MATH 111 and MATH 102 are recommended for students considering transferring into the baccalaureate degree program.

<sup>2</sup>Please see page 60 for a list of courses fulfilling this requirement.

<sup>3</sup>BIOL 101/110 or 102/111 are recommended.

<sup>4</sup>Field and Lab Experiences are required each of the four semesters and are generally scheduled Monday through Friday 8 a.m. to 5 p.m. during typical working hours.

<sup>5</sup>To be chosen from: ECE 220, ECE 235, ECE 350, EDUC 201, EDUC 211, ENGL 328, PSYC 225, or a course approved by the academic adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

Not every course is offered every semester at every location. Course offerings are dependent on enrollment.

Students should meet with advisers each semester to plan course schedules.

# **Environmental Studies Associate in Arts**

Curriculum Coordinator: Robert Cook, Ph.D., Associate Professor

The environmental resource management curriculum is primarily concerned with the relationships of people and their societal institutions with the natural world. Students successfully completing this curriculum are guaranteed acceptance at State University of New York - Syracuse. The environmental studies curriculum also transfers to a variety of other institutions. Students meeting all graduation requirements receive an associate in arts.

Bachelor's degrees lead to the following emphases: land use planning, biological science application, information and technology, policy and management, and environmental communications.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

BIOL 113 - General Biology I

BIOL 114 - General Biology II

ECON 201 - Principles of Economics I

or ECON 202 - Principles of Economics II

HIST 102 - Western Civilization

HIST 109 - United States History I

or HIST 110 - United States History II

MATH 225 - Calculus I<sup>1</sup>

Social and Behavioral Sciences Elective

### **Curriculum Courses:**

BIOL 108/109 - Introduction to Field Biology<sup>3</sup>

BIOL 109C - Horticulture

BIOL 214 - General Ecology

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

or PHYS 200 - General Physics I

EXPL - Experiential Learning<sup>4</sup>

ENVT 225 - Environmental Policy and Management

PHSC 201 - Physical Geology

POSC 101 - American National Government

or POSC 201 - State and Local Government

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 70 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.Keystone.edu/academics](http://www.Keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students who do not have a sufficient math background must take MATH 113 prior to MATH 225 and may require an additional semester or summer session.

<sup>2</sup>Any ART course or MUSC 101.

<sup>3</sup>Two additional credits of Field Biology (BIOL 108/109) are required.

<sup>4</sup>Students must earn a minimum of one credit of EXPL.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Forestry Resource Management Associate in Arts**

Curriculum Coordinator: Robert Cook, Ph.D., Associate Professor

The forestry resource management curriculum prepares students for the management of forest-related resources and their environments for human benefit. Students successfully completing this curriculum at Keystone College are guaranteed acceptance at State University of New York - Syracuse. The forestry resource management curriculum also transfers to a variety of other institutions. Students meeting all graduation requirements receive an associate in arts. Bachelor's degrees lead to the following emphases: forestry, water resource management, wood products, and recreation management.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

## **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

## **Distribution Courses:**

Arts and Humanities Elective<sup>2</sup>

Arts and Humanities Elective<sup>2</sup>

BIOL 113 - General Biology I

BIOL 114 - General Biology II

ECON 201 - Principles of Economics I

or ECON 202 - Principles of Economics II

HIST 102 - Western Civilization

HIST 109 - United States History I

or HIST 110 - United States History II

Social and Behavioral Sciences Elective<sup>3</sup>

## **Curriculum Courses:**

BIOL 214 - Introductory Ecology

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

Curricular Elective<sup>5</sup>

Curricular Elective<sup>5</sup>

EXPL - Experiential Learning<sup>4</sup>

MATH 205 - Statistics

MATH 225 - Calculus I<sup>1</sup>

PHYS 200 - General Physics I

PHYS 205 - General Physics II

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 69 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.Keystone.edu/academics](http://www.Keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students are expected to begin with MATH 225 - Calculus I. Students with insufficient math background may have to take MATH 113 prior to MATH 225, which may require an extra semester or summer session to complete this degree.

<sup>2</sup>To be chosen from: any ART course, ENGL 220, or MUSC 101.

<sup>3</sup>To be chosen from: ANTH 101, ANTH 212, or RELG 206.

<sup>4</sup>Students must earn a minimum of one credit of EXPL.

<sup>5</sup>Two courses to be chosen from the math or physical science disciplines or BUSN 201. Three credits of Field Biology (BIOL 108/109) are recommended.

Please refer to page 60 for a list of courses fulfilling the distribution requirements.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.



# **Information Technology Associate in Applied Science**

Curriculum Coordinator: Stephen R. Cheskiewicz, M.S.Ed., Instructor

The associate degree in information technology (IT) is designed for individuals interested in professional careers in the IT field. Student instruction is centered on database management, programming concepts, and networking fundamentals in addition to other relevant courses to prepare graduates for today's ever-changing business environment.

Students completing the associate degree may continue at Keystone College and earn a bachelor of science degree in information technology with a specialization in networking engineering or business information systems.

Students meeting all graduation requirements receive an associate in applied science.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 101 - Introduction to Information Technology

IDS 101 - The First-Year Seminar

MATH 101 - Basic Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

MATH 102 - College Algebra or higher-level MATH course

MATH 113 - Pre-Calculus or MATH 310 - Discrete Mathematics

Science Elective - Laboratory Course<sup>1</sup>

Social and Behavioral Sciences Elective<sup>1</sup>

### **Curriculum Courses:**

ACCT 110 - Survey of Accounting

Curricular Elective<sup>2</sup>

IT 110 - Introduction to Programming

or IT 225 - Spreadsheets and Databases

IT 120 - Web Programming I

IT 125 - Web Programming II

IT 205 - Database Management Systems I

IT 206 - Database Management Systems II

IT 250 Networking I

IT 251 Networking II

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 62 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.Keystone.edu/academics](http://www.Keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please refer to page 60 for a list of courses fulfilling the distribution requirements.

<sup>2</sup>To be chosen from the IT discipline, or a course approved by the academic adviser.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Landscape Architecture Associate in Arts**

Curriculum Coordinator: Robert Cook, Ph.D., Associate Professor

The landscape architecture curriculum prepares students for transfer to a baccalaureate institution where they will acquire the skills and knowledge necessary for landscape architecture. Students successfully completing the landscape architecture curriculum are guaranteed acceptance at State University of New York - Syracuse.

This curriculum also transfers to a variety of other institutions. Students meeting all graduation requirements receive an associate in arts.

Bachelor's degrees lead to the following emphases: design, planning, and design history and theory.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IDS 101 - The First-Year Seminar

IT 105 - PC Office Applications

MATH - Basic Algebra or a higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

ART 105 - Drawing and Composition I

or ART 107 - Figure Drawing I

ART 109 - Two-Dimensional Design

or ART 110 - Three-Dimensional Design and Materials

BIOL 109C - Horticulture

BIOL 113 - General Biology I

BIOL 114 - General Biology II

PHSC 108 - Geology

PSYC 101 - General Psychology

or SOCI 101 - Introduction to Sociology

Social and Behavioral Sciences Elective<sup>2</sup>

### **Curriculum Courses:**

ART 101 - Art History Survey I

or ART 102 - Art History Survey II

BIOL 108/109 - Introduction to Field Biology<sup>3</sup>

BIOL 214 - Introductory Ecology

Curricular Elective - Science<sup>5</sup>

ENVT 210- GIS/GPS

EXPL - Experiential Learning<sup>4</sup>

HIST 109 - United States History I

or HIST 110 - United States History II

MATH 113 - Pre-Calculus  
or MATH 205 - Statistics

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 67 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students are expected to begin with MATH 113 or 205. Students with insufficient math background may have to take MATH 102 prior to MATH 113 or 205, which may require an extra semester or summer session to complete this degree.

<sup>2</sup>To be chosen from ANTH 101, ANTH 212, or RELG 206.

<sup>3</sup>Must total at least two credits.

<sup>4</sup>Students must earn a minimum of one credit of co-op.

<sup>5</sup>To be chosen from the science discipline. Students must earn a minimum of three credits. See page 60 for a list of courses fulfilling the science requirements.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Liberal Studies Associate in Arts**

Curriculum Coordinator: Sara White, Instructor

The liberal studies curriculum at Keystone College is designed to parallel the first two years of a baccalaureate program. While this program emphasizes flexibility, it also allows students the opportunity to choose an area of concentration in English, history, political science, or sociology. Students meeting all graduation requirements receive an associate in arts degree.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

Arts and Humanities Elective<sup>1</sup>

Arts and Humanities Elective<sup>1</sup>

Distribution Elective<sup>1</sup>

Distribution Elective<sup>1</sup>

Distribution Elective<sup>1</sup>

Math/Science Elective<sup>1</sup>

Social and Behavioral Sciences Elective<sup>1</sup>

Social and Behavioral Sciences Elective<sup>1</sup>

Science Elective - Laboratory Course<sup>1</sup>

Arts and Humanities, Social and Behavioral Sciences, and Math/Science distribution courses must be chosen from **TWO** different disciplines.

### **Curriculum Courses:**

Curricular Elective - 200-level or higher Literature Course<sup>2</sup>

Curricular Elective - 200-level or higher<sup>3</sup>

Curricular Elective - 200-level or higher<sup>3</sup>

Curricular Elective - 200-level or higher<sup>3</sup>

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 66 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Please refer to pages 60-61 for a list of courses fulfilling the distribution requirements. Note: To be chosen from any of the arts and humanities, social and behavioral sciences, or math/science courses listed on page 69.

<sup>2</sup>ENGL 209, 210, 211, and 315 DO NOT fulfill the literature curricular elective requirement.

<sup>3</sup>Experiential learning experiences DO NOT satisfy this requirement.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

## Pre-Major

Curriculum Coordinator: Patricia Jennings, Assistant Professor

The pre-major curriculum is designed to meet the needs of two types of students, those who wish to earn a college degree but who have not yet chosen a specific major, and those who need additional academic preparation before declaring the major of their choice.

The pre-major program offers students the opportunity to explore various careers and majors, to enroll in a variety of transferable college courses, and to complete foundation courses required for the various majors available at Keystone College. Once a student has earned 30 credits, the student must declare a major. The degree earned is based on the major selected.

It is **strongly recommended** that students in the pre-major program participate in seminars conducted by the Career Development Center.

These seminars will cover such topics as, but are not limited to, self discovery, choosing a major, and deciding on a career. A range of assessments will be utilized in order to help students who are undecided in their career planning make appropriate course selections.

ENGL 050 - Critical and Analytical Reading (see page 230) is a graduation requirement for all majors.

### Core Courses:

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IDS 101 - The First-Year Seminar

IT 105 - PC Office Applications

MATH - Basic Algebra or a higher level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

**Distribution Courses:** Students are encouraged to discuss with their advisers selection of appropriate electives beneficial to their future goals.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

### Footnotes:

<sup>1</sup>Students may choose to register for MATH 101 or a higher-level math course in their first or second semester. This decision should be made based on the needs of the student.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Wildlife Biology Associate in Arts**

Curriculum Coordinator: Robert Cook, Ph.D., Associate Professor

The wildlife biology curriculum is a pre-professional program designed to meet the initial educational needs of students who will continue study in ecology, zoology, and other related fields. Career opportunities for wildlife biologists are predominantly with state and federal agencies or consulting firms. Most jobs require the application of biological concepts to the management of the wildlife resource for the public good. Students meeting all graduation requirements receive an associate in arts.

Bachelor's degrees lead to the following emphases: aquarist, aquatic biologist, fisheries biologist, wildlife conservation specialist, wildlife biologist, wildlife researcher, wildlife manager, biology teacher, environmental education specialist, and zoo curator.

## **Graduation Requirements**

ENGL 050 - Critical and Analytical Reading (see page 230)

### **Core Courses:**

COMM 107 - Speech Communication

ENGL 101 - College Writing I

ENGL 102 - College Writing II

IT 105 - PC Office Applications

IDS 101 - The First-Year Seminar

MATH - Basic Algebra or a higher-level MATH course<sup>1</sup>

PHED 105 - Wellness and Fitness

### **Distribution Courses:**

BIOL 113 - General Biology I

BIOL 114 - General Biology II

CHEM 203 - Organic Chemistry I

HIST 102 - Western Civilization

HIST 109 - United States History I

or HIST 110 - United States History II

MATH 225 - Calculus I

PSYC 101 - General Psychology

or SOCI 101 - Introduction to Sociology

Social and Behavioral Sciences Elective<sup>2</sup>

### **Curriculum Courses:**

BIOL 108/109 - Introduction to Field Biology<sup>2</sup>

BIOL 211 - Microbiology

BIOL 214 - Introductory Ecology

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

Curricular Elective - Science<sup>3</sup>

EXPL - Experiential Learning<sup>4</sup>



PHYS 200 - General Physics I  
PHYS 205 - General Physics II  
or CHEM 204 - Organic Chemistry II  
or MATH 230 - Calculus II

**Free Elective Courses:** Sufficient free electives must be taken to ensure that the student has at least 71 credits for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students who do not have a sufficient math background will need to take MATH 113 prior to MATH 225 and, if necessary, MATH 102 or 111 prior to MATH 113. These students may require an extra semester, or summer session, to complete this degree.

<sup>2</sup>Must total at least four credits.

<sup>3</sup>Must be chosen from the science disciplines. Students must earn a minimum of three credits.

<sup>4</sup>Students must earn at least one credit of EXPL.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# Certificates and Transfer Programs

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## Accelerated Certification Program Art Education

Curriculum Coordinator: David W. Porter, Associate Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in art education (K-12) is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in the arts in K-12 classrooms. Specifically, the accelerated certification program prepares individuals to work with students in a variety of settings including K-12 classrooms in public and private schools. Additionally, changes in Chapter 49-2 mandates that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the art education accelerated certification program are:

- Preparing individuals to teach kindergarten through twelfth grade.
- Providing a strong foundation in knowledge of child and adolescent development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to understand the developmental characteristics of children and adolescents in primary, intermediate, and secondary settings and to apply appropriate education strategies.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork. A requirement of 80 hours of field experience is essential to prior to student teaching. These hours are acquired through the field experiences attached to each Education course. Documented proof of classroom experiences prior to entry into this program will also be considered.
- Focusing on the special and differing characteristics and needs of learners in rural and urban communities.
- Preparing art educators who can competently:
  - engage in instructional planning and preparation

- establish classroom environments
- demonstrate instructional strategies
- demonstrate effective classroom adaptations for children with special needs
- demonstrate professionalism

## Required Courses

EDUC 001-006 - Art Education Observation/Participation<sup>1</sup>

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 313 – Art Education Media and Methods/Elementary Methods

EDUC 320 - Teaching Children with Diverse Needs

EDUC 423I - Student Teaching at the Intermediate Level

EDUC 423S - Student Teaching at the Secondary Level

EDUC 435 – Art Education Media and Methods/Secondary Methods

EDUC 450 - Seminar: Contemporary Research, Issues, and Ethics in Education

## Footnotes:

<sup>1</sup>Field experiences are essential program components and are integrated into coursework each semester for the art education certification. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

Any student interested in obtaining accelerated certification in the art education program at Keystone College must meet entry requirements for education and fine art including: completion of appropriate undergraduate program with a GPA of 3.00 or higher, completion of all required pre-requisites, **taking and passing** the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet this requirement will preclude admission into the education program.

Students must also participate in the required 80 hours of field experiences prior to student teaching. Current annual criminal history, child abuse, and FBI clearances as well as a current annual health appraisal including a TB screening, are required prior to engaging in fieldwork.

Further, students must attempt the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of passing PRAXIS I series scores and of attempting the PRAXIS II series. Students who are not successful in passing the PRAXIS I or PRAXIS II series **must participate** in the preparation classes offered at the College, prior to student teaching. Candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for the two student teaching experiences in the fall semester and by October 15<sup>th</sup> to be eligible for the spring semester. If students are unable to student teach during the fall semester and are unable to delay their student teaching until the following fall semester, the student teaching candidate must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for the two student teaching experiences in the spring semester. Candidates must also have an interview with members of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits with a cumulative GPA of 3.00 or greater at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any

of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, not all coursework is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institute, Urban Education Experiences, Adopt-A-School Programs). Course offerings are dependent on enrollment.

Students should meet each semester with advisers to plan course schedules. Course Sequence Advising Sheets must be followed. **Any variation from the required sequence must be approved by the adviser.** Education courses must be taken at Keystone College unless approved by the adviser and the Registrar. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser and documentation for fieldwork exists.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. **Communication with all students will be through the Keystone e-mail system.** It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

# Culinary Arts Certificate Program

Curriculum Coordinator: Chef Melodie Jordan, Assistant Professor

The culinary arts certificate is designed to provide students with a basic introduction to the industry and focuses on the skills needed to quickly begin a career. Students will follow a block scheduling format to further enhance their education and provide additional hands-on experience. It is strongly encouraged that students enter this certificate program in the fall semester. Upon completion of this program, the student is required to take and pass the NOCTI examination designated for their curriculum. Students are required to participate in all culinary arts functions. This certificate requires two semesters which must begin with the fall semester, due to the sequence of course offerings.

Upon enrolling in CULN 101A, students will be charged for a professional knife kit (\$250) and uniform package (\$250). In the student's second semester and upon enrolling in CULN 236, students will be charged for a server uniform package (\$100). Enrollees are also required to purchase non-skid black leather lace-up shoes. The costs of these items are in addition to other required fees.

Students completing all graduation requirements will receive a certificate. Students wishing to pursue an associate in applied science in culinary arts may continue at Keystone College without loss of credits.

## Curriculum Courses:

BUSN 212 - Written Communication

or COMM 104 - Interpersonal Communication

CULN 100 - Culinary Math

CULN 101 A\* - Stocks, Sauces, and Skills

CULN 101 B\* - Meat and Fish Fabrication

CULN 101 C\* - American Cuisine

CULN 101 D\* - Cuisines of the World

CULN 101 E\* - Introduction to Baking

CULN 101 F\* - Service Techniques and Skills

CULN 101 H\* - Breakfast Cookery Seminar

CULN 103 - Introduction to Culinary Management

CULN 107\* - Garde Manger

CULN 210\* - Catering<sup>1</sup>

CULN 202\* - Bar and Beverage Management

CULN 203\* - Cakes, Tortes, and Desserts

CULN 236 - Advanced Restaurant Operations

CULN 290 - NOCTI Food Production and Service Examination<sup>2</sup>

HOSP 108 - Applied Food Service Sanitation

\*Students enrolled in these courses must be available to participate in events when not in class.

**Free Elective Courses:** Sufficient free electives must be taken to ensure the student has at least 33.5 credits for graduation.

## Recommended Sequence of Courses:

Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

**Footnotes:**

<sup>1</sup>Students enrolled in CULN 210 may have to be available for some weekends to organize, serve, and cook for functions.

<sup>2</sup>In order for students to graduate this curriculum, they must enroll in and pass the NOCTI examination CULN 290 (only offered in the spring semesters). Students must have completed one semester in Culinary Arts at Keystone College before enrolling.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Accelerated Certification Program Early Childhood Education**

Curriculum Coordinator: Lansdale Shaffmaster, Ph.D., Professor

The Pennsylvania Department of Education is in the process of formulating guidelines to meet the requirements of Chapter 49-2, which will align with the new certification grade designations. Early childhood certification will be PK to grade 4; elementary/middle certification will be grades 4 through 8. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. When the guidelines are finalized, the changes will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in early childhood education is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in early childhood settings. Specifically, the accelerated certification program prepares individuals to work with children in a variety of settings including K-3 public and private schools, child care facilities, Head Start programs, nursery schools, homes, hospitals, social service agencies, and early intervention programs for children with special needs.

The goals for the accelerated certification program in early childhood education are:

- Preparing individuals to teach children aged 0-8 in a variety of settings and in a manner that supports and affirms their individual characteristics.
- Providing knowledge about child development learning theories and naturalistic study of young children as the foundation for competency development.
- Offering courses and activities based on a developmental perspective that views learning as an integrated, constructive activity.
- Providing numerous opportunities to apply theoretical knowledge to appropriate practice in authentic settings.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Preparing early childhood professionals who appreciate the special characteristics of young children, who understand the primacy of family, who view learning as part of a holistic developmental process, who have skill in creating educational environments which support and nurture children's development, and who work cooperatively with parents and other professionals.
- Preparing early childhood professionals who can competently:
  - engage in instructional planning and preparation
  - establish classroom environments
  - demonstrate instructional strategies
  - demonstrate effective classroom adaptations for children with special needs
  - demonstrate professionalism

## **Required Courses<sup>1</sup>**

ECE 101 - Introduction to Early Childhood Education

ECE 102 - Guiding Play and Learning  
 ECE 202 - Curriculum and Program Planning (Ages 3-8 years)  
 ECE 220 - Early Intervention  
 EDUC 306 - Using Computers to Support Classroom Learning  
     or EDUC 440 - Electronic Media for Teachers  
 EDUC 310 - Family Health and Safety  
 EDUC 320 - Teaching with Diverse Needs  
 EDUC 330 - Language Arts and Literacy I  
 EDUC 331 - Language Arts and Literacy II  
 EDUC 420 - Teaching in the Early Years  
     or EDUC 421 - Teaching in the Elementary School/Primary  
 EDUC 423E - Student Teaching in the Early Years  
 EDUC 423T - Student Teaching at the Primary Level

### Footnotes:

<sup>1</sup>Coursework subject to change in line with Chapter 49-2 mandates.

Prior to beginning certification coursework, any student interested in obtaining accelerated certification in the early childhood education program at Keystone College must meet entry requirements for education including a 3.00 GPA or greater, completion of required prerequisites, and **taking and passing** the three Commonwealth mandated PRAXIS I series tests (Reading, Writing, and Math). Further, participating in and documenting 80 hours of field experiences prior to engaging in student teaching is required. Current annual criminal history, child abuse, and FBI clearances as well as a current annual health appraisal including a TB screening, are required prior to engaging in fieldwork. Failure to meet these requirements will preclude admission into the education program. Further, students **must attempt** the PRAXIS II specialty test(s) prior to beginning student teaching.

The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS I and without evidence of attempting the PRAXIS II series. Students who are not successful in passing the PRAXIS II series **must participate** in the preparation classes offered at the College prior to student teaching. Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with members of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits at the College with a cumulative GPA of 3.00 or greater must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs. Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and 400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor’s Institutes, Urban Education



Experiences, Adopt-A-School Programs).

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

## **Accelerated Certification Program Elementary Education**

Curriculum Coordinator: James Gilhooley, Ph.D., Assistant Professor

The Pennsylvania Department of Education is in the process of formulating guidelines to meet the requirements of Chapter 49-2, which will align with the new certification grade designations. Early childhood certification will be PK to grade 4; elementary/middle certification will be grades 4 through 8. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. When the guidelines are finalized, the changes will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in elementary education is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in elementary classrooms. Specifically, the accelerated certification program prepares individuals to work with students in a variety of settings including K-6 in public and private schools.

The goals for the accelerated certification program in elementary education are:

- Preparing individuals to teach kindergarten through sixth grade.
- Providing a strong foundation in knowledge of child development.
- Providing a family-centered, community-based context for the study of education.
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to concentrate on either primary grades or intermediate grades.  
(Because the developmental characteristics of children in these two groups are quite different, the appropriate educational strategies will also vary greatly.)
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural communities and urban areas.
- Preparing elementary educators who can competently:
  - engage in instructional planning and preparation
  - establish classroom environments
  - demonstrate instructional strategies
  - demonstrate effective classroom adaptations for children with special needs
  - demonstrate professionalism

## Required Courses

EDUC 001-006 - Elementary Education Observation/Participation<sup>1</sup>

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 302 - Elementary Curriculum

EDUC 303 - Elementary Curriculum and Methods: Mathematics

EDUC 304 - Elementary Curriculum and Methods: Citizenship and Social Studies

EDUC 305 - Elementary Curriculum and Methods: Science

EDUC 306 - Using Computers to Support Classroom Learning

or EDUC 440 - Electronic Media for Teachers

EDUC 320 - Teaching Children with Diverse Needs

EDUC 330 - Language Arts and Literacy I

EDUC 331 - Language Arts and Literacy II

EDUC 421 - Teaching in the Elementary School/Primary

or EDUC 422 - Teaching in the Elementary School/Intermediate

EDUC 423I - Student Teaching at the Intermediate Level

EDUC 423T - Student Teaching at the Primary Level

## Footnotes:

<sup>1</sup>Field experiences are essential program components for certification in elementary education. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students must register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

Any student interested in obtaining accelerated certification in the elementary education program at Keystone College must meet entry requirements for education including a 3.00 GPA or greater, completion of required prerequisites, **taking and passing** the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math) prior to engaging in required coursework. Failure to meet these requirements will preclude admission into the education program. Students must also participate in the required 80 hours of field experiences prior to student teaching. Current annual criminal history, child abuse, and FBI clearances as well as an annual health appraisal including a TB screening, are required prior to engaging in fieldwork. Further, students **must attempt** the PRAXIS II specialty test(s) prior to beginning student teaching.

The Field Placement Coordinator will not accept applications for student teaching without evidence of attempting the PRAXIS II series. Students who are not successful in passing the PRAXIS I or PRAXIS II series **must participate** in the preparation classes offered at the College prior to student teaching.

Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with a member of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits with a cumulative GPA of 3.00 or greater at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses

will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs; however, not all coursework is available in Towanda. Program offerings are enrollment dependent.

Students should meet each semester with advisers to plan course schedules. Course Sequence Advising Sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by the adviser. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Human Resource Management Certificate Program**

Curriculum Coordinator: Ken Zula, Ph.D., SPHR, Assistant Professor

The human resource (HR) function has become vital to the success of organizations because of the rapidly changing work environment. International competition, changing technology, and increased government regulations contribute to the need for competent human resource professionals. Human resource professionals work as strategic partners with management in order to manage change and help the organization succeed.

The strong education and practical experience students will receive in the human resource management certificate program at Keystone College will prepare them for the exciting challenges that they will face as human resource professionals. The human resource functions of recruiting and employee selection, coordinating benefit packages, designing compensation systems, complying with government regulations, and dealing with employee and labor issues will be covered in the courses in this certificate program.

## **Required Courses**

BUSN 330 - Business Ethics

HRM 102 - Introduction to Human Resource Management

HRM 320 - Selection and Placement

HRM 450 - Senior Seminar

## **Curricular Elective:**

Any other HRM course

A total of 15 credits are required.

# **Accelerated Certification Program Math Education**

Curriculum Coordinator: Youyu Phillips, Ph.D., Assistant Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in math education (7<sup>th</sup>-12<sup>th</sup> grade) is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in math 7<sup>th</sup>-12<sup>th</sup> classrooms. Specifically, the accelerated certification program prepares individuals to work with students in 7<sup>th</sup>-12<sup>th</sup> grade public and private schools. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the accelerated certification program in math education are:

- Preparing individuals to teach seventh through twelfth grade.
- Providing a strong foundation in knowledge of adolescent development.
- Providing a family-centered, community-based context for the study of education
- Focusing on diverse cultural and pedagogical issues.
- Providing a strong research base related to the processes of learning and teaching.
- Demonstrating learning as a constructive activity, which integrates many kinds of knowledge.
- Helping teacher candidates become skilled in assessing the abilities of learners, skilled in organizing educational activities that promote high levels of achievement, and building relationships with learners that foster optimum development.
- Adapting instructional strategies for children with special needs.
- Encouraging teacher candidates to understand the developmental characteristics of adolescents in intermediate and secondary settings, and to apply appropriate education strategies.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focusing on the special and differing characteristics and needs of learners in rural and urban communities.
- Preparing mathematics educators who can competently:
  - engage in instructional planning and preparation
  - establish classroom environments
  - demonstrate instructional strategies
  - demonstrate effective classroom adaptations for children with special needs
  - demonstrate professionalism.

## **Required Courses**

EDUC 001-006 - Math Education/Participation<sup>1</sup>

EDUC 201 - Foundations of Education

EDUC 211 - Educational Psychology

EDUC 306 - Using Computers to Support Classroom Learning  
or EDUC 440 - Electronic Media for Teachers  
EDUC 320 - Teaching Children with Diverse Needs  
EDUC 335 – Mathematics Education and Methods/Secondary Education  
EDUC 423I - Student Teaching at the Intermediate Level  
EDUC 423S - Student Teaching at the Secondary Level  
EDUC 425 – Teaching at the Intermediate and Secondary Levels  
EDUC 450 - Seminar: Contemporary Issues, Research, and Ethics in Education  
MATH 230 - Calculus II  
MATH 305 - Communications in Mathematics  
MATH 314 - Statistics and Research

## Footnotes:

<sup>1</sup>Field experiences are essential program components and are integrated into coursework each semester for the math education accelerated certification program. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, criminal history, and child abuse and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit participation and will hinder progress in the program.

Students must achieve an average 3.00 GPA or greater in mathematics coursework and a 3.00 cumulative GPA. Prior to beginning certification coursework, any student interested in obtaining additional certification in the accelerated certification program in math education (7<sup>th</sup> – 12<sup>th</sup>) at Keystone College must meet entry requirements for education including a 3.00 GPA, completion of required prerequisites, and **taking and passing** the three Commonwealth mandated PRAXIS I series tests (Reading, Writing, and Math). Further, participating in and documenting 80 hours of field experiences prior to engaging in student teaching is required. Current annual criminal history, child abuse, and FBI clearances as well as a current health appraisal including a TB screening, are required prior to engaging in fieldwork. Failure to meet these requirements will preclude admission into the education program. Further, students **must attempt** the PRAXIS II specialty test(s) prior to beginning student teaching.

The Field Placement Coordinator will not accept applications for student teaching without evidence of passing scores on the PRAXIS I and without evidence of **attempting** the PRAXIS II series. Students who are not successful in passing the PRAXIS II series **must participate** in the preparation classes offered at the College prior to student teaching. Student teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with members of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits at the College with a cumulative GPA of 3.00 must be completed in order to be recommended to the Pennsylvania Department of Education for certification.

If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs. Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300 and

400-level courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor's Institutes, Urban Education Experiences, Adopt-A-School Programs).

Students should meet each semester with advisers to plan course schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses must be taken at Keystone College unless approved by an adviser. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser.

All education forms and information will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.



# **Microsoft® Certified Systems Administrator Certificate Program**

Curriculum Coordinator: Stephen Cheskiewicz, Instructor

As a Microsoft® IT Academy Program, Keystone College offers students the preparation to receive certification as Microsoft® Certified Systems Administrators (MCSA).

The Microsoft® IT Academy Program is a technology-training program that helps students gain valuable computer skills and Microsoft® certification.

Students will learn to develop, support, and integrate computer systems with businesses focused on Microsoft® products.

Upon completion of either program and passing of the Microsoft® administered tests, the student will earn designation as a Microsoft® Certified Systems Administrator (MCSA).

The MCSA is currently a 12-credit, one-semester stand-alone program leading to Microsoft® Certified Systems Administrator certification.

Students interested in this certification should contact the Office of Admissions for an application.

## **Required Courses**

IT 401A - MCSE: Implementing and Supporting Microsoft® Windows® Vista

IT 402C - MCSE: Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment

IT 403C - MCSE: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure - Network Hosts and Network Services

IT 407A - MSCE: Implementing and Managing Microsoft® Exchange® Server® 2003

12 credits required for graduation.

*Note:* Course offerings in the MCSA and MCSE programs are subject to change based upon changes in the Microsoft® products and/or certification requirements. MCSA and MCSE courses must be taken at the main campus facility.

# Microsoft® Certified Systems Engineer Certificate Program

Curriculum Coordinator: Stephen Cheskiewicz, Instructor

As a Microsoft® IT Academy Program, Keystone College offers students the preparation to receive certification as Microsoft® Certified Systems Engineers (MCSE).

The Microsoft® IT Academy Program is a technology-training program that helps students gain valuable computer skills and Microsoft® certification. Students will learn to develop, support, and integrate computer systems with businesses focused on Microsoft® products. Upon completion of either program and passing of the Microsoft® administered tests, the student will earn designation as a Microsoft® Certified Systems Engineer (MCSE).

The MCSE is a 24-credit, two-semester program that can stand alone, or be combined with a four-year Information Technology bachelor's degree.

Students interested in this certification should contact the Office of Admissions for an application.

## Required Courses

IT 401A - MCSE: Implementing and Supporting Microsoft® Windows® Vista

IT 402C - MCSE: Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment

IT 403C - MCSE: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure - Network Hosts and Network Services

IT 404A - MCSE: Planning, Implementing and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure

IT 405A - MCSE: Planning and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure

IT 406A - MCSE: Designing Security for a Microsoft® Windows® Server® 2003 Network

IT 407A - MCSE: Implementing and Managing Microsoft® Exchange® Server ® 2003

24 credits required for graduation.

**Recommended Sequence of Courses:** Visit [www.keystone.edu/academics](http://www.keystone.edu/academics) for further information.

*Note:* Course offerings in the MCSA and MCSE programs are subject to change based upon changes in the Microsoft products and/or certification requirements. MCSA and MCSE courses must be taken at the main campus facility.

# **Accelerated Certification Program Social Studies Education**

Curriculum Coordinator: Janet Wrightnour, Associate Professor

Keystone College is guided by the philosophy that every student should have the opportunity to attain his/her full potential. The goal of the accelerated certification program in social studies education is to provide additional coursework to develop skilled teachers who can utilize best practices for planning and preparing environments and instruction in grades 7-12. Specifically, the accelerated certification program prepares individuals to work with students in a variety of settings including public and private schools. Additionally, changes in Chapter 49-2 mandate that all education certification programs must include coursework which addresses the needs of diverse learners and English language learners. The Pennsylvania Department of Education is in the process of formulating guidelines for this coursework which will be effective for all students in line with designated implementation schedules. Any changes will be communicated to students.

The goals for the accelerated certification program in social studies education are:

- Prepare individuals to teach social studies in grades seven through twelve.
- Provide a strong foundation in the social sciences.
- Focus on diverse cultural and pedagogical issues.
- Provide a strong research base related to the processes of learning and teaching.
- Demonstrate learning as a constructive activity, which integrates many kinds of knowledge.
- Help students become skilled in assessing the abilities of learners; skilled in organizing educational activities that promote high levels of achievement; and, building relationships with learners that foster optimum development.
- Providing observation, participation and pre-student teaching experiences in line with a developmental, sequential fieldwork plan for a minimum of three hours per week for seven of the eight semesters. Current annual clearances (criminal history, child abuse, FBI and health appraisal with negative TB test) are required for fieldwork.
- Focus on the special and differing characteristics and needs of learners in rural communities and urban areas.
- Preparing social studies educators who can competently:
  - demonstrate a broad knowledge base in the social sciences
  - engage in instructional planning and preparation
  - establish classroom environments
  - demonstrate instructional strategies
  - demonstrate effective classroom adaptations for children with special needs
  - demonstrate professionalism

## **Required Courses**

EDUC 001-006 - Social Studies Education Observation/Participation<sup>1</sup>  
EDUC 201 - Foundations of Education  
EDUC 211 - Educational Psychology  
EDUC 306 - Using Computers in the Classroom  
EDUC 309 - Classroom Management  
EDUC 315 - Developmental Assessment

EDUC 320 - Teaching Students with Diverse Needs  
EDUC 325 - Social Studies Curriculum and Methods  
EDUC 332 - Reading in the Content Area  
EDUC 423I - Student Teaching at the Intermediate Level  
EDUC 423S - Student Teaching at the Secondary Level  
EDUC 425 - Teaching at the Intermediate and Secondary Levels  
EDUC 450 - Seminar: Research, Issues, and Ethics in Education

## Footnotes:

<sup>1</sup>Field experiences are essential program components and are integrated into coursework each semester for the social studies education certification. They are usually scheduled Monday through Friday, 8 a.m. to 5 p.m. during typical working hours. Students should register for EDUC 001 to 006 (Field Experiences) each semester as advised. Field experiences carry no credit and require annual clearances (FBI, child history, and child abuse, and a health appraisal with a negative TB test). Failure to obtain clearances will prohibit field participation and will hinder progress in the program.

Prior to beginning certification coursework, any student interested in obtaining accelerated certification in the social studies education program at Keystone College must meet entry requirements for education including a 3.00 GPA; completion of required prerequisites; and **taking and passing** the three Commonwealth-mandated PRAXIS I series tests (Reading, Writing, and Math). Further, participating in and documenting 80 hours of field experiences prior to engaging in student teaching is required.

Current annual criminal history, child abuse, and FBI clearances as well as a current annual health appraisal including a TB screening, are required prior to engaging in fieldwork. Failure to meet this requirement will preclude admission into the Education Program. Further, students **must attempt** to pass the PRAXIS II specialty test(s) prior to beginning student teaching. The Field Placement Coordinator will not accept applications for student teaching without evidence of **attempting** the PRAXIS II series tests. Students who are not successful in passing the PRAXIS II series tests **must participate** in the preparation classes offered at the College prior to student teaching. Student Teaching candidates must meet with the Field Placement Coordinator by October 15<sup>th</sup> to be eligible for a student teaching experience in the spring semester. Student teaching candidates must meet with the Field Placement Coordinator by February 15<sup>th</sup> to be eligible for a student teaching experience in the fall semester. Candidates must also have an interview with a member of the education faculty.

Successful completion of student teaching will consist of two six-week experiences (for a minimum of 30 days each experience) with a “B” or better in each placement. Individuals who currently hold a certificate and are enrolled in the program to add a certificate must student teach until competent as assessed by the supervising faculty.

A minimum of 30 education credits with a cumulative GPA of 3.00 or greater at the College must be completed in order to be recommended to the Pennsylvania Department of Education for certification. If any of the required courses have been accepted by Keystone College as transfer credits, a list of acceptable alternative courses will be provided to the student in order to ensure completion of the 30-credit minimum.

Certification coursework is offered in both the La Plume and Towanda Weekender programs. Not every course is offered every semester at every location. Consequently, teacher candidates should expect to complete 300- and 400-level education courses at the La Plume campus. Education courses and required observation and fieldwork must be completed during the school year, August through May. Special circumstances may allow for planned summer experiences if opportunities exist and are appropriate for teacher candidates (Governor’s Institutes, Urban Education Experiences, Adopt-A-School Programs). Program offerings are enrollment dependent.

Students should meet each semester with advisers to plan course schedules. Course sequence advising sheets must be followed. Any variation from the required sequence must be approved by the adviser. Education courses

must be taken at Keystone College unless approved by adviser. Because of field requirements, education courses are not offered online. Further, education courses cannot be challenged nor will credit by assessment be approved unless specific criteria for portfolio elements are met and approved by the adviser.

All education forms and information updates will be available online. It is the student's responsibility to check these updates frequently. Communication with all students will be through the Keystone e-mail system. It is the responsibility of each student to use the e-mail address provided by the College.

Education students are required to pay a semester fee of \$70 for curriculum lab fees (Weekender students \$40 per trimester), \$150 field experience fee per semester, and \$250 for each student teaching placement. Education majors pay a one time only fee of \$89, or the current market price, to purchase Live Text for electronic portfolio development.

The academic adviser assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# **Education Credentials**

## **Child Development Associate Credential (CDA)**

Credits earned in this program may be transferred to the bachelors degree in early childhood education.

Keystone College offers the 12-credit CDA Program. The CDA is a nationally recognized credential administered by the National Council for Professional Recognition Program in Washington D.C. The credential requires the creation of a professional portfolio. The College offers instruction which meets the CDA requirements through the following coursework:

ECE 101 - Introduction to Early Childhood Education

ECE 102 - Guiding Play and Learning

ECE 202 - Curriculum and Program Planning: Ages 3-8 Years

EDUC 216 - Child, Family and Community

## **Pennsylvania Director's Credential**

Credits earned in this program may be transferred to the bachelor degree programs in education.

Keystone College offers the nine-credit PA. Director's Credential program specified by the Pennsylvania Office of Child Development for individuals who assume director positions in licensed child care facilities in the Commonwealth of Pennsylvania. The credential details instructional competency outcomes that are achieved through participation in the following coursework:

ECE 350 - Administration and Supervision of Schools for Young Children

or EDUC 450 - Seminar: Contemporary Research, Issues, and Ethics in Education

PSYC 401 - Organizational Behavior

PSYC 402 - Supervision and Leadership

## **School Age Credential (SACC)**

School Age Credential (SACC) Credits earned in this program may be transferred to the bachelor degree programs in education.

Keystone College offers the nine-credit SACC credential which is administered by the Pennsylvania Key. The credential requires the creation of a professional portfolio. The College offers instruction which meets the SAC requirements through the following coursework.

ECE 350 - Administration and Supervision of Schools for Young Children

EDUC 216 - Child, Family, and Community

PSYC 225 - Psychology of Exceptionalities

## **Early Childhood/Early Intervention Certificate:**

This program is designed to help individuals who lack specialized training but who currently work in early childhood or early intervention programs. Credits earned in this program may be transferred to the associate degree or B.S. degree programs in early childhood education. Prior to beginning the certificate sequence, students are required to complete English 101 and Psychology 101. Students meeting all requirements receive a certificate

in early intervention.

The following courses must be taken:

PSYC 201 - Child Psychology  
PSYC 225 - Psychology of Exceptionalities  
ECE 101 - Intro to Early Childhood Education  
ECE 102 - Guiding Play and Learning  
ECE 201 - Curriculum and Program Planning Ages 0-3  
ECE 202 - Curriculum and Program Planning Ages 3-8  
ECE 216 - Child, Family and Community  
ECE 220 - Early Intervention  
ECE 223 - Field Experience  
ECE 250 - Early Education Seminar

## **Military Science - Air Force ROTC**

The Air Force Reserve Officer Training Corps (AFROTC) program at Wilkes University permits students to earn commissions as officers in the U.S. Air Force while pursuing a college degree. Students enroll in either the four-year or two-year program. Students with three years remaining until graduation may enroll concurrently in the freshman and sophomore Air and Space Studies courses and can complete the four-year program in three years; moreover, any interested student may call the detachment and query staff regarding additional programs available (570-408-4860).

### **Professional Development Program (PD) (Optional)**

The program allows both GMC and POC members to visit a USAF base for up to three weeks during the summer (cadets attending Field Training are not eligible.) PD allows the cadet to “shadow” an active duty officer working in the student’s career interest (i.e., pilot, navigator, communications, intelligence, etc.) Transportation from the legal residence of the cadet to the PD base (and return), food, lodging, and medical and dental care during the visit are provided by the Air Force. The participating cadet is also provided a nominal stipend during the program.

### **Scholarships**

AFROTC also offers full and partial tuition scholarships for which qualified students may compete, if they enroll in AFROTC. All scholarship awards are based on individual merit, regardless of financial need, with most scholarship recipients determined by central selection boards. For more information, please contact the detachment.

### **Air and Space Studies Courses:**

#### **General Military Course (GMC)**

AS 101 - Foundations of the USAF I  
AS 102 - Foundations of the USAF II  
AS 103/104 - Leadership Laboratory  
AS 201 - Evolution of USAF Air and Space Power I  
AS 202 - Evolution of USAF Air and Space Power II  
AS 203/204 - Leadership Laboratory

### **Professional Officer Course (POC)**

AS 301 - Air Force Leadership Studies I

AS 302 - Air Force Leadership Studies II

AS 303/304 - Leadership Laboratory

AS 401 - National Security Affairs/Preparation for Active Duty I

AS 402 - National Security Affairs/Preparation for Active Duty II

AS 403/404 - Leadership Laboratory

### **Commissioning**

Students who satisfactorily complete the POC curriculum requirements are commissioned as Second Lieutenants in the U.S. Air Force and will serve on active duty in a career specialty they have chosen, consistent with USAF needs.

Qualified students may compete for duty as pilots, navigators, engineers, missile or space operations officers, nurses, engineers, meteorologists, computer analysts, lawyers, security forces or any of a number of other career fields.



# **Military Science - Army ROTC**

Keystone College offers students the opportunity to participate in Army ROTC through a partnership with the North East Pennsylvania Army Reserve Officer Training Corps Battalion. The primary objective of the Reserve Officer Training Program is to develop leadership capabilities in students and to train future officers for active ARMY, US Army Reserve, Army National Guard and leaders for the country.

The NEPA Army ROTC Battalion continually ranks in the top 10% of all ROTC programs nationwide and was ranked third in the Eastern United States in 2006. The NEPA Battalion has recently celebrated fifty years of commissioning outstanding officers for the Army.

The Army ROTC program can be tailored to fit any student's schedule particularly in the freshman and sophomore years. Military Science instruction is offered at The University of Scranton with two, three, and four year programs leading to a commission as an officer in one of the three components of the United States Army.

Any Keystone College student may participate in any basic Army ROTC course without cost or obligation for the first two years.

## **Uniforms and Supplies**

The Military Science Department provides all uniforms, equipment, and textbooks required for the classes.

## **Scholarships**

There are significant scholarship opportunities for ROTC students. Scholarships could be used to pay for tuition, books, and spending money. Two, three and four-year Army scholarships as well as special National Guard and Army Reserve scholarships are available for students enrolled full-time at Keystone College. Army ROTC Scholarship Candidate selection is merit based. Scholarship recipients receive full tuition and fees, in addition to \$900 per year for books and a monthly stipend ranging from \$3,000 to \$5,000 per year for each year the scholarship is awarded. For additional information, or if you have specific questions about the Army ROTC, contact the Military Science department at the University of Scranton at 1-888-SCRANTON, (570) 941-7457, or e-mail [rotc@scranton.edu](mailto:rotc@scranton.edu).

## **Curriculum Courses:**

PHED 138 - Physical Fitness Training  
MIL 101/102 - Concepts of Leadership I and II  
MIL 201/202 - Dynamics of Leadership I and II  
MIL 301/302 - Basic Military Leadership I and II  
MIL 401/402 - Advanced Military Leadership I and II  
MIL 111L/112L/131L/132L - Leadership Application Laboratory

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# Minors

A minor consists of a minimum of 18 credits in a particular discipline and requires one 100-level course and two 300- and/or 400-level courses. The remainder may be chosen from current discipline course offerings at any level and are determined by the student and academic adviser. Students must declare their minors prior to registering for GRAD 101 or GRAD 201.

The following minors are available as of this catalog printing. Consult curriculum coordinators to determine if additional minors are added throughout the 2009-2011 academic years.

## Accounting

ACCT 103 - Managerial Accounting

ACCT 108 - Financial Accounting

ACCT 201 - Intermediate Accounting I

ACCT 301 - Accounting Information Systems

Accounting Electives - Two additional 300- or 400-level ACCT courses

(Students in a BMT curriculum who choose to minor within the division offerings will need at least 6 credits of coursework at the 200- or 300-level that are not used in the major curricula. These courses will be selected from the minor area.)

## Art

ART 105 - Drawing and Composition I

One, 100-level Studio courses\*

One, 200-level Studio courses\*

Two, 300-and/or 400-level Studio courses\*

Any additional Art Studio course\*

\*ART 101, 102, 301, 305, 385, 433, and 485, do not count as studio electives

## Biology

BIOL 113 - General Biology I

BIOL 114 - General Biology II

BIOL 445 - Biology Seminar and Research

AND choose one 200-level Biology excluding

BIOL 240 Bioethics

AND choose one 300-level Biology class.

Total credits must equal or exceed 18 credits.

## Business

ACCT 103 - Managerial Accounting

or ACCT 108 - Financial Accounting

or ACCT 110 - Survey of Accounting

BUSN 101 - Introduction to Business

BUSN 201 - Principles of Management

BUSN 202 - Principles of Marketing

300-level Elective - Choose any two BUSN, ECON, or LEAD courses

(Students in a BMT curriculum who choose to minor within the division offerings will need at least six credits of coursework at the 200- or 300-level that are not used in the major curricula. These courses will be selected from the minor area.)

## Casino Management

CASM 101 - Introduction to Casino Management

CASM 420 - Regulatory and Legal Compliance

CASM 423 - Casino Management Internship\*

Three electives to be chosen from the following list:

ACCT 103 - Managerial Accounting

ACCT 108 - Financial Accounting

BUSN 330 - Business Ethics

BUSN 425 - Consumer Behavior

BUSN 430 - Strategic Marketing

CJ 305 - Criminal Investigation

HOSP 108 - Food Service Sanitation

HOSP 202 - Bar and Beverage Management

HOSP 224 - Meeting and Convention Planning

HOSP 227 - Hospitality Law

SRM 403 - Resort Recreation

\*Upon enrolling, students will be charged a \$75 lab fee.

## Chemistry

CHEM 105 - General Chemistry I

CHEM 106 - General Chemistry II

CHEM 203 - Organic Chemistry I

CHEM 204 - Organic Chemistry II

or CHEM 215 - Environmental Chemistry

AND choose one of the following:

BIOL 325 - Biochemistry

CHEM 305 - Forensic Chemistry

CHEM 320 - Instrumental Analysis

## Communications

COMM 104 - Interpersonal Communication

COMM 105 - Mass Communication

Writing Elective - Choose one:

BUSN 212 - Written Communication

ENGL 315 - Special Topics in Creative Writing

ENGL 335 - Technical Writing

300- or 400-level Literature course - Depending on desired work skills, students may choose from:

ENGL 328 - Children's Literature

ENGL 330 - Great Themes in Literature

ENGL 333 - Advanced Study in Literature

300- or 400-level Communication course - students

may choose from:

COMM 301 - Communication Theory

COMM 315 - Special Topics in Communication

COMM 328 - Small Group Communication

COMM 410 - Critical Issues in Communication

COMM 428 - Gender and Communication

Additional Elective - Any ENGL, COMM, FILM, or THEA course, excluding core courses.

(Students are responsible for meeting prerequisites, or obtaining instructor consent.)

## Criminal Justice

CJ 102 - Introduction to Criminal Justice

Two Criminal Justice courses at the 100- or 200-level

Choose any three 300- and/or 400-level CJ courses

Possible substitutions for one CJ elective:

PSYC 314 - Psychopathology

PSYC 325 - Forensic Psychology

PSYC 335 - Psychology of Trauma

## Criminal Justice Investigation

BIOL 130 - Introduction to Forensic Science I

BIOL 230 - Introduction to Forensic Science II

CJ 300-400 - Curricular Elective

CJ 305 - Criminal Investigation

CJ 401 - Criminalistics

or CJ 345 - Criminal Profiling

PSYC 325 - Forensic Psychology

## Digital Media

COMM 105 - Mass Communication

or FILM 110 - Introduction to Film

ENGL 305 - Broadcast Writing

or ENGL 315A - Special Topics in Creative Writing: Screenwriting

or ENGL 315B - Special Topics in Creative Writing: Playwriting

Four electives to be chosen from the following list:

COMM 230 - Introduction to Radio Production

COMM 235 - Digital Media Production

COMM 320 - Advanced Audio Production

COMM 315D - Special Topics in Communication: Directing the Digital Film

COMM 315E - Special Topics in Communication: Producing the Digital Film

COMM 315F - Special Topics in

Communication: Advanced Digital Media Production

\*FILM 350 - Special Topics in Film

\*Students may use only one (1) FILM 350 topic to satisfy the minor requirement.

## **Environmental Science**

ENVT 210 - GIS/GPS  
ENVT 225 - Environmental Policy and Management  
ENVT 305 - Soils Science  
ENVT 328 - Hydrology  
PHSC 110 - Global Change  
PHSC 201 - Physical Geology

## **Forensic Biology**

BIOL 113 - General Biology I  
BIOL 130 - Introduction to Forensic Science  
BIOL 230 - Forensics II  
BIOL 330 - Forensic Anthropology  
BIOL 445 - Biology Seminar and Research and:

## **Finance**

ACCT 103 - Managerial Accounting  
ACCT 108 - Financial Accounting  
ACCT 209 - Individual and Business Taxes  
BUSN 306 - Financial Management  
BUSN 340 - Investments  
BUSN 406 - Advanced Financial Management

(Students in a BMT curriculum who choose to minor within the division offerings will need at least six credits of additional coursework at the 200- or 300-level that are not used in the major curricula.)

## **Homeland Security**

CJ 215 - Introduction to Homeland Security  
CJ 340 - Terrorism  
ENVT 210 - GIS/GPS  
ENVT 211 - GIS Applications, Select Topics  
POSC 310 - Public Policy  
PSYC 335 - Psychology of Trauma

Also students must choose one of the following:  
POSC 301 - Constitutional and Criminal Law  
CJ 305 - Criminal Investigation  
CJ 401 - Criminalistics  
CJ 426B - Special Topic: Safety and Health  
Certification for homeland security professionals.

## **Human Resource Management**

BUSN 330 - Business Ethics  
HRM 102 - Introduction to Human Resource Management  
HRM 230 - Employment Law  
HRM Electives - Choose any three HRM courses, two of which must be 300-level or higher.

(Students in a BMT curriculum who choose to minor within the division offerings will need at least six credits of additional coursework at the 200- or 300-level that are not used in the major curricula. These courses will be selected from the minor area.)

## **Information Technology**

IT 120 - Web Programming I  
IT 125 - Web Programming II  
IT 200 - Intermediate PC Office Applications  
or IT 206 - Database Management Systems II  
One additional IT elective at any level  
Two IT electives at the 300-level or higher.

(Students in a BMT curriculum who choose to minor within the division offerings will need at least six credits of additional coursework at the 200- or 300-level that are not used in the major curricula.)

## **Leadership**

LEAD 110 - Foundations of Leadership  
BUSN 201 - Principles of Management  
BUSN/PSYC 401 - Organizational Behavior  
LEAD 402 - Leadership Strategies  
LEAD 410 - Dynamics of Leadership Application

Students in the minor must choose one of the following electives:

LEAD 215 - Team Building  
LEAD 310 - Profiles in Leadership  
LEAD 340 - Civic Responsibility  
SRM 313 - Facilitation of Leadership Activities

(Students in a BMT curriculum who choose to minor within the division offerings will need at least six credits of additional coursework at the 200- or 300-level that are not used in the major curricula.)

## Management

ACCT 103 - Managerial Accounting  
BUSN 201 - Principles of Management  
HRM 102 - Introduction HRM

And any other three courses from the list below (must include at least two 300-400 level courses)

BUSN 306 - Financial Management  
BUSN 401 - Organizational Behavior  
BUSN 406 - Financial Management  
BUSN 420 - Strategic Management  
HRM 230 - Employment Law  
HRM 320 - Selection and Placement  
LEAD 402 - Leadership Strategies  
LEAD 410 - Dynamics of Leadership Application  
SRM 202 - Facilities Management

(Students in the BMT curriculum who choose to minor within the division offerings will need at least 6 credits of coursework at the 200 or 300 level that are not used in the major curricula. These courses will be selected from the minor area.)

## Marketing

BUSN 202 - Marketing  
BUSN 410 - Business Research Methods  
or BUSN 415 - Marketing Research  
BUSN 425 - Consumer Behavior  
BUSN 430 - Strategic Marketing

Students in the minor must also choose two of the following electives:

BUSN 316 - Advertising and Sales Promotion  
BUSN 310 - Retail and Service Marketing  
BUSN 320 - Sales and Relationship Building  
BUSN 325 - E-Marketing  
COMM 220 - Public Relations  
SRM 305 - Sport Promotion and Marketing

(Students in the BMT curriculum who choose to minor within the division offerings will need at least 6 credits of coursework at the 200 or 300 level that are not used in the major curricula. These courses will be selected from the minor area.)

## Mathematics

One 100-level course to be chosen from:

MATH 110 - Trigonometry  
MATH 111 - College Mathematics  
MATH 113 - Precalculus  
MATH 205 - Statistics  
MATH 314 - Statistics and Research  
Another 300/400-level MATH course  
Two additional Mathematics courses (excluding MATH 101 and 102)

## Political Science

POSC 101 - American National Government  
HIST 101 - The Making of the Modern World  
or HIST 109 - United States History I  
or HIST 110 - United States History II

Four Electives - Choose from: (Two must be 300-level or higher)

POSC 201 - State and Local Government  
POSC 207 - International Relations  
POSC 301 - Constitutional/Criminal Law  
POSC/HIST 302 - Civil Rights in America  
POSC 303 - Comparative Government  
POSC/HIST 305 - U.S. History Since 1945  
POSC 310 - Public Policy  
EXPL 295/296/297 - 3 credits in the political sector

Possible substitutions for one elective:

ACCT 310 - Governmental Accounting  
BUSN 333 - Business Law  
CJ 320 - Administration of Justice  
ENVT 225 - Environmental Policy and Management  
GEOG 101 - Introduction to Geography  
GEOG 340 - Cultural Geography

## Psychology

PSYC 101 - General Psychology  
PSYC Electives - 3 from the Psychology discipline at any level  
Two PSYC electives at the 300-400 level

## Sociology

SOCI 101 - Introduction to Sociology  
Choose two of the following:  
ANTH 101 - Introduction to Cultural Anthropology  
SOCI 204 - Social Problems  
SOCI 205 - The Family  
Choose two of the following:  
GEOG 340 - Cultural Geography  
SOCI 301 - Sociology of Diversity

SOCI 350 - Social Deviance  
Any other SOCI or ANTH course

## **Sport and Recreation Management**

SRM 101 - Introduction to Sport and Recreation  
Management  
or BUSN 101 - Introduction to Business  
or BUSN 201 - Principles of Management  
or HOSP 103 - Introduction to Hotel and  
Restaurant Management  
or HRM 102 - Introduction to Human Resource  
Management  
SRM 201 - Program Development and Planning  
SRM 202 - Facilities Management  
SRM 303 - Legal Issues in Sport  
SRM 305 - Sport Marketing  
SRM Elective 300-level or higher

(Students in a BMT curriculum who choose to minor  
within the division offerings will need at least six  
credits of additional coursework at the 200- or 300-  
level that are not used in the major curricula. These  
courses will be selected from the minor area.)

## **Theatre**

ENGL 222 - Introduction to Dramatic Literature  
THEA 104 - Introduction to Theatre  
THEA 105 - Acting I: The Basics of Performance  
THEA 205 - Acting II: Techniques and Styles  
And any two of the following:  
ENGL 315B: Special Topics in Creative  
Writing: Playwriting  
THEA 204 - Survey of Technical Theatre  
THEA 304 - Directing for the Stage

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## ***Course Descriptions***

The number of lecture, discussion, practicum, and laboratory hours listed for each course in this section of the catalog is the number scheduled each week during the fall and spring semesters. These hours are adjusted accordingly for terms of shorter length, such as summer sessions and the Weekender schedule, to ensure the amount of instruction given to students in any course remains constant regardless of the term in which it is offered. The number of credits for each course is also constant for all terms. Not every course listed in the catalog is offered every year. The terms indicated are those in which a course is usually offered. Some courses entail special services, supplies, or require updating of software for which fees are assessed. These fees vary from course to course and, where applicable, are indicated in the following course descriptions.

## Accounting

### **ACCT 103 Managerial Accounting:**

Introduces accounting concepts for planning, control, motivation, internal reporting, and evaluation. Demonstrates product cost determination procedures, analysis of cost behavior, budgeting, decision-making and control. *Fall and Spring, 3 hours lecture and laboratory, 3 credits.*

**ACCT 108 Financial Accounting:** Introduces the basic concepts and principles of financial accounting including journal entries, financial statements preparation, notes receivable, inventory methods, depreciation methods, payroll and taxes, organization and operations of a corporation, accounting for capital stock and bonds, and financial data analysis. This course is intended for accounting and business administration majors only. *Fall and Spring, 3 hours lecture and 3-hour laboratory, 4 credits.*

**ACCT 110 Survey of Accounting:** This course is designed as an overview of accounting. Students will review financial statements in the context of an overview of financial condition of business. Students will also learn how accounting impacts all facets of business. This course is not intended for accounting and business administration majors. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

### **ACCT 201 Intermediate Accounting I:**

Studies intermediate problems involving more complex business situations than those found in financial accounting. Students become familiar with principles relating to cash, receivables, inventories, detailed analysis of balance sheet and accounts, analytical processes, and miscellaneous statements. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisites: ACCT 103 and ACCT 108 with grades of "C" or higher. *Fall, 3 hours lecture and laboratory, 3 credits.*

### **ACCT 202 Intermediate Accounting II:**

Emphasizes problems relating to classification and valuation of tangible and intangible assets and current liabilities; accounting for investment funds and reserves; and depreciation. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisite: ACCT 201 with a grade of "C" or higher. *Spring, 3 hours lecture and laboratory, 3 credits.*

**ACCT 205 Cost Accounting:** Introduces the student to the manufacturing concern and the problems involved with control over the cost of goods manufactured. Assists management with accumulation and review of past cost to be used in future planning and decision making. Prerequisite: ACCT 103 with grade of "C" or higher. *Spring, 3 hours lecture and problem solving, 3 credits.*

### **ACCT 207 Intermediate Accounting III:**

Continues the material learned in ACCT 202 with emphasis on annual reports, dilutive securities, pensions and post-retirement benefits, leases, and financial analysis. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisite: ACCT 202 with a grade of "C" or higher. *Fall, 3 hours lecture and laboratory, 3 credits.*

### **ACCT 209 Individual and Business Taxes:**

Introduces the student to the IRS code, covering the basic 1040 and all the forms essential to its completion in detail. This course also covers the Tax Code as it relates to partnerships and corporations. The course uses basic commercial tax preparation software for preparation of tax returns. *Fall, \$30 fee, 4 hours lecture and computer presentations, 3 credits.*

### **ACCT 301 Accounting Information**

**Systems I:** Provides an introduction to accounting information systems from an organizational perspective. Concentration will be placed on the cycle of transaction processing utilizing real-world business scenarios with



accounting software. Emphasis will be placed on collecting, accumulating, and summarizing data to make information available to managers for analysis, decision making, forecasting, and business planning. *Fall, 3 hours lecture and laboratory, 3 credits.*

**ACCT 302 Auditing:** Explores the legal and ethical responsibilities of an auditor, the methods and procedures used in gathering evidential material, and the auditor's report. Teaches GAAP, GAAS, and FASB procedures and how to apply them to client audits. Prerequisite: ACCT 202 with a grade of "C" or higher. *Spring, 3 hours lecture and discussion, 3 credits.*

**ACCT 303 Accounting Information Systems II:** Continues the concepts introduced in Accounting Information Systems I and expands the focus with an emphasis on a systems perspective including hardware and software assessment analysis, internal control procedures, systems flowcharting, design methodologies, and security issues. A case study utilizing a business simulation exercise will be used to extend technical and analytical skills pertaining to accounting information systems. Prerequisite: ACCT 301 with a grade of "C" or higher. *Spring, 3 hours lecture and laboratory, 3 credits.*

**ACCT 304 Accounting Policy and Professional Responsibility:** Discusses GAAP process and the functions of the FASB and SEC along with ethical issues facing the profession. Employs case studies as a pedagogical tool. This is an online course. *Spring, 3 hours lecture, discussion, and computer presentations, 3 credits.*

**ACCT 305 Advanced Cost Accounting:** Continues the concepts introduced in Cost Accounting with a concentration of material from real-world cases. Students will be able to use critical thinking skills to develop a plan of action for different types of businesses and

employ decision-making techniques. Prerequisite: ACCT 205 with a grade of "C" or better. *Fall, 3 hours lecture and laboratory, 3 credits.*

**ACCT 401 Advanced Accounting:** Serves as a review of all areas covered in the accounting curriculum. Focuses on consolidated financial statements and employs research methods that will be necessary in the field. Senior standing or consent of curriculum coordinator. Fee: \$80 for membership in PICPA and IMA required. Prerequisites: ACCT 207 and ACCT 302 with a grade of "C" or higher. *Fall, \$80 fee, 3 hours lecture and discussion, 3 credits.*

**ACCT 423 Accounting Internship:** Emphasizes a work experience with a recognized accounting firm or related accounting experience. Places the student in a work environment where he/she can utilize the classroom knowledge and experience a true working situation. Prerequisite: consultation with curriculum coordinator during junior year. Selection of work experience determined by academic background and interviews. *3-6 credits.*

**ACCT 450 Senior Seminar/Capstone:** Designed to provide an opportunity for students to synthesize previous learning and to demonstrate evidence that they have the knowledge required for the major. Portfolio project is completed in this course. *Spring, 3 hours lecture and discussion, 3 credits.*

## **Anthropology**

**ANTH 101 Introduction to Cultural Anthropology:** Explores humans' cultural and social organization including economics, family and kinship, politics, religion and ritual, and the arts. Examines the origins of human culture and the processes of cultural change. *Spring, 3 hours lecture and discussion, 3 credits.*

**ANTH 212 Peoples and Cultures of Africa:** Studies the peoples and cultures of Africa with

an emphasis on cultural and social organizations, subsistence patterns, family and kinship, religions and rituals, political and economic organizations, and the arts. Prerequisites: ANTH 101 or SOCI 101 or HIST 101 or consent of the instructor.

*Fall and Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

### **ANTH 213 Peoples and Cultures of the**

**Middle East:** Studies the peoples and cultures of the Middle East with an emphasis on cultural and social organizations, subsistence patterns, family and kinship, religions and rituals, political and economic organizations, and the arts.

Prerequisites: ANTH 101 or SOCI 101 or HIST 101 or consent of the instructor. *Fall and Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

### **ANTH 214 Peoples and Cultures of the Asia:**

Studies the peoples and cultures of Asia with an emphasis on cultural and social organizations, subsistence patterns, family and kinship, religions and rituals, political and economic organizations, and the arts. Prerequisites: ANTH 101 or SOCI 101 or HIST 101 or consent of the instructor.

*Fall and Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

### **ANTH/BIOL 220X Biological**

**Anthropology:** Covers topics on human evolution and modern human variation, focusing on humanity's biological roots and modern appearance. This is a science course based on evolutionary biology. Emphasizes evolutionary theory, genetic and evolutionary mechanisms, polygenic inheritance, selection, mutation, human population genetics, human's place in the animal kingdom, human evolution and modern human diversity. *Spring, 3 hours lecture and discussion, 3 credits.*

## **Art**

**ART 101 Art History Survey I:** A chronologi-

cal study of the development of art from prehistoric times to the thirteenth century. Paintings, sculpture, architecture, and the craft arts will be examined in relation to the development of Western culture. *Fall, 3 hours lecture and discussion, 3 credits.*

**ART 102 Art History Survey II:** A chronological study of the development of art from the Renaissance to present day. Paintings, sculpture, architecture, and the craft arts will be examined in relation to the development of Western culture. *Spring, 3 hours lecture and discussion, 3 credits.*

**ART 103 Color Theory:** An in-depth experiential study of color principles, concepts and the visual effects of color through observation and creative responses. Studio problems emphasize seeing and mixing colors, making specific color decisions, and understanding subjective and objective color applications. *Fall, \$30 fee, 6 hours practicum, 3 credits.*

**ART 104 Introduction to Studio Art:** Focuses on basic art materials and studio procedure - both two- and three-dimensional. A variety of basic problems in two-dimensional disciplines such as drawing, design, printmaking or photography, and three-dimensional disciplines such as ceramics and other sculptural media. Emphasis on individual creative perception and growth in the understanding of the elements and principles of design as they relate to the art process. This course is a non-major course. *Fall/Spring, \$50 fee, 6 hours practicum, 3 credits.*

**ART 105 Drawing and Composition I:** Introduces visual perception and artistic interpretation. Emphasizes the mastery of a variety of drawing techniques to depict objects in space. *Fall, \$80 fee, 6 hours practicum, 3 credits.*

**ART 107 Figure Drawing I:** Introduces basic anatomy through studies of the skeleton and extensive drawing of the live model. Basic drawing media are employed, with emphasis on

perception and technique development. *Spring, \$155 fee, 6 hours practicum, 3 credits.*

**ART 109 Two-Dimensional Design:** Introduces and explores the elements and principles of visual organization. Emphasizes effective symbolic communication and the development of well-crafted art. *Fall, \$40 fee, 6 hours practicum, 3 credits.*

**ART 110 Three-Dimensional Design:** Introduces concepts of three-dimensional design and the basic materials and tools involved. Emphasis on line, plane, mass, structures, and sensitivity to materials. Problems range from the theoretical to the practical. *Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 113 Portfolio Preparation:** Presents practical information for prospective transfer students majoring in art. Preparation of art work for portfolio or exhibition. Open to art majors only. *Fall, 4 hours lecture, 0.5 credits.*

**ART 114 Electronic Media in the Arts:** Introduces computer platforms, operating systems, networking, and software applications for writing, mathematics, and presentations. Emphasizes digital media applications for artists. *Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 205 Drawing and Composition II:** Further exploration of the compositional elements of drawing and the use of spatial systems through more advanced techniques and media. Emphasis on the development of technical skill and creative perception and interpretation. Prerequisite: ART 105 or consent of the instructor. *Fall, \$80 fee, 6 hours practicum, 3 credits.*

**ART 207 Figure Drawing II:** Continued study of human anatomy and the further development of technical drawing skills. Emphasis is on drawing the model within the environment. Prerequisite: ART 107 or consent of the instructor. *Spring, \$155 fee, 6 hours practicum, 3 credits.*

**ART 209 Fundamentals of Graphic Design:** Introduces the graphic design field and the process for effectively communicating through resonant type and image combinations. Emphasizes theoretical and technical requirements of design field. Prerequisite: ART 114 or IT 105 or consent of instructor. *Fall or Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 210 Fundamentals of Crafts:** Introduces basic information in one of the following media: wood, metal (jewelry option), fiber, or glass. Creative and appropriate design for the medium, the mastery of basic tools and techniques, and basic craftsmanship. (Medium will vary according to student interest and faculty availability.) *Fall and Spring, \$150 fee, 6 hours practicum, 3 credits.*

**ART 215 Fundamentals of Ceramics:** Presents the plastic abilities of clay, the techniques of hand-building, throwing, glazing, and firing as related to both traditional and contemporary ceramics. *Fall and Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 221 Fundamentals of Photography:** Introduces the topics of camera and film use, composition, natural and artificial light sources, film development, enlarging and printing with 35mm black and white materials. Students are also exposed to a diverse range of historically significant photographic work. *Fall and Spring, \$80 fee, 6 hours practicum, 3 credits.*

**ART 223 Field Study in Art History/Global Cultural Studies:** The focus for this course is a study tour to a foreign country or countries. Students must participate in preparatory workshops, the tour experience, and post-tour workshops. An in-depth research project is required. Prerequisites: ENGL 101 and consent of instructor. ART 101/102 recommended, but not required. Cost of the trip is additional. *Spring and Summer, 3 credits.*

**ART 225 Fundamentals of Sculpture:** Introduces the basic concepts of sculpture.

Techniques of addition, subtraction, manipulation, and substitution are introduced. Emphasis on personal aesthetics and craftsmanship as it relates to the tools and materials used in mold-making, carving, metal casting, mixed media, fabrication, and welding. *Fall, \$150 fee, 6 hours practicum, 3 credits.*

**ART 228 Fundamentals of Painting:** Explores basic painting materials and surfaces, as well as fundamental painting approaches and techniques. Subjects may include, but are not limited to, still life, portraiture, and the human figure. Prerequisite: ART 105 or consent of the instructor. *Fall or Spring, \$35 fee, 6 hours practicum, 3 credits.*

**ART 231 Fundamentals of Printmaking:** Presents materials and processes involved in such printmaking techniques as drypoint etching, wood and lino-cut, mixed media, and serigraphy. Emphasis is on understanding of traditional and contemporary approaches to printmaking. *Fall and Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 301 Modern and Postmodern Art:** Concentrated study of developments in art from the late 1800's to the present, with an emphasis on recent trends and aesthetic issues. *Fall, 3 hours lecture and discussion, 3 credits.*

**ART 305 Experiencing the Arts:** Presents a multi-disciplinary introduction to the arts concentrating on individual expressions of visual art, music, dance, and drama. Students will study the methods and goals of these areas of human creativity, engage in a variety of expressive activities, analyze various art forms, and evaluate the role of arts in the classroom curriculum. This course is a non-major course. *Fall/Spring and Weekender, \$105 fee, 3 hours lecture/discussion and practicum, 3 credits.*

**ART 309 Graphic Design II:** Develops intermediate skills in a variety of graphic design

disciplines. Emphasizes application of design skills to sequential, publication, advertising, promotional, and environmental design projects. Prerequisite: ART 209 or consent of instructor. *Fall and Spring, \$100 fee, 6 hours lecture/practicum/discussion, 3 credits.*

**ART 315 Ceramics II:** Focuses on the development of advanced skills in one or more methods. Emphasis in clay structure and formulation, construction, glazing, and firing. Individual design and exploration of contemporary ceramic issues is emphasized. Prerequisite: ART 215 or consent of the instructor. *Spring, \$80 fee, 6 hours practicum, 3 credits.*

**ART 321 Photography II:** Emphasizes continued development of conceptual and technical skills relative to black and white photography. In addition to 35mm, students work with medium format and 4x5 cameras, studio lighting, and a range of alternative photographic approaches. Photographers and photographic work will be discussed within a historical and cultural context. Prerequisite: ART 221 or consent of the instructor. *Spring, \$80 fee, 6 hours practicum, 3 credits.*

**ART 325 Sculpture II:** Explores modeling along with continued studio exploration with emphasis placed on the integration of conceptual and technical skills to further the student's exploration of a personal aesthetic. Students should begin to focus on one of the following media, modeling, carving, fabrication, welding, glass and mixed media. Prerequisite: ART 225 or consent of instructor. *Fall and Spring, \$125 fee, 6 hours practicum, 3 credits.*

**ART 328 Painting II:** Explores intermediate painting methods, technical issues, and aesthetic concerns. Both traditional and modern approaches to painting are studied in working from a variety of subjects. Prerequisite: ART 228 or consent of the instructor. *Fall or Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 330 Special Topics in Art:** Focuses on the study of a specific art form and presents processes and techniques specific to that form. Students complete a variety of projects designed related to the topic. Topics will vary, and may include costume design, digital media, book making, glass, and the like. Prerequisite: sophomore level or above or consent of instructor. *Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 331 Printmaking II:** Focuses on broader in-depth study of specific materials, techniques, problems, concepts, and processes related to contemporary and traditional printmaking approaches and issues. Individual growth, knowledge, and development as an increased technical proficiency in printmaking skills are emphasized. Prerequisite: ART 231. *Spring, \$100 fee, 6 hours practicum, 3 credits.*

**ART 340 Color Photography:** Explores the concepts and techniques of color photography. Students work with a range of color materials, with the emphasis on creating fine color prints from negatives. Photographers and their work will be covered with historical and cultural context. Prerequisite: ART 221 or the consent of the instructor. *Spring, \$105 fee, 6 hours practicum, 3 credits.*

**ART 385 Art Therapy:** Presents a didactic and experiential introduction to art therapy as a discipline and profession. Course includes lecture, role play, and engagement in art therapy materials and methods. *Spring, \$40 fee, 3 hours lecture/practicum, 3 credits.*

**ART 409 Advanced Graphic Design/Senior Seminar:** Develops advanced skills in chosen graphic design disciplines. Completes professional portfolio. Resolves student's understanding of design history, philosophy, ethics, and contemporary issues. Prerequisite: ART 309. *Spring, \$100 fee, 6-12 hours lecture/practicum/discussion, 6 credits.*

**ART 409A Advanced Graphic Design/Senior Seminar:** Develops advanced skills in chosen graphic design disciplines. Develops professional portfolio. Fosters understanding of design history, philosophy, ethics, and contemporary issues. Prerequisite: ART 309. *Fall, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

**ART 409B Advanced Graphic Design/Senior Seminar:** Continues development of advanced skills in chosen graphic design disciplines. Completes professional portfolio. Resolves understanding of design, history, philosophy, ethics, and contemporary issues. Prerequisite: ART 409A. Prerequisite: ART 409A. *Spring, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

**ART 415 Advanced Ceramics/Senior Seminar:** This advanced ceramics course is designed to begin an in-depth exploration of personal aesthetics as it relates to the ceramic arts. Considerations regarding construction methods, glaze formulation, and kiln operations are in integral part of this class, culminating with a senior exhibition. *Spring, \$200 fee, 6-12 hours lecture/practicum/discussion, 6 credits.*

**ART 415A Advanced Ceramics/Senior Seminar:** This advanced ceramics course is designed to begin an in-depth exploration of personal aesthetics as it relates to the ceramic arts. Considerations regarding construction methods, glaze formulation, and kiln operations are in integral part of this class, culminating with a senior exhibition. *Fall, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

**ART 415B Advanced Ceramics/Senior Seminar:** This advanced ceramics course is designed to begin an in-depth exploration of personal aesthetics as it relates to the ceramic arts. Considerations regarding construction methods, glaze formulation, and kiln operations are in integral part of this class, culminating with a senior exhibition. *Spring, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 421 Advanced Photography/Senior**

**Seminar:** Emphasizes the development of the individual student's personal direction and the preparation of a comprehensive body of work concluding with a senior exhibition. Prerequisite: ART 321 or consent of instructor. *Spring, \$200 fee, 6-12 hours lecture/practicum/discussion, 6 credits.*

### **ART 421A Advanced Photography/Senior**

**Seminar:** Emphasizes the development of the individual student's personal direction and the beginning preparation of a comprehensive body of work leading to a senior exhibition. Prerequisite: ART 321 or consent of instructor. *Fall, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 421B Advanced Photography/Senior**

**Seminar:** Emphasizes the development of the individual student's personal direction and the preparation of a comprehensive body of work started in 421A concluding with a senior exhibition. Prerequisite: ART 321 or consent of instructor. *Spring, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 425 Advanced Sculpture/Senior Seminar:**

Develops advanced skills in each student's individual chosen sculptural media and personal aesthetic. Students work closely with their instructor to determine and refine their individual direction, to identify methods of improving their skills, and to develop projects for their senior exhibition. Students will explore sculptural issues including history, philosophy, legal, and ethics. Prerequisite: ART 325 or consent of instructor. *Spring, \$250 fee, 6-12 hours lecture/practicum/discussion, 6 credits.*

### **ART 425A Advanced Sculpture/Senior**

**Seminar:** Begins to develop advanced skills in each student's individual chosen sculptural media and personal aesthetic. Students work closely with their instructor to determine their individual direction, to begin to identify methods

of improving their skills, and to begin to develop projects suitable for each student's senior exhibition. Students will explore sculptural issues including history, philosophy, legal, and ethics. Prerequisite: ART 325 or consent of instructor. *Fall, \$125 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 425B Advanced Sculpture/Senior**

**Seminar:** Continues the development of advanced skills in each student's chosen medium and personal aesthetic. Students will continue to work closely with their instructor to refine and complete projects suitable for each student's senior exhibition. Students will present a body of work based upon their personal point of view. Prerequisite: ART 425A or consent of instructor. *Spring, \$125 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 428 Advanced Painting/Senior Seminar:**

Explores advanced painting methods, technical issues, and aesthetic concerns. Emphasis is placed on developing a personal approach to painting. Prerequisite: ART 328 or consent of the instructor. *Fall or Spring, \$190 fee, 6-12 hours practicum, 6 credits.*

### **ART 428A Advanced Painting/Senior**

**Seminar:** Explores advanced painting methods, technical issues, and aesthetic concerns. Emphasis will be placed beginning to developing a personal approach to painting leading to a senior exhibition. Prerequisite: ART 328 or consent of instructor. *Fall, \$95 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 428B Advanced Painting/Senior**

**Seminar:** Explores advanced painting methods, technical issues, and aesthetic concerns. Emphasis will be placed on further developing a personal approach to painting started in 428A concluding with a senior exhibition. Prerequisite: ART 328 or consent of instructor. *Spring, \$95 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*



### **ART 431 Advanced Printmaking/Senior**

**Seminar:** Continuation of 300-level elements of printmaking examining more complex printmaking skills, issues, and approaches. Increased focus is on expanding individual, intellectual, and artistic knowledge, techniques, and concepts. Students are encouraged to create a professional portfolio of prints concluding with a senior exhibition. Prerequisite: ART 331 or consent of the instructor. *Spring, \$200 fee, 6-12 hours lecture/practicum/discussion, 6 credits.*

### **ART 431A Advanced Printmaking/Senior**

**Seminar:** Continuation of 300-level elements of printmaking examining more complex printmaking skills, issues, and approaches. Increased focus is on expanding individual, intellectual, and artistic sensibility through creative application and integration of advanced printmaking knowledge, techniques, and concepts. Students are encouraged to create a professional portfolio of prints in preparation for a senior exhibit. Prerequisite: ART 331 or consent of the instructor. *Fall, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

### **ART 431B Advanced Printmaking/Senior**

**Seminar:** Continuation of Advanced Printmaking/Senior Seminar A projects and portfolios. Students will continue projects begun in Art 431A, and add new related pieces to their portfolios. In the process, they will refine techniques used, and hone their individual, creative, intellectual, and artistic growth concluding with a senior exhibition. Prerequisite: Art 431A or consent of the instructor. *Spring, \$100 fee, 3-6 hours lecture/practicum/discussion, 3 credits.*

**ART 433 Professional Practices:** Focuses on the practices of professional artists/art educators in establishing and maintaining their careers. Basic legal issues, ethical dilemmas, business practices and responsibilities, publicity, exhibition arrangements and installation, tax filing, professional organizations, and funding opportunities will be covered. Outside assignments and participation in a group exhibition are required.

Prerequisites: Senior standing and art majors only. *Spring, \$25 fee, 3 hours lecture and discussion, 3 credits.*

**ART 485 Art Therapy Fieldwork:** Supervised art therapy fieldwork experience in an area relevant to the student's interest. This will happen in a variety of therapeutic settings. Prerequisite: ART 385. *Spring, 4 hours fieldwork and 1 hour classroom supervision, 3 credits.*

## **Biology**

### **BIOL 101 Newsworthy Topics in Biology:**

Focuses on the scientific method, cell biology, genetics, evolution, and biotechnology. Provides the background to become a knowledgeable, literate, and active participant in an increasingly technological society. Focuses on ethical considerations of modern biological issues. For the non-science major; not open to students who have passed BIOL 113 or BIOL 105. *Fall, Spring, and Summer, \$100 fee, 3 hours lecture and discussion, 2-hour laboratory, 4 credits.*

**BIOL 102 Human Health Issues:** Focuses on human anatomy, physiology, diseases, and personal health care maintenance. Provides the background necessary to become an active consumer of contemporary health care. For the non-science major; not open to students who have passed BIOL 113, BIOL 105, or BIOL 106. Dissection required. *Fall, Spring, and Summer, \$100 fee, 3 hours lecture and discussion, 2-hour laboratory, 4 credits.*

### **BIOL 105 Human Anatomy and**

**Physiology I:** Utilizes a systems approach to study the anatomy and physiology of the human body. Integrates structure and function at all levels of organization. Studies the integumentary, skeletal, muscular, and nervous systems. Prerequisite: C or better in BIOL 113. Dissection required. *Fall and Summer, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

### **BIOL 106 Human Anatomy and**

**Physiology II:** Continues the study of the circulatory, digestive, respiratory, endocrine, excretory, and reproductive systems; coordination of the organs within each system; and the close relationship of the systems. Prerequisite: C or better in BIOL 105 or consent of the instructor. Dissection required. *Spring and Summer, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

### **BIOL 108/109 Introduction to Field**

**Biology:** Provides a field-oriented experience with concentrated study of species identification, natural history, ecology and conservation. The topic for this course changes each semester. Offerings have included birds, bird banding, mammals, reptiles and amphibians, fishery biology, insects, fall wildflowers, lake ecology, winter ecology, maple sugaring, forest stewardship, Project WET, invasive species, water quality monitoring, and CSI. Consult current course offerings for each semester's topic. Note: Be prepared to experience the outdoor environment under all weather conditions. *Fall and Spring, \$50 fee, field practicum, lecture, discussion, and laboratory, 1-4 credits.*

**BIOL 108A Aquatic Biology:** Studies the life found in streams and ponds through frequent collecting trips. Focuses on collecting samples followed by identification of fish, algae, aquatic invertebrates, and plankton. Correlates samples with measurements of physical factors such as temperature, pH, dissolved oxygen, alkalinity, hardness, etc. Utilizes seines, electro fishing, and an advanced water chemistry kit to make measurements. Please note: Students will get wet in this class. *\$50 course fee.*

**BIOL 108 C Fall Wildflowers:** Investigates the common wild flowering plants (herbs, shrubs, and trees) of the northeastern United States. Familiarizes students and prepares students to identify many common species and families and appreciate the status of Pennsylvania's endangered plants. Students prepare museum quality

herbarium specimens of collected plants that you have collected. Specimens may be displayed at the Keystone herbarium. *\$50 course fee.*

**BIOL 108E Insects:** What could be more fun than crazily chasing insects through a field with a butterfly net? Students will capture and identify as many types of insects as possible! *\$50 course fee.*

**BIOL 108G Herpetology:** Examines the habits and habitats of Pennsylvania's slimy and scaly vertebrates by looking under rocks and swamps. Data collected will be offered to the Pennsylvania Herpetological Atlas Project, an ongoing study to catalog the state's herp fauna. *\$50 course fee.*

**BIOL 108 H Stream Ecology:** Studies all aspects of the stream ecosystem, including abiotic factors (such as watershed composition and water chemistry) as well as the biota of the stream, including invertebrates and fish. Please note: Students will get wet in this class! *\$50 course fee.*

**BIOL 108I Field Biology of the Pinelands (weekend course):** Studies the ecology and biology of the New Jersey Pinelands, our country's first National Reserve and a United States Biosphere Reserve of the Man and the Biosphere Program. This internationally important ecological region is 1.1 million acres in size and occupies 22% of New Jersey's land area. It is underlain by aquifers containing 17 trillion gallons of some of the purest water in the land. Examines the common and unusual plant and animal species of southern New Jersey. Students camp in Wharton State Forest and take field trips to Atlantic white cedar and red maple swamps, pine and oak forests, and dwarf pine plains. A half-day canoe trip is planned. Searches for carnivorous plants (such as pitch plants, bladderworts and sundews), orchids, the Federally threatened Swamp Pink and Kneiskern's beakrush, the Northern Pine snake, Timber rattlesnake and Pinebarrens Tree Frog, as well



as many other species of fauna and flora. *\$125 course fee.*

**BIOL 108J Water Quality Monitoring:**

Become proficient in using the Hach Portable Water Chemistry lab to sample stream or lake water. You will gain an understanding of the watershed concept, properly collect water samples for analysis, and have a basic knowledge of the use of spectrophotometry and the technique of titration. You will develop a basic understanding of the significance of the parameters measured, and evaluate your findings in comparison to accepted water quality standards. *\$50 course fee.*

**BIOL 108K Bird Banding:** Capture and release unharmed birds after applying a small metal band to their leg, under the direction of a certified Master Bander. Banding birds allows studies of dispersal and migration, behavior and social structure, lifespan and survival rate, reproductive success and population growth. Hands-on course. *\$50 course fee.*

**BIOL 108L Lake Ecology:** Examines water chemistry, invertebrates, plankton, and fish life of local lakes and ponds from the shoreline and boats. *\$50 course fee.*

**BIOL 108M Forest Stewardship:** Introduces principles and methods of forest stewardship including the philosophy of forest stewardship, identification and ecology of some common trees, forest resource measurements, timber management, and wildlife management. *\$50 course fee.*

**BIOL 108N Mammals of Pennsylvania:**

Examines the mammals of Pennsylvania, and especially those in the northeastern United States. Students identify mammals by their skulls and skins and gain familiarity with simple taxonomic keys. Use skin collection which includes bear, wolf, rabbit, mink, skunk, ermine, and beaver. Correlate the distribution of Pennsylvania's mammals in relation to glaciation, climate, phys-

iographic features, bedrock, soil, etc. Interested students will prepare a mammal skin and skull as museum quality specimens. *\$50 course fee.*

**BIOL 108Q Maple Sugaring:** Addresses the history, science, techniques and marketing of maple products in the northeastern United States. Participate in the tapping, collecting and processing of maple products and learn how to manage a maple tree stand to maximize sap production. *\$50 course fee.*

**BIOL 108R Invasive Plants: Ecological Impacts of Invasive Exotic Plants in Northeastern Pennsylvania Environments:** Addresses the ecological and physical impacts of invasive exotic species in northeastern Pennsylvania, focusing on identification, culture and invasion scenarios that degrade native plant communities in urban, agricultural and wetland environments. The identification portion of the course utilizes the Woodlands Campus as a study area. Includes an afternoon/early evening field trip to a nearby degraded wetland, woodland, and farm. *\$50 course fee.*

**BIOL 108S Aquatic Entomology:** Examines immature aquatic insects, the best indicators of water quality due to life span length. Collects, preserves, and identifies these organisms and examines aquatic insects as indicators of clean water, as well as those that can tolerate polluted conditions. *\$50 course fee.*

**BIOL 108V Forensic Entomology:** Dead people can't talk, but insect decomposers can! Forensic entomology is the study of insects and other arthropods that are used to uncover circumstances of interest to the law, often related to a crime. It can be used to decide how long human remains have been undetected, whether the corpse has been moved after death, the cause of death, and may help to solve cases of contraband trafficking. We will document the process of decomposition and insect activity throughout the course. *\$50 course fee.*

**BIOL 109A Ornithology:** Can you identify the bird that just flew by? What was that song? You'll be able to answer these questions when we go to the field where identification techniques are stressed. Learn the techniques of capturing and marking birds with small metal leg bands. We visit many habitats to view waterfowl, as well as grassland, mature woods, and successional field species. Identification of birds by their song is also stressed. Recent classes have visited raptor rehabilitators and the Cornell museum of ornithology. Highlights of the course are winter trips to view Bald Eagles, and the semester-ending weekend trip to the New Jersey coast at the height of migration. *\$125 course fee.*

**BIOL 109B Marine Mammals:** Focuses on whales, dolphins, porpoises, and seals. Following land-based introductory sessions that dive into anatomy, taxonomy, and natural history, travel to the Atlantic coast to see these magnificent animals in their natural habitat. *\$125 course fee.*

**BIOL 109C Identification of Woody Plants:** Examines the morphological, cultural, ecological and aesthetic characteristics of 100 woody plants common to northeastern Pennsylvania. Studies native, introduced and cultivated species of trees, shrubs, and woody vines. Course includes two local off campus field trips and one day-long field trip via bus charter to Longwood Gardens in Kenneth Square, Pa. *Fall, \$50 course fee, 3 hours lecture and discussion, 3 credits.*

**BIOL 109E Fish of Northeastern Pennsylvania:** Examines Pennsylvania's streams and lakes to learn what fish live there. Utilizes collection techniques such as seining and electrofishing to catch as many species as possible. Discusses identification of well-known game fish such as trout and bass, the many difficult species of minnows, and other non-game species. Concentrates on fisheries biology techniques such as food habits, habitat analysis, and age-growth calculations (by reading scales). *\$50 course fee.*

**BIOL 109G Winter Ecology:** Examines how plants and animals survive the rigors of cold and dryness during Pennsylvania's winters. Studies the important impacts of snow cover on the lives of wildlife. Dress warmly, because this class spends many of its meeting dates from January through March in the out of doors. *\$50 course fee.*

**BIOL 109H Feeders, Forests, and Bird Behavior:** Part of Cornell University's nationwide "Citizen Scientist" outreach programs. Students gather the data and Cornell analyzes and publishes. Participate in Project Feederwatch by feeding birds, counting the number and type that visit the feeders, and sending the data over the internet to Cornell's web site for analysis. In the Birds in a Forested Landscape Program. Students play recorded bird songs, call notes, and mobbing calls to selected forest species. Observe and record their behavior and forward the data to Cornell. *\$50 course fee.*

**BIOL 109J Observing Nature Through Lenses:** Provides tips to effectively photograph plants, insects, and other wildlife, using digital or film photography. *\$50 course fee.*

**BIOL 109K CSI La Plume:** Course examines a hypothetical crime scene on campus. Students photograph the crime scene, study blood spatter and analyze evidence to solve the case. *\$50 course fee.*

**BIOL 109M Ecology of Vernal Pools:** Examines the biology and chemistry of vernal pools. Vernal pools fill with rainwater in the spring but often dry out in summer. During that time they are alive with salamanders, frogs, tadpole shrimp and many other creatures. *\$50 course fee.*

**BIOL 109N Natural History of the New Jersey Pinelands by Canoe (weekend course):** Spend the weekend camping in the New Jersey Pinelands and canoe the tea colored waters as you learn about the natural history of this special area. Students travel by van to the New

Jersey Pinelands on Friday night. Saturday features a full-day canoeing on one of the coastal plain streams in the pinelands while learning about the geology, aquifers, plants, animals and human influences of the NJ Pinelands. Sunday may include another half-day canoe trip or a trip by van to some of the other special places in the Pinelands. Pre-trip meeting and readings required. *\$125 course fee.*

**BIOL 109Q Butterflies and Dragonflies:**

Examines the identification of butterflies and prepares a reference collection and photographic atlas of local species. *\$50 course fee.*

**BIOL 109S Biology and Geology of Caves:**

Studies the formation and conservation of caves, as well as the organisms that call them home. Features a weekend-long caving trip to the limestone caverns of upstate New York. *\$125 course fee.*

**BIOL 109V The Living Susquehanna:**

Experience the story of the Susquehanna River through a two-day kayak trip from Meshoppen to Falls. Learn about the longest river on the east coast. Topics include the geology of the watershed, history, industrial uses, health of the river, and looking to the future. *\$125 course fee.*

**BIOL 109X Wildlife Rehabilitation: The**

**Basics:** You will gain knowledge associated with identification, treatment, pharmacology, and basic wildlife rehabilitation beginner skills on mammals of Pennsylvania.

**BIOL 110 Newsworthy Topics in Biology:**

*Offered in the Weekender program only.* Focuses on the scientific method, cell biology, genetics, evolution, and biotechnology. Provides the background to become a knowledgeable, literate, and active participant in an increasingly technological society. Focuses on ethical considerations of modern biological issues. For the non-science major; not open to students who have passed BIOL 101, 113, or 105. *3 hours lecture and discus-*

*sion, 2-hour laboratory, \$100 fee, 3 credits,*

**BIOL 111 Human Health Issues:** *Offered in the Weekender program only.* Focuses on human anatomy, physiology, diseases, and personal health care maintenance. Provides the background necessary to become an active consumer of contemporary health care. For the non-science major; not open to students who have passed BIOL 113, 105 or 106. Dissection required. *3 hours lecture and discussion, 2-hour laboratory, \$100 fee, 3 credits.*

**BIOL 112 Environmental Science:**

Studies human interactions with the environment. Focuses on ecological principles of ecosystem structure, population dynamics of humans and other organisms. Considers sources and supplies of biological, food, soil, mineral and energy resources, as well as methods of mitigating the effects of their use and exploitation. The philosophy of sustainable development will underlay the course, as will the role of the individual in the decision-making process. *Spring and Summer, \$100 fee, 2 hours lecture and discussion, 2-hour laboratory, 3 credits.*

**BIOL 113 General Biology I:**

Introduces science majors to topics such as the nature of science, basic chemistry, the origin of life, cell structure and function, reproduction, genetics, population, evolution, energy relationships, and the diversity of animals. Dissection required. *Fall, Spring and Summer, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**BIOL 114 General Biology II:**

Introduces science majors to the structure, function, and diversity of plants, including algae and fungi. Studies morphology, anatomy, physiology, economic botany, taxonomy, and ecology. Prerequisite: BIOL 113 or consent of the instructor. Dissection required. *Spring, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**BIOL 115 Medical Terminology:**

Studies the technical and specialized anatomical, surgical,

pharmaceutical, and common medical phrases. *Fall and Spring, 2 hours lecture and discussion, 3 credits.*

### **BIOL 130 Introduction to Forensic Science**

**I:** Scientific and investigative techniques of various forensic disciplines including serology, blood spatter, anthropology, fingerprints, pathology, and trace evidence. Examines the role of the expert witness and the scientific method in forensic investigation. *Fall and Spring, \$150 fee, 3 hours lecture, 3-hour laboratory, 4 credits.*

### **BIOL 200 Biological Dimensions of**

**Human Sexuality:** Emphasizes sex as a biological phenomenon. Considers important questions such as: What is sex? When did sex evolve? Why sex? Studies the history of sex and sex in nature. Serves as a source of information regarding what can be expected from the human body and modern day issues concerning sexuality. Emphasizes human anatomy and physiology, human population, conception, pregnancy, birth, STDs, and AIDS. *Fall and Spring, \$50 fee, 3 hours lecture and discussion, 3 credits.*

**BIOL 208 Pathophysiology:** Explores the pathophysiological aspects of illness. Emphasizes understanding disruptions in the structure and function of the human body and the adaptive processes utilized to maintain a steady state. Prerequisites: BIOL 105 and BIOL 106. Recommended elective for all students planning careers in human health. *Fall, 3 hours lecture, 3 credits.*

**BIOL 210 Nutrition:** Studies the structural and functional relationships between biological molecules and human health. Studies the nutrients essential to human life and well-being will be undertaken. Studies nutrients relative to their function in metabolism, sources in food, and relationship to health. *Fall and Spring, 3 hours lecture and discussion, \$50 fee, 3 credits.*

**BIOL 211 Microbiology:** Examines the importance and impact of microorganisms on the

modern world with an emphasis on bacteria and viruses. Techniques for identifying microbes will be explored through hands-on experimentation with various microorganisms. Prerequisites: C or better in BIOL 113 and one semester of chemistry. *Spring, \$150 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**BIOL 214 Introductory Ecology:** Studies the natural assemblage of plants and animals. Emphasizes the interactions of both plant and animal populations in normally functioning ecosystems. Studies ecosystem structure, predation, competition, temperature, water, and energetic relationships; food webs, succession, and conservation biology. Laboratory focuses on field techniques, data analysis, and writing in acceptable scientific style. Prerequisites: BIOL 113 and 114 or consent of the instructor. *Fall, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**BIOL 215 Genetics:** Emphasizes genetic and evolutionary mechanisms, gene interaction, polygenic inheritance, selection, mutation, human diversity, human mating systems, management of the human gene pool, the direction of present and future research. Prerequisite: BIOL 101 or 102 or 113 or consent of the instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

### **BIOL/ANTH 220X Biological**

**Anthropology:** Covers topics on human evolution and modern human diversity, focusing on humanity's biological roots and modern appearance. Emphasizes evolutionary theory, human population genetics, and human's place in the animal kingdom. *Spring and Summer, 3 hours lecture and discussion, and class activities, 3 credits.*

**BIOL 225A Special Topics:** Explore science concepts presented in modern movies. Students examine a group of modern movies and explore the feasibility (through verbal and written assignments) of the science presented in each. Topic areas include molecular biology, genetics, micro-

biology, virology, chemistry, physics, astronomy, environmental science, and geology. Also explores ethical considerations. *3 credits, \$25 fee.*

**BIOL 225D Earthquakes and Volcanoes:**

Provides an overview of the scientific principles and social impacts behind some of the world's most powerful natural disasters. Earthquakes and volcanoes are poorly understood by the general public and the course provides students with the knowledge needed to interpret current events and hazards based on the best available science. *3 credits.*

**BIOL 326 Biochemistry I:** Studies the major classes of biological molecules including carbohydrates, lipids, amino acids, proteins, and nucleic acids. Examines how structure and function are interrelated and how poor structure will lead to a disease state. Prerequisites: CHEM 203 or 204. *Fall, 3 hour lecture.*

**BIOL 327 Biochemistry II:** Examines the metabolic pathways of life, including the anabolic and catabolic pathways for carbohydrates, lipids, proteins, amino acids, and nucleic acids. Enzyme structure and function will be reviewed since these are important and necessary components of any metabolic pathway. Prerequisite: BIOL 326. *Spring, \$150 fee, 3 hours lecture and 3 hours laboratory.*

**BIOL 230 Introduction to Forensic Science II:** Scientific and investigative techniques of various forensic disciplines including DNA analysis, toxicology, environmental forensics, impression evidence, ballistics, and questioned documents. Prerequisites: BIOL 130 or consent.

*Spring, 3 hours lecture and discussion, 3-hour laboratory, \$150 fee, 4 credits.*

**BIOL 240 Bioethics:** Theories and concepts of ethics are introduced. Case Studies, class discussion, and lecture will be used to evaluate and analyze ethical problems and issues from various perspectives pertaining to the biological sciences.

Students will be able to support ethical decisions with logical arguments. Prerequisites: ENGL 101 and ENGL 102, BIOL 113 or CHEM 105 or PHYS 200. *Fall, 3 credits.*

**BIOL 310 Cell Biology:** Studies the structure and function of a cell and its subcellular organelles. Focuses on biological macromolecules, enzyme, biomembranes, biological transport, bioenergetics, DNA replication, protein synthesis and secretion, motility, and cancer. Cell biology experiments and interactive computer simulation exercises are conducted in the laboratory. Prerequisites: BIOL 113 and BIOL 114. *Fall, 3 hours lecture and discussion, 3 hours laboratory, \$150 fee, 4 credits.*

**BIOL 315 Wetland and Riparian Ecology:** Focuses on major concepts in wetland ecology including wetland definitions, identification and delineation, and wetlands functions and values. Discusses wetland classification systems; state and federal jurisdiction and policies; and regulatory issues in wetland conservation, protection, and management. Includes field trips to on- and off-campus sites. Prerequisite: BIOL 214, relevant field biology courses such as Wildflower Identification are recommended. *Fall, \$100 fee, 3 hours lecture and discussion, 3 credits.*

**BIOL 325 Biochemistry:** Studies the major classes of biological molecules: carbohydrates, lipids, amino acids, proteins, nucleic acids. Structure and function of biological molecules. Introduces energetics, glycolysis, and the citric acid cycle. Prerequisite/Corequisite: CHEM 203, CHEM 204, or CHEM 110 (non majors). *Fall, 3 hours lecture and discussion, 3 credits.*

**BIOL 328 Limnology:** Investigates lakes, reservoirs, ponds, and streams as dynamic systems. Considers the physical, chemical, geological, and biological components of aquatic ecosystems. Emphasizes quantitative sampling and analytical techniques. Prerequisites: BIOL 214 and CHEM 105; CHEM 215 is recommended. *Fall, \$100*

*fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**BIOL 330 Forensic Anthropology:** Enables students to identify human skeletal material, including age, sex, ancestry, stature, and trauma. Students will learn and apply methods for the archaeological recovery of human remains for law enforcement purposes. *Spring, \$100 fee, 3 hours lecture and discussion, 3 hour laboratory, 4 credits.*

**BIOL 335 Wildlife and Fisheries Biology:** Provides a foundation of understanding in wildlife and fisheries science. Laboratory sessions will stress field techniques of sampling, handling, identifying, and monitoring wildlife and fish specimens and populations. Prerequisite: BIOL 214. *Fall (not offered every year), \$100 fee, 3 hours lecture and discussion, 3 hour laboratory, 4 credits.*

**BIOL 340 Virology:** Covers a detailed survey of viruses that are important to both humans and animals. Topics will include classification, structure, penetration and replication techniques, immune system responses, vaccines, diagnostic techniques, bioterrorism, and pandemic spread. Prerequisites: BIOL 113, BIOL 211 and CHEM 203. *Spring, alternating years, \$150 fee, 3 hours lecture and discussion, 3 hour laboratory, 4 credits.*

**BIOL 355 Immunology:** This course is designed for upper division biology and forensic biology majors. The course covers the study of the basic principles of Immunology, focusing on the immune system and how this system protects the body from infectious agents. *Spring, alternating years, 3 hours lecture and discussion, 3 credits.*

**BIOL 445 Seminar and Research:** Examines current topics of interest. Each student will prepare and present a seminar each semester based on a research area of interest. *Fall, \$100 fee, 3 credits.*

**BIOL 450 Capstone Research Project:** Provides a research project under the direction of

a faculty member. Research hours will be determined based on agreement between student and faculty mentor. A presentation of the research project will be made to the campus community in the form of a written and/or oral presentation of findings. *Spring, \$150 fee, 3 credits.*

## **Business**

**BUSN 101 Introduction to Business:** Surveys a broad range of business concepts, provides basic knowledge needed in subsequent business courses, and helps students to see the role of business in society. Examines top- and first-line management decisions in large and small business environments. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 120 Critical Business Skills:** This course has been designed specifically to give employees at every level an introduction to the essential skills and the knowledge needed to succeed in today's business world. The course will focus on the skills that area businesses indicate are critical to having competent and successful employees. Students will develop techniques to improve their communication, critical thinking, time management, problem solving and teamwork skills. Provides an overview of such topics as customer service, risk management, basic marketing, public relations, motivation, work ethic and professionalism. *4 credits.*

**BUSN 201 Principles of Management:** Studies the basic principles underlying the management of institutions. Acquaints students with the importance of coordinating individual and group behavior by planning, organizing, activating, and controlling the various activities necessary for the effective operation of the enterprise. Prior study of BUSN 101 or HOSP 103 is recommended. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 202 Marketing:** Studies the fundamental principles of mass distribution in relation to the



producer, the middleman, and the consumer. Covers modern methods, product-promotion process, research and development, personnel and organizations, and channels and facilities. Prior study of BUSN 101 or HOSP 103 is recommended. *Fall (not offered every year), 3 hours lecture and discussion, 3 credits.*

### **BUSN 210 Current Topics in Business**

**Seminar:** Provides students with advanced knowledge of current business issues in order to gain valuable insight into current trends in industry. This seminar will utilize business faculty, community leaders, and possibly government elected officials to share their experiences with leadership, business, and the external environment. *Fall/Spring, 1 hour lecture and discussion, 1 credit.*

### **BUSN 212 Written Communication:**

Reviews behavioral and motivational theories as they relate to various forms of business communication. Students will learn to incorporate the techniques of writing effective personal and business letters through the use of courtesy, clarity, conciseness, concreteness, completeness, and correctness. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 215 Advertising:** Studies and researches the fundamental principles of successful advertising from the viewpoint of advertiser and consumer. Students will understand the complexity of human communication and consumer behavior. Prior study of BUSN 101 or HOSP 103 is recommended. *Spring (not offered every year), 3 hours lecture and discussion, 3 credits.*

**BUSN 216 Retail Management:** Studies various phases of retailing: types of institutions, store layout, fixtures and equipment, merchandise buying, receiving, checking, marking and pricing, customer services, and sales promotion. Prior study of BUSN 101 or HOSP 103 is recommended. *Fall (not offered every year), 3 hours lecture and discussion, 3 credits.*

**BUSN 220 Sales:** Studies the basic principles of selling and their practical applications, including the sales process and customer relations. Requires each student to make a sales presentation in class. Prior study of BUSN 101 or HOSP 103 is recommended. *Spring (not offered every year), 3 hours lecture and discussion, 3 credits.*

### **BUSN 251 Bridge Experience in Business:**

Requires students to assimilate and integrate material from all of their major courses. Focuses on providing students opportunities for synthesis and application of the knowledge learned in previous courses through project and presentation. Open only to second-year students. *Spring, 2 hours lecture and discussion, 2 credits.*

### **BUSN 302 Personal Finance:**

Provides students with basic knowledge of financial decision-making from the personal viewpoint of the employee. Introduces major financial concepts such as time value of money, various types of insurance, investment options and risks, retirement planning, and the impact of taxes. Helps HRM majors prepare to assist employees in financial decisions in the workplace. Helps prepare all students to make financial life decisions. Prerequisite: MATH 101 or consent of the instructor. *Fall or Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 306 Financial Management:** Provides the student with the basic knowledge of finance decision-making from the business viewpoint. Introduces decision making in relation to controlling the financial structure, the flow of funds, and asset management of a business. Prerequisite: ACCT 103. *Spring, 3 hours lecture and discussion, 3 credits.*

### **BUSN 316 Advertising and Sales Promotion:**

Involves an in-depth analysis of advertising and sales for promotion of products and services with a special emphasis on marketing specific to consumer behavior in the global economy. Prerequisite: BUSN 202. *Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 320 Sales and Relationship Building:**

Fuses relationship marketing with leadership and sales management reflecting the overwhelming majority of opinions expressed through market research. Focuses on building relationships with customers through relationship selling as well as studying ethical and legal issues in this area. *Fall or Spring, 3 hours lecture, 3 credits.*

**BUSN 325 E-Marketing:**

Provides students who desire to gain knowledge of web based e-commerce. This course is designed for the needs of managers, entrepreneurs, and professionals who want to begin a web business and desire basic knowledge of the internet marketing. Individual development of a business and marketing plan will be emphasized for a new web based business. *Fall or Spring, 3 hours lecture, discussion, and computer based instruction, 3 credits.*

**BUSN 330 Business Ethics:**

Examines and applies the theories and concepts of ethics. Analyzes and evaluates ethical problems and issues confronting organizations and businesses through case studies. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 333 Business/Civil Law:**

Provides a foundation for managers to operate within the legal environment in which all businesses in our society function. Provides an overview of law and our legal system, the lawmaking and adjudicatory processes, and the roles of economic, social, and political forces in the shaping of constraining legal rules and regulations. Exposes the student to the law in regards to profit and non-profit organizations including torts, contracts, property transfer, and negligence. *Fall, 3 hours lecture and discussion, 3 credits.*

**BUSN 340 Investments:**

Studies practices and principles in capital accumulation. Provides critical analysis of various types of investments, sources of information, investment strategies, and corporate profitability. Prerequisites: ACCT 103, sophomore standing, or consent from the

instructor. *Fall or Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN/PSYC 401 Organizational Behavior:**

Examines the application of psychological theory and research to the study of industrial, business, profit and nonprofit services, and governmental organizations. Emphasizes the interaction of individual perceptions, group dynamics, and organizational climates. Identifies strategies to maximize the satisfaction and effectiveness of each component within and between complex organizations. Prerequisite: PSYC 101. *Fall, 3 hours lecture and discussion, 3 credits.*

**BUSN 406 Advanced Financial Management:**

Takes the students through such topics as risk management, strategic management, and international management where they will utilize in-depth studies to sharpen their analytical skills and develop coherent and comprehensive plans. *Spring, 3 hours lecture and computer-based learning, 3 credits.*

**BUSN 410 Business Research Methods:**

Provides the students with the foundation knowledge and skills necessary to conduct research in business settings. This course is an essential preparation for the demanding research task that students may encounter in industry but will definitely encounter in any advanced studies. This course provides the foundations for making decisions based upon both soft (qualitative) and hard (quantitative) data. Prerequisite: MATH 205 *Fall/Spring, 3 hours discussion, 3 credits.*

**BUSN 415 Marketing Research Methods:**

Provides the students with a comprehensive overview of the field of marketing research emphasizing an applied approach with applications that give students an understanding of the scope of marketing research. Computers will be utilized to analyze research data sets. The focus of this course will be both qualitative and quantitative. Prerequisite: MATH 205. *Fall/Spring, 3 hours discussion and computer instruction, 3 credits.*



**BUSN 420 Strategic Business Management:**

Provides students with the foundation necessary to understand strategic business management and direction setting in the global economy. This course requires business students to assimilate, integrate, and utilize material from previous business courses to make sound decisions through the extensive use of case studies and discussion. *Fall/Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 423 Internship:** Provides a supervised period of practical work experience integrated into the academic program. As a junior-level course, students will be expected to have appropriate responsibilities and/or additional academic assignments. Site and job description must be approved by students' advisers. *40 hours practicum required per credit, 1-9 credits.*

**BUSN 425 Consumer Behavior:** Provides the students with the basic knowledge of why consumers behave and consume products the way that they do. The course examines the psychological, ethical, and management implications of consumer behavior. Considers global and technology issues and trends in consumer behavior as well as studying the consumer decision process. *Fall/Spring, 3 hours lecture and discussion, 3 credits.*

**BUSN 430 Strategic Marketing:** Provides the students with the knowledge necessary to view marketing as a strategic tool. Strategic marketing provides study in the field of marketing that focuses on developing an understanding of marketing as the process of planning and execution of the concept, pricing, communication, and distribution of ideas, goods, and services. Prerequisite: BUSN 251. *Spring, 3 hours lecture, 3 credits.*

**BUSN 450 Business Policy Capstone:**

Provides a senior seminar that uses independent study to synthesize business theory and practice through the use of simulations, and case studies

stress decision making. Portfolio is completed. Prerequisite: BUSN 251 and 420 (or associate degree), and senior status. *Spring, 3 hours lecture, discussion and computer based learning, 3 credits.*

## Casino Management

**CASM 101 Introduction to Casino Management:** Introduces management perspective to the organization and structure of casinos, racinos, slots, hotels, and resorts. Examines the history and development of the gaming industry. Emphasis will be placed on the knowledge required to operate and manage the various departments within a casino hotel/resort. Departments to include gaming, hotel, food and beverage, marketing, retail, and financial controls. *Fall, 3 credits.*

**CASM 420 Regulatory and Legal Compliance:** Analyzes the problems associated with the legal and social impact on the gaming industry. Students will identify issues such as environmental, political, economic, and social. Discussion, observation, presentation, and strong critical thinking skills are required for this course. *Spring, 3 credits*

**CASM 423 Casino Management Internship:** Designed to offer students 120-hours of hands-on training at an approved gaming location. Students will gain a broader understanding of the industry as it relates to the various segments of the departmental operations. Internship locations are selected by the student and approved by the instructor. *Fall, Summer, or Spring, \$75 fee, 3 credits.*

## Chemistry

**CHEM 105 General Chemistry I:** Discusses basic principles of inorganic chemistry including the scientific method, atomic structure, chemical bonding, periodic table, solutions, pH, and energy changes. Provides a sound foundation

for future study in the different disciplines of chemistry: organic, inorganic, or biochemistry. Prerequisite: one year high school algebra or MATH 101. *Fall, Spring, and Summer, \$150 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**CHEM 106 General Chemistry II:** Studies ionization, chemical kinetics, thermodynamics, equilibrium, hydrolysis, volumetric analysis, and qualitative and quantitative analysis. Prerequisites: one year high school algebra or MATH 101, and CHEM 105 with a grade of “C” or better, or consent of the instructor. *Spring, \$150 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**CHEM 110 General Organic Chemistry:** Discusses organic reactions that deal primarily with metabolism. Studies aliphatic and aromatic hydrocarbons, alcohols and their derivatives, lipids, carbohydrates, proteins, and enzymes. Prerequisite: CHEM 105 with a grade of “C” or better, or consent of the instructor. *Spring, \$150 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**CHEM 203 Organic Chemistry I:** Introduces the compounds of carbon, including nomenclature, reactions, and basic theoretical concepts of molecules from a standpoint of electronic structures and energies. Prerequisite: CHEM 106 with a grade of “C” or better, or consent of the instructor. *Fall, \$150 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**CHEM 204 Organic Chemistry II:** A continuation of CHEM 203. Studies polyfunctional and heterocyclic compounds, stereochemistry, and structure proofs. Laboratory emphasis is on preparations of compounds and analytical and qualitative analysis, including work with gas chromatography, infrared and thin layer chromatography studies. Prerequisite: CHEM 203 with a grade of “C” or better, or consent of the instructor. *Spring, \$150 fee, 3 hours lecture and*

*discussion, 3-hour laboratory, 4 credits.*

**CHEM 215 Environmental Chemistry:** Studies the chemistry of the atmosphere, soils, and natural waters and chemical aspects of problems that humans have created in the natural environment. Includes an environmental chemistry laboratory that introduces field and laboratory techniques for sample collection, instrumentation, chemical analysis, and data analysis in environmental chemistry. Prerequisites: CHEM 105 and CHEM 106. *Fall, \$150 fee, 3 hours lecture, 3-hour laboratory, 4 credits.*

**CHEM 305 Forensic Chemistry:** Examines chemistry and analytical methods used in the field of forensic science. Course topics include data analysis, drug analysis, instrumentation, polymer analysis, statistical analysis of data. Prerequisites: CHEM 105, CHEM 106 and chem 203. *Spring, 3 hours lecture, 3 credits.*

**CHEM 320 Instrumental Analysis:** Studies theoretical and experimental approach to spectrophotometry, including ultraviolet, visible, and infrared absorption in molecules, emission spectroscopy, nuclear magnetic resonance, mass spectrometry and gas-liquid and high-performance chromatography. Prerequisites: CHEM 105 and CHEM 106. *Fall and Spring, \$150 fee, 3 hours lecture, discussion, and hands-on assignments, 3 hours laboratory, 4 credits.*

## Communications

**COMM 104 Interpersonal Communication:** Provides an introduction to the theories and principles of interpersonal communication in a variety of venues. The coursework is designed to increase the student’s ability to understand and improve his/her communication effectiveness within interpersonal communications. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**COMM 105 Mass Communication:** Explores books, newspapers, magazines, radio, recordings,

television, films, and the Internet from several perspectives including historical and technological. Analyzes advertising, prominent social issues, and global media and the market place. ENGL 101. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**COMM 107 Speech Communication:**

Introduces students to the concepts and basic techniques of public speaking. Students select topics, research and organize information, prepare visual aids, rehearse and deliver at least four speeches. Students are expected to master techniques of speech preparation, as well as, vocal and physical delivery. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**COMM 207 Professional Speech:** Expands on concepts taught in COMM 107. Individually and in groups, students prepare career-oriented presentations and learn to utilize presentation technology. Students also prepare a portfolio of their work that can be used in interview situations. Prerequisite: COMM 107. *Fall and Spring, 3 hour lecture, discussion and presentation, 3 credits.*

**COMM 220 Public Relations:** Explores the role and function of public relations in an industrialized society. The historical evolution of public relations, career opportunities in the field, and professional/ethical/legal responsibilities are also examined. Public relations activity in firms, social agencies, trade organizations, government, education, sports and entertainment are introduced, as well. The basic public relations process (research, planning, communication, and evaluation) and the use of communication strategies to achieve organizational goals are reviewed. The concepts of public relations, audience analyses and persuasion are emphasized. Finally, practical guidelines for using written spoken and visual techniques to reach selected audience complete the course. Prerequisite: ENGL 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**COMM 230 Introduction to Radio Produc-**

**tion:** Provides an introduction to the basic principles and practices of radio station operations and radio production. Students learn about and gain practice in conceiving, scripting, developing, performing, and producing a variety of radio programs while using a range of field and studio equipment, including emerging digital technologies. The course also examines issues of diversity in radio programming. *Fall, 3 hours lecture and discussion with field exercises and laboratory and production sessions, 3 credits.*

**COMM 235 Digital Video Production:** Introduces students to the basic concepts, theories, and techniques of digital video production. Students practice all phases of program development pre-production, from concept through completion. Prerequisite: COMM 105 or consent of instructor. *Fall, 3 hours lecture, discussion and hand-on assignments, 3 credits.*

**COMM 301 Communication Theory:** Explores the nature of theory in communication study and explains the most common communication theories and their contexts. Theories of relationships, groups, cultures, and the media are examined. Extensive writing and library-based research are required. Prerequisites: ENGL 102, COMM 104, COMM 105, and COMM 107. *Fall, 3 hours lecture and discussion, 3 credits.*

**COMM 305 Communication Research Skills:** Examines methodologies and formats used in communication research necessary to complete the communication capstone. Included are a review of MLA and APA and an investigation of appropriate topics for the Capstone project and the selection, evaluation, reading, analysis, and synthesis, review and consideration of appropriate scholarly sources. Prerequisites: ENGL 102 or consent. *Spring, 3 hours lecture, library work, and discussion, 3 credits.*

**COMM 310 Communication Ethics:** Surveys major moral theories such as virtue ethics, duty ethics, utilitarianism, and care ethics. Each

theory is examined in terms of its contribution towards understanding the ethical issues that confront the field of communication. Extensive writing, as well as, research and presentations are required. *Fall, 3 hours lecture and discussion, 3 credits.*

**COMM 315 Special Topics in Communication:** Investigates diverse areas of interest in communication. Topics include mass media and society, studies in sport communication, intercultural communication, advanced digital production and leadership communication, among others. Students will complete both experiential exercises and case analyses. Prerequisite: COMM 105. *Fall and Spring, 3 hours lecture, discussion, and experiential activities, 3 credits.*

**COMM 320 Advanced Audio Production:** Trains students in the use of radio and audio technologies to effectively communicate ideas to diverse audiences. The focus is on teaching students the full range of skills needed to complete radio programs of varying lengths and formats. These skills include developing story ideas and treatments, conducting research, using newswire services, scriptwriting, recording and interviewing, announcing, mixing and editing audio elements, mix-down, producing CDs and more. Students will be taught both the theory and practice of acoustics, psychoacoustics, and radio production, with an emphasis on both the aesthetic and technical aspects of the audio production process. *Spring, 3 hours lecture/lab, 3 credits.*

**COMM 325 Case Studies in Sport Communication:** Provides an opportunity for investigation into, analysis of, and discussion (both written and verbal) about inherent ethical, legal, moral, and personal decisions of sport communication case studies. Sample topics include the economic impact of a major league sports team, the Americans with Disabilities Act and its impact on professional sports, the ethics of marketing dangerous sports, and gender issues within professional sports. *Spring, lecture and*

*discussion, 3 credit course.*

**COMM 328 Small Group Communication:** Examines the dynamics and pragmatics involved in effective group interaction. Group communication concepts are studied through the course text, lectures, and in-class exercises and by completing group decision-making and problem-solving projects. Concepts include leadership, group climate/culture, task and maintenance roles, and problem-solving and decision-making procedures. Prerequisites: ENGL 102 and COMM 107. *Fall (traditional) and Spring (on-line), 3 hours lecture and discussion, 3 credits.*

**COMM 410 Critical Issues in Communication:** Focuses on in-depth study of controversial and/or specialized issues and subjects within the field of communication. Requires class participation and is reading and writing intensive. Topics include techno personal communication and conflict management. Students should have successfully completed at least three, 300-level courses before enrolling in this course. *Spring, 3 hours lecture and discussion, 3 credits.*

**COMM 423 Communication Internship:** Provides opportunities for paid or unpaid work experience. The internship requires a formal agreement among the student, his/her adviser, the curriculum coordinator, and the internship sponsor. Students should begin exploration of this option by contacting the curriculum coordinator. Prerequisites: COMM 301, at least one 300-level writing course, 3.0 overall GPA and 3.25 GPA in the major. *Fall, Spring, Summer, application and discussion, 1-9 credits.*

**COMM 428 Gender and Communication:** Integrates concept of interpersonal communication and communication theory in an analysis of gender identity and interactions between the genders. Concentrates on how gender has been used to affect the economic, professional, and social situation of both sexes. Comprehensive

discussion, extensive writing, as well as research and presentations are required. *Fall (on-line) and Spring (traditional), 3 hours lecture and discussion, 3 credits.*

**COMM 450A Capstone Seminar I:** Requires students to propose an original project to be completed in COMM 450B. By semester's end, each student will deliver a presentation of his/her portfolio and proposal to a faculty panel. *Fall, 3 hours lecture and discussion, 3 credits.*

**COMM 450B Capstone Seminar II:** Requires students to complete original project started in COMM 450A. By semester's end, each student will deliver a presentation on his/her Capstone project to a faculty panel. *Spring.*

## **Criminal Justice**

**CJ 102 Introduction to Criminal Justice:** Provides a comprehensive overview of the criminal justice system, including crime, criminal law, and constitutional implications. Examines the major institutional components of law enforcement: police, courts, and corrections. *Fall, 3 hours lecture and discussion, 3 credits.*

**CJ 110 Introduction to Policing:** Explores the many roles of police in America. Examines Constitutional restrictions placed on police and the realities of the police role. Prerequisite: CJ 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**CJ 115 Survey of Corrections:** Reviews the development of correctional practices from early to modern times. Analyzes contemporary correctional organizational structures and treatment modalities. Prerequisite: CJ 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**CJ 201 Criminology:** Studies crime and the body of knowledge which regards crime as a social phenomenon. Focuses on the nature, extent, causes, and prevention of crime. Explores

sociological theories to explain criminal behavior. Also examines crime's impact on society and societal reactions to crime. Prerequisites: SOCI 101 and CJ 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**CJ 210 Juvenile Delinquency:** Explores various theoretical perspectives to explain and prevent juvenile delinquency. Emphasis is placed on prevention and rehabilitation. Prerequisite: SOCI 101. *Spring, 3 hours lecture and discussion, 3 credits.*

**CJ 215 Homeland Security:** Designed to provide an introduction to the concept(s) of homeland security in a post 9/11 world, and the ever expanding role of "homeland security" as it relates to national security issues. The course will be examined from an historical, organizational, domestic, and global philosophical perspective. The concepts of "all hazards planning," the National Incident Management System (NIMS), incident and unified command, emergency management, and planning will be included. Risk assessment, prevention, mitigation, response, and recovery will also be included. *3 credits.*

**CJ 223P Field Experience Preparation:** Plans for successful experiences in private, public, or community agencies within the criminal justice system. Assembles a professional portfolio including a resume and supporting documents, police and child abuse checks, and documents for other regulatory requirements such as First Aid and CPR certification. *Fall, \$75 fee, 3 hours lecture and discussion, 0 credits.*

**CJ 223 Field Experience I:** Applies classroom experience to the real world. Work experience in a criminal justice agency is used to enhance knowledge of the intra-relationships within the criminal justice system. Prerequisite: CJ 223P. *Fall and Spring, application and discussion, 3 credits.*

**CJ 302 Criminal Evidence and Court Procedures:** Evaluates sources, distinctions and limitations relating to substantive and procedural

criminal law. Analyzes the rules of evidence as well as other evidentiary and procedural requirements which affect evidence collection and admissibility. Prerequisite: CJ 102. *Fall - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 305 Criminal Investigation:** Provides an introduction to the fundamental elements of criminal investigation, crime scene search, and collection and preservation of evidence. Prerequisite: CJ 110. *Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 317 Juvenile Justice System:** Examines approaches and procedures concerning identification, detention, and disposition relevant to the administration of criminal justice policy, practice, and law. Questions the juvenile justice process and examines critical issues facing the system as well as case law. Prerequisite: CJ 210. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 330 Professional Ethics:** Investigates ethical theories and concepts to analyze situations from various perspectives. The focus of the course will be on developing students' ability to support ethical decision with logical arguments. This is a writing intensive course. *Fall/Spring, 3 hours lecture and discussion, 3 credits.*

**CJ 335 Probation, Parole, and Community Corrections:** Examines the history, theory, and practice of community treatment in the correctional process. Prerequisite: CJ 115. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 340 Terrorism:** Examines the origins, theories, methods, and dangers of terrorism. *3 hours lecture and discussion, 3 credits.*

**CJ 345 Criminal Profiling:** Examines the techniques of socio-psychological profiling to detect patterns of career criminals specifically focusing on serial killers, child molesters, arsonist, rapists

and other violent career offenders. Prerequisite: CJ 102. *Fall/Spring - not offered every year, 3 credits, 3 hours lecture and discussion.*

**CJ 350 Restorative Justice:** Examines the criminal justice and community restoration paradigm that emphasizes the healing relationship between victims, offenders and the community. *3 hours lecture and discussion, 3 credits.*

**CJ 401 Criminalistics:** Probes the phase of the criminal investigation process concerned with physical evidence. Emphasis placed on techniques, skills, and limitations of crime laboratories. Prerequisite: CJ 110. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 410 Court Organization and Operation:** Assesses the role of the court in the criminal justice system. Examines the state and federal system as well as the origin and development of the court system. Prerequisite: CJ 102. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 423P Field Experience Preparation:** Plans for successful experiences in private, public, or community agencies within the criminal justice system. Assembles a professional portfolio including a resume and supporting documents, police and child abuse checks, and documents for other regulatory requirements such as first aid and CPR certification. *Fall, \$75 fee, 3 hours lecture and discussion, 0 credits.*

**CJ 423 Field Experience II:** Applies quantitative and qualitative research methodologies to a public, private, or community agency in consultation with the faculty adviser. Prerequisite: CJ 423P. *Fall/Spring, application and discussion, 3 credits.*

**CJ 426 Selected Topics in Criminal Justice:** Analyzes issues related to the administration of justice. Conducts in-depth analysis of important and controversial issues facing the criminal justice system. Prerequisites: consent of instructor,



3.0 GPA. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 430 Police Operations and Management:**

Explains the principles of organization and administration in law enforcement. Explores such topics as organizational structure, managerial philosophies, personnel issues, and leadership. Prerequisite: CJ 110. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 440 Community Oriented Policing:** Examines the role of law enforcement in government and the importance of community relations. Explores the dynamics of race relations and other diverse groups related to the law enforcement community. Prerequisite: CJ 110. *Fall/Spring - not offered every year, 3 hours lecture and discussion, 3 credits.*

**CJ 450 Senior Seminar:** Synthesizes and examines the theoretical concepts and empirical findings of other courses in the major curriculum. Prerequisites: senior status and/or consent of instructor. This is a writing intensive course. *Spring, 3 hours lecture and discussion, 3 credits.*

**CJ 497 Independent Study in Criminal Justice:** Evaluates current issues and controversies in the criminal justice system. Prerequisites: 3.00 GPA, MATH 314 and junior status. *Research and discussion, 1-3 credits.*

## **Culinary Arts**

**CULN 100 Culinary Math:** Introduces basic mathematics as it relates to the food service industry. Emphasizes units of measure, basic conversions, food cost percentages, and kitchen ratios. *Spring, 1 hour lecture and discussion, 1 credit.*

**CULN 101A Stocks, Sauces, and Skills:** Engages students in the discussion and application of basic knife skills, stock and classical sauce production with emphasis on simmering and

boiling. Contemporary sauces such as coulis and non-classical sauces will be discussed. Laboratory lectures and production revolve around introductory culinary principles. Equipment, principles of energy, types of knives, basic knife skills, professionalism, production, organization, and time management are discussed and applied during lab sessions. Daily production reflects traditional culinary French methodologies, allowing students to perform correctly the major and sub-objectives to meet industry needs within a laboratory setting. *Fall, \$65 fee, 2 hours lecture and 8 hours laboratory, 2 credits.*

**CULN 101B Meat and Fish Fabrication:**

Introduces purchasing, receiving, aging, fabrication, and proper storage procedures of meat products. Emphasis will be placed on primal and sub-primal cuts, federal inspection, grading, yields and the classification of meats, poultry, fish, and game. Students will learn vocabulary and techniques specific to meat and fish processing. Corequisite: CULN 101A. *Fall, \$65 fee, 2 hours lecture and 8 hours laboratory, 2 credits.*

**CULN 101C American Cuisine:** Presents and analyzes indigenous ingredients, customs, and geographical elements of cuisines in our nation. Engages students in discussion and application of the basic cooking techniques of stewing, grilling, and broiling. Daily laboratory lectures and production revolve around regional cooking skills, ingredients, and menus. Evaluates East Coast, Cajun, Tex-Mex and Pacific Coast Cuisines. Corequisite: CULN 101B. *Fall, \$65 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 101D Cuisine of the World:** Explores the cuisines of France, Caribbean, Italy, Germany, and Spain/Portugal. Emphasis is placed upon the cooking techniques of roasting and braising. Daily laboratory and lectures revolve around European culture and geography, cooking techniques, misen place, and recipe conversions. Previously-learned skills will be utilized and built upon, such as knife skills, sauce

making, organization, and time management. Students will display professional and industry-related skills. Corequisite: CULN 101C. *Fall, \$65 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 101E Introduction to Baking:** Introduces basic rolls, breads, muffins, laminated doughs, pies, custards, creams, and basic cookies. The primary focus will be on the principles of baking, chemistry of formulas, application of techniques, measuring and identification of equipment. Corequisite: CULN 101D. *Fall, \$65 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 101F Service Techniques and Skills:** Introduces procedures of service before serving to guests at Chef's Table Restaurant. Students will receive instruction on the American, Russian, and French styles of service of food and beverages. Students will become familiar with the tools and equipment utilized in the dining room as well as place settings and linens. Students will also be required to fulfill eight hours as a server at Chef's Table Restaurant. Corequisite: CULN 101E. *Fall, \$40 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 101H Breakfast Cooking Seminar:** Teaches students how to fold omelets and make other popular breakfast items. Lecture includes identification of egg size, egg composition, proper egg cookery, as well as the production of pancakes and waffles. Corequisite: CULN 101G. *Fall, \$30 fee, 1 hour lecture and 4 hours laboratory, .5 credits.*

**CULN 103 Introduction to Culinary Management:** Introduces students to the Hospitality industry, organization and basic human relation management. Job descriptions, management theories, leadership styles, training methods, conflict resolution, employee training, menu development and customer communications are the main points of this course. *Spring, 3 hours lecture and discussion, 3 credits.*

**CULN 107 Garde Manger:** Introduces students to the art of cold food preparation. Sandwiches, cold soups, salads, charcuterie, canapes, aspic and dressings are presented. Prerequisite: CULN 101H. *Spring, \$65 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 202 Bar and Beverage Management:** Analyzes the beverage-industry and offers students opportunities to apply their knowledge in a hands-on setting. Students will learn drink recipes, discuss laws, alcohol production, production of coffees and teas, as well as non-alcoholic beverages. *Spring, \$65 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 203 Cakes, Tortes, and Desserts:** Applies and expands upon introductory baking skills. Focuses on icings, cake mixing methods, decorating techniques, dessert sauces, pate a choux, mousses, puff pastry production and poached fruits. Corequisites: CULN 201 and CULN 101H. *Spring, \$65 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 210 Catering:** Students will investigate legalities and contract issues involved with catering as well as menu planning, pricing, equipment, marketing, styles of events, and safety procedures. Students will engage in planning and setting up events as well as their execution. Corequisites: CULN 107 and CULN 101H. *Spring, \$30 fee, 1 hour lecture and 4 hours laboratory, 2 credits.*

**CULN 223P Culinary Field Experience Prep:** Designed to initiate the pre-internship process to culinary arts students. Students will research potential professional internship sites for placement, create a professional resume and cover letter, and apply the interviewing process. Approval for internship placement must be given by the curriculum coordinator prior to beginning the CULN 223 experience. Grading pass/fail. *Spring, 1 hour lecture and discussion, 1 credit.*



**CULN 223 Culinary Field Experience:** A 400-hour professional practicum at an approved site. Emphasis is on enhancing the student's role as a chef in BOH operations within a professional food service site. Upon completion of 400-hour internship at the specified site, students will have an understanding of the application of kitchen and cooking skills in commercial food service operations. Failure to complete the internship will prevent degree completion and graduation. Prerequisites: CULN 223P and CULN 230 an/or 236 or approval of the adviser. Grading pass/fail. *Fall, Spring, Summer, \$150 fee, 400-hour practicum, 0 credits.*

### **CULN 230 Restaurant Operations**

**Management:** Operates the Chef's Table Restaurant. Emphasis on planning, staffing, purchasing, menu development, financial planning, dining room and kitchen skill, beverage service, and sanitation. Prerequisite: CULN 101H. *Fall, \$325 fee, 20 hours lecture and laboratory, 3 credits.*

### **CULN 236 Advanced Restaurant**

**Operations:** Develops advanced applications of operating the Chef's Table Restaurant. Focuses on planning, leading, directing, staffing, and controlling. Prerequisite: CULN 230. *Spring, \$325 fee, 20 hours lecture and laboratory, 3 credits.*

**CULN 290 NOCTI Food Production and Service Examination:** Students register for the NOCTI examination upon the expectations of graduating with a culinary arts degree or certificate. *Spring, \$65 fee, 0 credits.*

## **Early Childhood Education**

*There is a field component for each early childhood course.*

**ECE 001-007 Early Childhood Education Field Experience:** Field experiences are required each semester (one through seven) for students pursuing a B.S. in early childhood education or students pursuing accelerated certification. Fieldwork required and clearances are

necessary. Observation/participation equivalent to time spent in a three-hour class is required. Field experience fee is \$150 per semester. *0 credits*

### **ECE 101 Introduction to Early Childhood**

**Education:** Studies the relationship between play and learning and the adult's role in facilitating learning through play. Fieldwork required and clearances are necessary. *Fall, \$50 fee, 3 hours lecture and discussion, 3 credits, with 3 hours practicum in the Children's Center.*

### **ECE 102 Guiding Play and Learning:**

Examines the role of play and directed learning activities in the social, emotional, cognitive, and psychomotor development of the young child. Fieldwork required and clearances are necessary. Corequisite: PSYC 201. *Spring, \$50 fee, 3 hours lecture and discussion, 3 credits, with 3 hours practicum in the Children's Center*

### **ECE 201 Curriculum and Program Plan-**

**ning – Ages 0-3 Years:** Provides guidelines for providing optimum developmental experiences for a child's early years (0-3). Fieldwork required and clearances are necessary. Prerequisite: ECE 102. *Fall, 3 hours lecture and discussion, 3 credits, with 3 hours practicum in the Children's Center.*

### **ECE 202 Curriculum and Program Planning**

**– Ages 3-8 Years:** Examines content, methods, and materials for the design and implementation of early childhood education curricula. Fieldwork required and clearances are necessary. Prerequisite: ECE 102.. *Spring, 3 hours lecture and discussion, 3 credits.*

**ECE 220 Early Intervention:** Analyzes early intervention services for children in line with remediation designed for specific early learning difficulties. Fieldwork required and clearances are necessary. Prerequisite or corequisite: PSYC 210 or consent of the instructor. *Spring, 3 hours lecture and discussion, 3 credits.*

**ECE 223 Community-Based Early Childhood Experiences:** Studies the care of young children in out-of-home settings as a participant in the setting. Fieldwork required and clearances are necessary. Corequisite: ECE 250, ECE 202, and consent of instructor. (A.S. candidates only) *Spring, 120 hours, 3 credits.*

**ECE 235 Special Topics in Early Childhood Education:** Provides principles and best practices for working with young children and school-age children in the content areas to ensure optimum developmental outcomes. Requires the consent of the adviser. *Fall/Spring, 3 credits.*

**ECE 250 Early Childhood Education Seminar:** Provides opportunities for synthesis and evaluation of the knowledge, skills, and dispositions that define early childhood practitioners at the associate degree level. Current issues and trends in the field will be reviewed. Fieldwork required and clearances are necessary. Corequisite: ECE 223. *Spring, 3 hours inquiry and discussion, 3 credits.*

**ECE 350 Administration and Supervision of School for Young Children:** Examines the principles and practices of administration and supervision, the development of policies to implement school philosophy, and school organization. Fieldwork required and clearances are necessary. *Fall/Spring, 3 hours inquiry and discussion, 3 credits.*

## Economics

**ECON 201 Principles of Economics I:** Studies macro-economics: the nature of the American economy; theory of national income; producing, consuming, and investing money; banking and the Federal Reserve System; the public sector and its monetary and fiscal policies; theory of economic growth; and problems of international economic development. *Fall and*

*Spring, 3 hours lecture and discussion, 3 credits.*

**ECON 202 Principles of Economics II:** Examines the principles of micro-economics, the cost structure of individual economic units, theory of price under different market conditions, distribution of income, problems of poverty and insecurity, wage determination, and antitrust regulation. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**ECON 345 Money and Banking:** Reviews the background and policies of monetary and banking systems. Gives special attention to commercial banking, the Federal Reserve System, interest rates, and money markets. Provides students with the knowledge and practices conceptual skills needed for advanced study and career advancement in financial fields. Prerequisite: ECON 201. *Fall or Spring (not offered every year), 3 hours lecture and discussion, 3 credits.*

## Education

*Every education course contains a field component consisting of weekly observations and assignments which are supervised by College faculty. Fieldwork requires current FBI, criminal history, and child abuse clearances, as well as a current health appraisal including a negative TB test.*

**EDUC 001-00 – Elementary Education Field Experience:** Field experiences are required each semester (one through seven) for students pursuing a B.S. in Elementary Education or students pursuing accelerated certification. Observation/participation equivalent to time spent in a three-hour class is required. Field experience fee is \$150 per semester. *0 credits.*

**EDUC 101 Introduction to Teaching:** Provides information and experiences about the personal and professional requirements for becoming a teacher, including the knowledge, skills and dispositions necessary for quality teaching along with the policies and procedures of the education division. Fieldwork required and clear-

ances are necessary. Corequisite: EDUC 001-006. *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 201 Foundations of Education:** Introduces and examines historical, philosophical, and sociological foundations in American education. Students read about and investigate the role of schools in America. School organization, administration, and current issues, such as diversity and multi-culturalism, are also components for class reading and discussion. Fieldwork required and clearances are necessary. Prerequisite: EDUC 101. *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 211 Educational Psychology:** Explores the nature of the learning process. Emphasizes the application of psychological principles to educational practices, such as diagnosis and assessment of pupil progress, organizing learning environments, and instruction. Fieldwork required and clearances are necessary. Prerequisites: EDUC 201. *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 216 Child, Family, and Community:** Considers the role that the environment plays in the development of the child. Analyzes the impact of family and community, including the relationship of culture, religion, socio-economic status, and ethnic and racial origins on individual and group status. Fieldwork required and clearances are necessary. Prerequisite: PSYC 201. *Fall, 3 hours inquiry and discussion + field assignments, 3 credits.*

**EDUC 302A – Praxis I: Academic Skills Assessments:** Designed to be taken early in your college career to measure your reading, writing, and mathematical skills. This course will appear on student's transcript after Education division has been notified that student took and passed Praxis I exams. This is not a course, but a PA Department of Education examination requirement to be completed in order to advance

beyond 200-level coursework in all education programs. *0 credits.*

**EDUC 302 Elementary Curriculum:** Promotes the study of the content of elementary school education with particular reference to standards regulating education in the areas of language and reading, mathematics, science, social studies, environmental education, and health. Fieldwork required and clearances are necessary. Prerequisite: EDUC 211 (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 303 Elementary Curriculum and Methods: Mathematics:** Analyzes application and methodology of instructional techniques in the content area of mathematics. Emphasizes developmental, constructive, and process skill approaches. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302. (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 304 Elementary Curriculum and Methods: Citizenship and Social Sciences:** Analyzes application and methodology of instructional techniques in the content area of citizenship and social sciences. Emphasizes developmental, constructive, and process skill approaches. Fieldwork required and clearances are necessary. (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 305 Elementary Curriculum and Methods: Science:** Analyzes application and methodology of instructional techniques in the content area of science. Emphasizes developmental, constructive, and process skill approaches. Fieldwork required and clearances are necessary. (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 306 Using Computers to Support Classroom Learning:** Provides students with opportunities to build on the basic skills and concepts learned in the prerequisite course by focusing on the applications of technology in the educational classroom environment, including managing the classroom, addressing needs of diverse learners, and developing instructional activities. Fieldwork required and clearances are necessary. Prerequisites: IT 105 or ART 114, EDUC 302A (except Child and Society majors). *Fall and Spring, \$40 lab fee, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 307 Methods for Students with Low Incidence Disabilities:** Analyzes the environments and organizations involved in the education of children with severe conditions, including placement and methodologies for working with children with severe cognitive needs, low-vision and blindness, hearing impairments and deafness, deaf-blindness, autism, physical or health disabilities, and traumatic brain injury. Fieldwork required and clearances are necessary. Prerequisite: PSYC 210. (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 308 Methods for Students with High Incidence Disabilities:** Analyzes the environments and organizations involved in the education of children with mildly disabling conditions, including mainstreaming, inclusion, consultative teaching, and content mastery programs. Emphasis will also include definitions, prevalence and characteristics of student demonstrating mild levels of physical, motor and sensory impairments, learning disabilities, mental retardation, and emotional or behavioral disorders. Fieldwork required and clearances are necessary. Prerequisite: PSYC 210 (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 309 Classroom Management in an Inclusionary Setting:** Examines the rationale,

theories and techniques for creating classroom environments where learning can take place, specific individual and group behavior challenges can be assessed and addressed, and a positive, inclusive learning environment can be established. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302A (except Child and Society majors). *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 310 Family Health and Safety:** Presents and analyzes the current concepts of health, safety, and nutrition and their relationship to the growth and development of young children. Fieldwork required and clearances are necessary. Prerequisites: EDUC 302A, EDUC 302 (except Child and Society majors). *Fall, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 313 Art Education Media and Methods/Elementary Methods:** Presents the organization, experience, and evaluation of teaching situations specific to art in K-12 art curriculum, including curriculum planning, basic art education theories, lesson planning, classroom presentation techniques, history, aesthetics and criticism as they relate to the handling of art media. Fieldwork required and clearances are necessary. *Fall, \$75 fee, 3 hours lecture, discussion, and practicum, 3 credits.*

**EDUC 315 Developmental Assessment:** Explores the principles and techniques of sound assessment strategies. Focuses on the process of assessment, use and interpretation of standardized tests, alternative assessments, including assessment portfolios and norm-referenced and criterion-referenced assessments. Fieldwork required and clearances are necessary. Prerequisite: PSYC 225. *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 320 Teaching Students with Diverse Needs:** Focuses on the classroom learning environment that effectively addresses the diverse learning needs of students in regular classroom

settings and considers characteristics of students with special needs and the modifications in teaching methods necessary to meet their needs. Addresses classroom management techniques for academic, social, emotional, and cognitive differences. Fieldwork required and clearances are necessary. Prerequisite: PSYC 225. *Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

### **EDUC 325 Secondary Curriculum and**

**Methods: Social Studies:** Provides for analysis and application of methodology and instructional techniques, current social studies curriculum materials and methodology, as well as social science curricula currently in use in Pennsylvania Academic Standards. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302A (Open to certification candidates only.) *Fall, 3 credits.*

### **EDUC 330 Language Arts and Literacy I:**

Focuses on the processes of language, student-centered classrooms rich with literature, writing, speaking, listening, drama and media literacy, appropriate teaching strategies, assessments, and instructional media. Fieldwork required and clearances are necessary. Prerequisites: ECE 202, EDUC 302. (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

### **EDUC 331 Language Arts and Literacy II:**

Explores strategies that will help develop and promote literacy and reading skills of children, teaching of reading in line with the diverse needs of learners, practice teaching techniques and reading methods, and strategies, technology, and sound principles of individual and group dynamics. Fieldwork required and clearances are necessary. Prerequisites: EDUC 302A, EDUC 330 (Open to certification candidates only.) *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

### **EDUC 332 Instructional Strategies for**

**Content Area Reading:** Introduces students to strategies for literacy instruction and its implications for student learning in the content area subjects, comprehend content area texts of various kinds, instructional practices or learning strategies for content areas, standards for content area literacy instruction and writing samples. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302A. (Open to certification candidates only.) *3 hours lecture and discussion + field assignments, 3 credits.*

### **EDUC 335 Math Education and Methods/**

**Secondary:** Focuses on teaching activities of a secondary mathematics teacher within the frameworks of the PA Frameworks for Mathematics 5 - 8 and 9 - 12, PA grade level expectations in mathematics; NCTM principles and standards of school mathematics (PSSM); and the NCTM professional standards for teaching mathematics. Topics include secondary mathematics curriculum, goals and objectives of instruction, planning and conducting mathematics instruction, history of mathematics education in the USA, student assessment, teacher evaluation, and the use of mathematical resources. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302A. (Open to certification candidates only.) *Fall, 3 hours lecture and discussion + field assignments, 3 credits.*

### **EDUC 340 Teaching English Language**

**Learners:** Focuses on the study and practice of teaching activities in elementary and secondary reading, writing, speaking, and listening within the scope of the PA framework for K-12 grade level. Expectations in reading, writing, speaking, and listening and the NCTE/IRA Standards for the English language arts will be stressed. Fieldwork required and clearances are necessary. *Fall and Spring, 3 hours lecture and discussion + field assignments, 3 credits.*

### **EDUC 411 Creating Educational Materials:**

Assists students in preparing education materials related to curriculum units for use during stu-

dent teaching. Students design and create classroom materials that meet recognized standards. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302A (except Child and Society majors). *Fall and Spring, Workshop format, 1-3 credits.*

**EDUC 423E Student Teaching in the Early Years:** Supervised, seven-week student teaching experience in preschool settings with children through age five. Emphasis is on development, implementation, and assessment of appropriate learning activities; creating a caring community of learners; and management of the learning environment. Fieldwork required and clearances are necessary. (Open to certification candidates only.) *Fall and Spring, \$250 student teaching fee, 6 credits.*

**EDUC 423I Student Teaching at the Intermediate Level:** Supervised, seven-week student teaching experience in intermediate settings (grades 4, 5, 6) provide teaching opportunities to meet the needs of individual learners through differentiated instructional strategies and classroom management techniques. During this seven-week experience, candidates are expected to select and employ the methodologies and strategies modeled and practiced during the pre-practicum to meet the needs of all learners in the classroom. Fieldwork required and clearances are necessary. Requires faculty consent. (Open to certification candidates only.) *Fall and Spring, \$250 student teaching fee, 6 credits.*

**EDUC 423S Secondary Student Teaching:** Supervised, seven-week student teaching experience at the secondary level under the guidance of a cooperating teacher and a college supervisor. Included in the experience is the design and implementation of an integrated, thematic unit and the opportunity to use teacher feedback, video review, reflection, and self-evaluation as tools to improve teaching. Fieldwork required and clearances are necessary. Requires faculty consent. (Open to certification candi-

dates only.) *Fall and Spring, \$250 student teaching fee, 6 credits.*

**EDUC 423T Student Teaching at the Primary Level:** Supervised, seven-week student teaching experience at the K-3 level under the guidance of a cooperating teacher and a college supervisor. The experience provides teaching opportunities to meet the needs of individual learners through differentiated instructional strategies and classroom management techniques. During this seven-week experience, candidates are expected to select and employ the methodologies and strategies modeled and practiced during pre-practicum to meet the needs of all learners in the classroom. Fieldwork required and clearances are necessary. Requires faculty consent. (Open to certification candidates only.) *Fall and Spring, \$75 lab fee, \$250 student teaching fee, 6 credits.*

**EDUC 425 Teaching at the Intermediate and Secondary Level:** Integrates the study of theories, practices, and resources for the teaching and learning of secondary content in math and social studies in grades 7-12. Uses a constructivist philosophy to organize the learning environment and activities. Fieldwork required and clearances are necessary. Requires faculty consent. *Fall and Spring, 2 hours workshop format, \$250 student teaching fee, 2 credits.*

**EDUC 435 Art Education Media and Methods/Secondary Methods:** With emphasis on teaching the middle and secondary school student, teacher candidates will utilize presentations, field observations, interviews, lectures, reflections, demonstrations, discussions and actual high school mini-teaching experiences to explore, develop and implement appropriate units and curriculum concepts using methods and models that reflect state and national standards in art education and also disciplinary approaches. Fieldwork required and clearances are necessary. Requires faculty consent. Prerequisite: EDUC 302A. *Spring, \$75 lab fee, 3 credits.*



**EDUC 440 Electronic Media for Teachers:**

Empowers the prospective teacher with hands-on knowledge and skills necessary for selecting, integrating, and applying a range of electronic media production technologies and projects into the elementary classroom to meet the diverse needs and dynamics of student learners and learning objectives. Fieldwork required and clearances are necessary. Prerequisite: IT 105. *\$40 lab fee, 3 hours lecture and discussion + field assignments, 3 credits.*

**EDUC 449 – PRAXIS II: Subject Assessments:**

Measures your knowledge of the subjects you will teach. This course will appear on student's transcript after Education division has been notified that student took and passed Praxis II exams. This is a requirement by the Pennsylvania Department of Education. Students must attempt PRAXIS II exams prior to student teaching placements. If a candidate is not successful in passing PRAXIS II, the candidate must engage in PRAXIS Preparation and retake the assessment prior to the end of student teaching. Failure to pass PRAXIS II will prevent recommendation for State certification. Candidates cannot be certified in the state of Pennsylvania without having passed these exams. 0 credits.

**EDUC 450 Seminar: Contemporary Research, Issues, and Ethics in Education:**

Examines current research, current issues, and ethical dilemmas confronting educators. Students will analyze issues and practices and engage in examining ethical considerations through a case study methodology. Fieldwork required and clearances are necessary. Prerequisite: EDUC 302A (except Child and Society majors) *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

## English

**ENGL 050 Critical and Analytical**

**Reading:** Teaches skills associated with an-

notating, mapping, summarizing, inferring, and critical thinking as they apply to the reading of college textbooks and supplementary material. (The credits for this course do not count toward graduation, but are factored into the student's GPA.) *Spring and Fall, 3 hours lecture and discussion, 2 credits.*

**ENGL 101 College Writing I: Academic**

**Writing:** Focuses on the writing process. Students complete a minimum of five expository essays, one of which is a comparison/contrast. An MLA-format research paper is also required. Workshops for peer editing and revision complement teacher/student interaction both in and outside the classroom. *Fall and Spring, 3 hours lecture, discussion, and peer review, 3 credits.* Students for whom English is not a primary language or whose placement tests indicate the need for individualized attention are assigned to sections of the course designed to meet those needs. *5 hours lecture, discussion, peer review, and/or language laboratory, 3 credits.*

**ENGL 102 College Writing II: Writing about**

**Literature:** Reinforces and enhances writing skills developed in English 101. Writing assignments, including an MLA-format research paper, are based on the readings and discussions of selected fiction, drama, and poetry. Prerequisite: ENGL 101. *Fall and Spring, 3 hours lecture and discussion, 3 credits.* Students for whom English is not a primary language or whose placement tests indicate the need for individualized attention are assigned to sections of the course designed to meet those needs. *5 hours lecture and discussion, 3 credits.*

**ENGL 201 American Literature I:**

Surveys American literature from Colonial times through the late nineteenth century with an emphasis on nineteenth-century authors. Readings will examine the cultural diversity and literary development exemplified by the Native American oral tradition and the works of a variety of writers. Extensive reading, writing, critical analysis,

and library research are required. Prerequisite: ENGL 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**ENGL 202 American Literature II:** Surveys American literature from the late nineteenth century through the present day. Emphasis is on writers who exemplify both our country's cultural diversity and the development of significant literary movements. Extensive reading, writing, critical analysis, and library research are required. Prerequisite: ENGL 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**ENGL 203 Western World Literature I:** Surveys and analyzes selected works from the classical Greek period to the beginning of the Romantic Era. These selections are taught from a historical perspective, examining how the literature reflected and influenced the time in which it was written. Prerequisite: ENGL 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**ENGL 204 Western World Literature II:** Surveys selected works of nineteenth- and twentieth-century authors who were instrumental in portraying thought and culture of Western civilization. Students study, discuss, and write about the connection between literature and Western world culture. Prerequisite: ENGL 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**ENGL 209 Introduction to Journalism:** Discusses journalistic reporting, interviewing, writing, and editing. In-class writing and participation in preparing the student newspaper, *The Key*, are required. Basic journalistic skills and principles are also introduced. Prerequisite: "C" or higher in ENGL 101 or consent of instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

**ENGL 210 Feature Writing:** Examines techniques for researching, writing, and marketing feature articles for newspapers and magazines. Topics may include personal experience, profile, how-to, and other features. This course prepares

students to work as freelance or staff feature writers. Prerequisite: "C" or higher in ENGL 101 or consent of instructor. *Spring, 3 hours lecture and discussion, 3 credits.*

**ENGL 211 Creative Writing:** Discusses general literary principles and representative works by leading writers and provides instructor-guided opportunities for students to write original short stories, poetry, and/or plays in a workshop setting. Students are encouraged to think creatively, to solve problems, and to further develop and enhance writing skills. Prerequisite: ENGL 102. *Spring, 3 hours lecture, instructor and peer review, and workshop, 3 credits.*

**ENGL 220 Introduction to Poetry:** Studies the elements of poetic form, surveying a wide variety of poems representative of many eras and cultures. Students will learn to identify common poetic themes, techniques, and styles, and to analyze poems in written assignments. Prerequisite: ENGL 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**ENGL 221 Introduction to the Novel:** Studies the structure of the novel and its thematic concerns as seen in representative novels from a variety of cultures, from the eighteenth century to the present. Students will learn to analyze the structure, techniques, and themes of the novels through discussion, research, and written assignments. Prerequisite: ENGL 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**ENGL 222 Introduction to Dramatic Literature:** Studies drama as a literary form, including critical analysis of representative plays from classical Greek to contemporary drama. Students learn to identify and discuss dramatic elements, structure, style, and multi-cultural traditions in dramatic literature; and complete a research project. Prerequisite: ENGL 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**ENGL 305 Broadcast Writing:** Focuses on the



principles and the process of writing, informative, persuasive, news, and public affairs copy for radio and television, with special emphasis placed on script formats and writing for the eyes and ears. Prerequisites: ENGL 209 or ENGL 210, or consent of instructor. *Fall, 3 credits, 3 hours lecture and discussion.*

### **ENGL 315 Special Topics in Creative**

**Writing:** Provides techniques to develop writing projects that fulfill the needs of the marketplace. Topics will vary, and may include poetry, short fiction, screenwriting, or playwriting. Students will develop projects that are suitable for submission to a publisher or producer. Prerequisite: ENGL 211. *Fall, 3 credits, 3 hours lecture and discussion.*

**ENGL 328 Children's Literature:** Explores the development of children's literature in Western culture. A variety of types of children's literature from classical fables and fairy tales through the Modern era will be discussed. Also included in this course is the development of standards for the selection of such literature for various age groups ranging from preschool through seventh grade. Prerequisite: ENGL 102. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

### **ENGL 330 Great Themes in Literature:**

Focuses on the study of a specific theme as represented in selected short stories, novels, plays, films, and non-fiction. Students will analyze, discuss, and complete writing assignments, including a research project, about varying themes from semester to semester. Upon completion of this course students will be able to analyze common thematic content in a variety of genres. Prerequisite: ENGL 102. (Depending on instructor, may need consent.) *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

### **ENGL 333 Advanced Study in Literature:**

Devotes an entire semester to selected works of a particular writer. This in-depth study combin-

ing text and media will require students to read, discuss, analyze, and write about selected works from noted writers. Writers and selected works will vary from semester to semester. Prerequisite: ENGL 102. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

### **ENGL 335 Technical Writing:**

Examines the processes and procedures of researching, writing, and formatting technical documents. Assignments include instructions, audience analysis, usability testing, proposals, progress reports, recommendation reports and process descriptions. Prerequisite: ENGL 102. *Spring, 3 hours lecture and discussion, 3 credits.*

## **Environmental Science**

**ENVT 210 GIS/GPS:** Provides a hands-on introduction to the fundamentals of geographic information systems (GIS) and global positioning systems (GPS). Includes the processes of capturing, editing, storing, managing, and analyzing data using GIS as well as model development and information display. Addresses the techniques of collecting GPS data and using the data in GIS. Prerequisite: IT 106. *Fall, \$65 fee, 3 hours lecture, 3 credits.*

### **ENVT 211 GIS Applications, Select Topics:**

Explores geographic information system (GIS) applications and case-studies in areas such as homeland security, emergency planning and response, water resources, earth sciences, interpolation techniques, forestry, and biological sciences. Each offering will focus on a specific topic. Consult current course offerings for each semester's topic. Prerequisite: ENVT 210. *Spring, 1 hour lecture and laboratory, 1 credit.*

### **ENVT 215 Environmental Ethics:**

Introduces the basic concepts in ethics and major environmental ethical theories. Includes case studies of ethical debates of contemporary environmental issues. Prerequisites: BIOL 112, BIOL 214, or

PHSC 110, or consent of instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

### **ENVT 225 Environmental Policy and**

**Management:** Focuses on the major pieces of environmental legislation; the relationship between local, state, and federal agencies; industry responsibilities and options under existing law; the role of interest groups and the public in environmental decision making; and emerging issues at the national and international level. (Formerly IDS 225.) *Fall, 3 hours lecture and discussion, 3 credits.*

**ENVT 305 Soils Science:** Introduces the various properties and classifications of types of soil. Acquaints the student with laboratory procedures to illustrate these principles by performing laboratory analyses, mathematical problems, and making observations from demonstrations and experiments. Provides the student with an understanding of soil as a component of the ecosystem and how to apply this knowledge to fully understand its impacts on ecosystems. Prerequisites: CHEM 105 and PHSC 201. *Fall, \$100 fee, 3 hours lecture and discussion, 3 credits.*

**ENVT 325 Environmental Law:** A survey of the basic principles and fundamental laws and regulations that are part of what is commonly known as environmental law and natural resource law. It is intended to introduce environmental resource management professionals and other interested students to the environmental laws that are being implemented and enforced at the international, national, and state level. Lectures include special emphasis on environmental law and policy in Pennsylvania. Prerequisite: ENVT 225 is recommended. *Spring, 3 hours lecture and discussion, 3 credits.*

**ENVT 328 Hydrology:** Introduces basic principles and applied aspects of surface and ground water hydrology. Emphasis is on developing an understanding of watershed processes. Offers both conceptual and quantitative descriptions

of the hydrologic cycle. A weekly three-hour laboratory introduces students to the techniques of applied hydrology. Prerequisites: MATH 113, MATH 205, PHSC 201, and CHEM 105. *Spring, \$100 fee, 3 hours lecture, 3-hour laboratory, 4 credits.*

### **ENVT 423P Environmental Resource Management Internship Preparation:**

Prepares the student for the identification, placement, and successful completion of a 240-hour, six-credit internship required by the professional studies: environmental resource management B.S. curriculum. Prerequisite: Consent of curriculum coordinator. *Spring, 6 hours lecture and discussion, 0 credits.*

### **ENVT 423 Environmental Resource**

**Management Internship:** Provides supervised exposure to the work environment and practical experience through a 240-hour internship at one or more pre-approved sites. The internship will typically be completed during the summer between the junior and senior years. Prerequisites: ENVT 423P and consent of curriculum coordinator. *Fall, Spring and Summer, 6 credits.*

**ENVT 440 Case Study Field Trip:** Examines case studies in environmental resource management through field trips and directed readings. (Travel during weekends and/or spring break will be required. The student is responsible for the cost of meals, lodging, transportation, and incidentals.) Prerequisites: BIOL 328, ENVT 328, and PHSC 201; or consent of instructor. *Spring, \$100 fee, 1 credit.*

### **ENVT 445 Watershed Resource**

**Management:** Fulfills the senior capstone experience requirement for students enrolled in the Bachelor of Science in Professional Studies: Environmental Resource Management program. This course includes senior research projects and case study of the Tunkhannock Creek watershed. Consent of curriculum coordinator required. *Spring, \$100 fee, 3 hours lecture and discussion, 3 credits.*

## ESL Connection

**ESL Connection 101 Advanced Academic Writing/TOFEL Preparation:** Serves as a pre-English 101 writing class emphasizing appropriate organization and style for a variety of academic writing situations. Emphasis is on grammar, vocabulary, and rhetorical styles. The course covers aspects of the TOFEL that will help students become better writers as well as achieve the TOFEL score needed to be full accepted by the College. *5 hours lecture and workshop, 3 credits.*

**ESL Connection 102 Academic Success Reading Seminar:** Uses reading as a basis for discussion, debate and individual presentations. Students will increase vocabulary and reading speed in addition to practicing how to interact in U.S. classroom discussion and how to prepare and make presentations. The course meets five hours per week. *5 hours lecture and workshop, 3 credits.*

## Experiential Learning

**EXPL 295 (fall), 296 (spring), 297 (summer):** A supervised period of practical work experience integrated into the academic program. The purpose of the program is for the student to apply classroom principles in real-work situations. Each practical work experience, including experiences for more than 3 credits, will only satisfy one graduation requirement. Prerequisites: 15 completed credits, 2.00 GPA, and consent of instructor. *Fall, Spring, and Summer, 40 hours practicum = 1 credit, 6 credits maximum.*

## Film

**FILM 110 Introduction to Cinema:** Introduces the concepts of filmmaking, including production organization, techniques of pre-production, principal photography, post-production, and literary and philosophical concepts of messages

in film texts. Students view films, write analyses, and create outlines and projects demonstrating understanding of the vocabulary of filmmaking. *Fall, 4 hours lecture and discussion, and screening, 3 credits.*

**FILM 350 Special Topics in Film:** Examines a variety of themes, genres, and/or concepts in feature films. Students view films, write analyses of the films, and actively research concepts discovered through class discussion. Students are expected to understand the interaction between film as a medium and the topics being studied. Prerequisite: ENGL 102. *Spring, 4 hours lecture, discussion, and screening, 3 credits.*

## Geography

**GEOG 101 Introduction to Geography:** Surveys the field of geography including introductory concepts, geographic issues, and the geography of world regions with particular emphasis on North America and its sub regions. *3 credits.*

**GEOG 340 Cultural Geography:** Explores the interaction between environment and culture. Investigates geographical processes and culture patterns such as language, religion, politics, rural and urban land use, economic development, globalization and the spread of technology. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

## History

**HIST 101 The Making of the Modern World:** Examines the social, political, and economic origins of the modern world from 1900 through the Cold War. Special emphasis is placed on the impact of colonialism, WWI, Communism, Fascism, WWII, and the Cold War. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**HIST 102 Western Civilization:** Studies the establishment and progress of civilization. Top-

ics include Greek, Roman, medieval civilizations, and the beginnings of modern times through the seventeenth century. *Spring, 3 hours lecture and discussion, 3 credits.*

**HIST 109 United States History I:** Examines the colonial, revolutionary and national history of the United States from the 16th Century through the Civil War. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**HIST 110 United States History II:** Studies American history from Reconstruction through the present time. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**HIST/POSC 302 Civil Rights in America:** Examines the history and politics of the black civil rights movement from Reconstruction to the present. The contemporary civil rights issues of gender, sexual orientation, and affirmative action will also be considered. HIST 110, POSC 101, or POSC 201 are recommended prior to taking this course. This course is writing intensive. *Spring, 3 hours lecture and discussion, 3 credits.*

**HIST/POSC 305 United States History Since 1945:** Provides an in-depth examination and critical analysis of the political, cultural, social, and economic trends that shaped the contemporary American perspective. HIST 109 or 110 recommended. *3 hours lecture and discussion, 3 credits.*

## Hospitality Management

**HOSP 101 Basic Food Production:** Provides basic knowledge of the composition of food and the changes that occur during the cooking process, including sanitation application, classical sauce and soup making, knife procedures, cooking methods, equipment identification, and production methods. *Spring, \$120 lab fee, 1 hour lecture and discussion, 6 hours laboratory, 3 credits.*

**HOSP 104 Food and Labor Cost Control:**

Comprehension of the techniques of control used in food service management to show the relationship of food and labor costs to selling prices, cost control procedures for menus, purchasing, receiving, sorting, issuing, production and revenue controls. Menu and portion costings, preparation of daily reports to management. Gross and net dining room and cafeteria cost percentages as used in the food service industry. Preparation of butcher tests, precost, precontrol techniques, inventory turnover and controls, monthly reports and adjustments. *Fall, 3 hours lecture and discussion, 3 credits.*

**HOSP 108 Food Service Sanitation:** Comprehension of food-borne illness, food preparation, equipment procedures, personal hygiene, and OSHA and HACCP regulations. Mandatory completion of certification is offered by the Educational Institute and the National Restaurant Foundation. Students must attend a one hour seminar provided by the USDA. *Spring, 2 hours lecture and discussion, 2 credits.*

**HOSP 109 Nutrition:** Analyzes the functions and food sources of nutrients; nutrient utilization in human metabolic processes; and the application of nutrition to critical periods throughout the life span. Introduces food composition and guidelines used in the assessment of food practices such as the Recommended Dietary Allowances, and the United States Department of Agriculture Food Guide. Guides students through the development of their own diet plan as determined by their suggested weight for optimum health. *Fall, 3 hours lecture and discussion, 3 credits.*

**HOSP 202 Bar and Beverage Management:** Provides students with the practical knowledge needed to manage a bar or beverage operation. Presents principles and theories to support and reinforce the practical aspects. Certificates are awarded through the PLCB-RAMP and Health Communications - T.I.P.S. *Spring, \$75 fee, 3 hours lecture, lab, and discussion, 3 credits.*

## **HOSP 224 Meeting and Convention**

**Planning:** Introduces the meeting and convention industry. Discusses both traditional and current trends. Instructs in the basic framework for planning a meeting, convention, or exposition. Students will assist in planning either one on-campus or off-campus event. *Fall, 3 hours lecture and discussion, 3 credits.*

**HOSP 225 Purchasing for Hospitality Industry:** Discusses the principles and techniques of purchasing both food and non-food supplies applicable to the food industry. Purchasing ethics are discussed in addition to specifications for all items. Location and arrangement of equipment for efficient utilization of space and development of work flow patterns to meet operational requirements. *Fall, 3 hours lecture and discussion, 3 credits.*

**HOSP 227 Hospitality Law:** Studies the legal risks and liabilities of hotel and restaurant operators, including innkeeper and guest, landlord and tenant, liquor, sanitation, labor and other laws applicable to hotel and restaurant operations; insurance coverage for the protection of hotel and restaurant operators from the various liabilities inherent to these types of operations; and safety measures necessary to protect guests and employees from legal harm. *Spring, 3 hours lecture and discussion, 3 credits.*

**HOSP 228 Hotel and Lodging Operations:** Discusses the fundamentals of front office procedures including receiving guests, public relations, cash control and accounting techniques, night audit, mail handling, security, sales efforts, and emergency procedures. *Spring, 3 hours lecture and discussion, 3 credits.*

**HOSP 229 Executive Housekeeping and Maintenance:** Discusses various housekeeping functions within the hospitality industry, including the duties of the executive housekeeper in the areas of equipment, materials and techniques of housekeeping; production standards,

selection, care and use of linens; and staffing, maintenance of physical facilities. *Spring, 2 hours lecture and discussion, 2 credits*

**HOSP 240 Hospitality Operations I:** Based on the management principles of controlling, planning, organizing, staffing, and leading within the hospitality industry. Includes marketing, menu development, purchasing, receiving, and storage of food, beverage service, reservations, dining room management, and kitchen management. Students will demonstrate job-related skills, self-discipline, group dynamics, and time management through various team projects. *Fall, \$25 fee, 3 hours lecture and discussion, 3 credits, minimum 40-hours practicum.*

## **Human Resource Management**

**HRM 102 Introduction to Human Resource Management:** Provides an overview of the field of human resource management, including the history of human resource management and its evolution to the present. Discusses the internal and external environments shaping human resource management and its evolution from an operational role to that of a strategic business partner. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**HRM 230 Employment Law:** Covers laws and legal issues which have an impact on various human resource functions such as recruitment, selection, compensation and performance evaluation. Covers the Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, and Affirmative Action. Provides an introduction to the legal environment related to employment. Prerequisite: HRM 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**HRM 315 Health, Safety, and Security:** Familiarizes students with federal and state agencies, and laws and regulations that govern employee safety. Covers employer policies and practices

dealing with ensuring a safe work environment for employees. Provides an overview of the laws and regulations with regards to providing a safe working environment for employees. Prerequisite: HRM/BUSN 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**HRM 320 Selection and Placement:** Examines the external and internal environments crucial in the employee selection process. Discusses the skill of forming matches between people and jobs that results in an effective workforce. Provides an overview of various methods of selecting and placing employees in an organization. Prerequisite: HRM 102. *Fall, 3 hours lecture and discussion, 3 credits.*

**HRM 325 Compensation and Benefits:** Covers various compensation systems including policy formulation, internal/external equity, and legal requirements. Examines methods of job analysis, writing job descriptions, determining pay structures, and conducting salary surveys. Examines legal and voluntary benefit plans including Social Security, pension, health, and the Family Medical Leave Act. Provides an overview of issues relating to compensation and benefits. Prerequisites: HRM 102 and IT 105. *Fall, 3 hours lecture and discussion, 3 credits.*

**HRM 335 Labor Relations:** Provides an introduction to industrial and labor relations. Discusses the development of the American labor movement, labor law, and collective bargaining agreements and negotiations. Provides an overview of unions and laws and regulations governing them. Prerequisite: HRM 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**HRM 340 Human Resource Planning:** Surveys the methods of selecting and planning for human resource needs at the organizational and individual level. Covers external scanning, SWOT analysis, strategy development, operational planning, and evaluation. Provides an understanding of the importance of the planning

function as well as methods for carrying out the planning function. Prerequisite: HRM 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**HRM 345 Training and Development:** Explores the training process including conducting needs assessments, training design, implementation, and evaluation. Examines theoretical and applied principles of adult learning. Researches, creates and presents a training session to students' competency as trainers. Provides an in-depth review and practice of various facets of the training function. Prerequisite: HRM 102. *Spring, 3 hours lecture and discussion, 3 credits.*

**HRM 400 Organizational Development:** Examines organizational culture and its social processes to provide a background for planning systematic change to improve organizational effectiveness and performance. Examines and discusses various models to provide a method for improving the organizational operations as well as maintaining employee morale issues. Examines various methods of conducting change efforts within organizations. Prerequisites: HRM 102 and senior status for HRM students or consent of the instructor. This is an on-line course. *Fall, 3 hours lecture and discussion, 3 credits.*

**HRM 423 Internship:** Emphasizes work experience in a human resource department. Places students in a work environment where they can utilize their classroom knowledge and experience in a true working situation. Prerequisite: consultation with curriculum coordinator during junior year. Selection of work experience determined by academic background and interviews. *40 practicum hours required per credit, 3-6 credits.*

**HRM 445 Current Topics in Human Resource Management:** Serves as the capstone course for human resource management majors. Integrates and applies the human resource and business courses required for the major to cases and issues addressed in the field. Synthesizes knowledge of human resources and business



principles and practices by applying knowledge to issues of current concern in the field of human resource management. Requires completion of a professional portfolio. Students demonstrate level of human resource management knowledge by successfully applying knowledge, skills, and abilities to solve HR problems. Prerequisite: open to fourth-year HRM students only. *Fall, 3 hours lecture and discussion, 3 credits.*

## Human Services

**HSER 210 The Helping Relationship:** Introduces the essential components of a helping relationship and assists the student in developing the skills of helping (i.e., observation, recording of behavior, direct intervention with clients, effective communication, and self-assessment). *Fall, 3 credits, 3 hours lecture and discussion.*

**HSER 212 Human Services Systems:** Provides students with an orientation to the systemic functioning of human services programs. Emphasis is on program development and evaluation, funding opportunities, governing regulations, and the range of services provided to children and families. Prerequisite: HSER 210. *Spring, 3 credits, 3 hours lecture and discussion.*

**HSER 423 Field Experience:** Provides students with a 120-hour placement in a human services agency related to the student's area of interest (i.e., education, children and youth, criminal justice settings). Prerequisites: HSER 210 and HSER 212. *Fall and Spring, 3 credits, 120 hours.*

## Independent Study

**1--, 2--, 3--, or 4-- Independent Study:** Independent study courses are offered in all disciplines. They provide students the opportunity to use their initiative to go beyond the boundaries of normal classroom learning. Student projects or research must be planned in conjunction with

a cooperating instructor and must receive final approval from the Dean of the Academic Affairs. Independent study courses are available to students after the first semester of study. They may be taken on a pass/fail or a letter-grade basis. If the pass/fail option is chosen, passing grades must be the equivalent of "C" or better. Credits assigned to an independent study project are variable and depend on the amount of work entailed in the project. Students must have final approval prior to registering for the independent study course.

## Information Technology

**IT 101 Introduction to Information Technology:** Introduces information technology concepts including data management and structures, networks, Internet, data communications, application development, and logical design methods. *Fall, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 105 PC Office Applications:** Provides an introduction to computer software packages used in business-related applications. Focus will be placed on the development of skills using Windows®, word processing, spreadsheets, database management systems, the World Wide Web, and other common application packages. *Fall and Spring, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 110 Introduction to Programming:** Introduces microcomputer object-oriented programming utilizing Visual Basic for applications programming language, structured programming techniques, and program code utilizing event-driven programming. Prerequisite: IT 101. *Spring, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 120 Web Programming I:** Provides the tools and knowledge necessary to design and manage a World Wide Web site. Students will learn how to use a text editor to create content

for the World Wide Web using the Hypertext Markup Language (HTML). The capstone of the course is the design of a fully functional Web site by each student. Corequisite: IT 101. *Fall, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 125 Web Programming II:** Continues the concepts of IT 120. Students will learn how to create and manage content for the World Wide Web using cascading style sheets, JavaScript language, and Extensible Markup Language (XML). The capstone of the course is the design of a fully functional student portfolio. Prerequisite: IT 120. *Spring, \$40 fee, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 200 Intermediate PC Office Applications:** Provides a continuation of IT 105 with advanced study of computer software packages used in business-related applications. Focus will be placed on the advanced applications and functions of word processing, spreadsheets, and database management systems. Hands-on course activities will include integration of programs and programs with the World Wide Web. Prerequisite: IT 105 or instructor consent. *Fall and Spring, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 205 Database Management Systems:** Studies management, file, and data structures involved in the design, implementation, and use of a database management system. A focus is made on introductory structured query language (SQL) scripting. Topics include file organization, data structures, program development, and security of data in creating, maintaining, and accessing relational databases. Prerequisite: IT 101. *Fall, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 206 Database Management Systems II:** Provides a continuation of IT 205 with advanced topics of design, implementation, and use of database management systems. This

course involves skills in the design and development of information systems and their application and combines form and report components into a single integrated system. Prerequisite: IT 205. *Spring, \$40 fee, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 225 Spreadsheets and Databases:** Provides an introduction to computer software packages used in business-related applications. Focus will be placed on the development of skills and knowledge for the use of spreadsheets and databases applications. Emphasis will be placed on the use of formulas, functions, and graphs in spreadsheets and the use of tables, queries, forms, and reports in databases. Prerequisites: IT 101 and IT 120. *Spring, \$40 fee, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 250 Networking I:** Provides an introduction to software and hardware requirements needed to be able to communicate across a network. Topics include the structure and technologies of computer networks, transmission of signals, topologies associated with cabling, Ethernet media access techniques, collision and broadcast domains, and mechanics of IP addressing. Discussion, laboratory assignments, skills-based assessment, and presentations are required. *Fall, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 251 Networking II:** Provides a continuation of the software and hardware requirements to be able to communicate across a network. Topics include an introduction to routing technology, routing theory and router configuration including RIP and IGRP routing protocols, distance vector and link state routing theory, routing loop issues, routing concepts, TCP/IP basics, IP addressing, security, and basic router configuration. Discussion, laboratory assignments, skills-based assessment, and presentations are required. Prerequisite: IT 250. *Spring, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*



**IT 300 Advanced PC Office Applications:**

Continues the concepts in IT 200 and covers advanced topics within word processing (Word), spreadsheets (Excel), and database concepts (Access). Topics include development of on-screen forms, macros, advanced table techniques, and management of long documents through cross-referencing, indexes, and tables of contents. Students learn advanced spreadsheet techniques including problem solving, scenario management, importation of data, and automation techniques using macros and visual basic code. Database topics include cross tab, unmatched and action queries, and task automation with macros and Visual Basic for Applications code. Hands-on lab activities provide exposure to business applications to prepare students for business and industry usages. Prerequisite: IT 200. *Spring, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 310 Electronic Commerce:** Examines the history of the Internet and the World Wide Web, technologies for e-commerce, business strategies for Internet marketing and advertising business opportunities in a global market, legal issues, and the role of e-commerce in our economy and society. Case studies and business examples complement conceptual coverage to provide a real-world context. Prerequisites: IT 120 and IT 125. *Fall, \$40 fee, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 320 Programming with Scripting Languages:** Introduces scripting technologies used in the development of Web sites. With a focus on JavaScript students will work with arrays, loops, condition statements, event modeling and dynamic content. Students will be required to develop a fully functional Web site upon completion of this course. Prerequisites: IT 120 and IT 125. *Fall, \$40 fee, 3 hours discussion, demonstration, and hands-on assignments, 3 credits.*

**IT 325 Business Programming I:** Introduces object-oriented programming and creation of

the projects using Visual Basic and the Visual Studio IDE. Topics include form design, logical decisions, and creation of classes, with an introduction to data objects. Prerequisites: MATH 102, IT 101, IT 125 and IT 205. *Fall, \$40 fee, 3 hours discussion, demonstration, hands on assignments, 3 credits.*

**IT 326 Business Programming II:** Provides topics in object-oriented programming including integration with database technology. Student build on skills acquired in IT 325 and focus on exception handling, error-trapping and advanced condition statements. Students will create a fully integrated project upon completion of this course. Prerequisites: IT 325. *Spring, 3 hours discussion, demonstration and hands-on assignments, 3 credits.*

**IT 335 Advanced Spreadsheets For Business:** Examines the use of electronic spreadsheets in business planning/forecasting and problem-solving. Emphasis is on creation of models, use of formulas and functions, linking spreadsheets to business reports, graphing, and creation of macros. Prerequisite: ACCT 108 or ACCT 110 and ACCT 103. *Spring, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 345 Networking Cisco Certified Network Associate I (CCNA), Semester 1:** This course is designed to provide students with the knowledge required to pass the Cisco CCNA certification exams. Specific areas of study include: in-depth study of the Open System Interconnection (OSI) reference model, WAN's, LAN's, Router components, configuration, routing protocols, network troubleshooting, TCP/IP and IP Addressing. Prerequisite: IT 251. *Fall, La Plume campus only, \$40 fee, 3 hours discussion, demonstration, hands-on assignments and 3 hours lab, 3 credits.*

**IT 346 Networking Cisco Certified Network Associate II (CCNA), Semester 2:** Designed to provide students with the knowledge required to pass the Cisco CCNA

certification exams. Specific areas of study include: in-depth study of Lan Switching, VLAN's, LAN Design, IGRP Routing Protocols, Access Control Lists (ACLs), WAN's and WAN design, Novell IPX, ISDN, Frame Relay technology and Network Management issues. Prerequisite: IT 346. *Spring, La Plume campus only, \$40 fee, 3 hours discussion, demonstration, hands-on assignments, and 3 hours lab, 3 credits.*

### **IT 401A Supporting Microsoft® Windows®**

**Vista:** Provides students the skill necessary to deploy and support Microsoft® Windows® Vista in a variety of stand-alone and network operating system environments. IT provides in-depth, hands-on training for prospective and current Information Technology (IT) professionals who will be responsible for the planning, implementation, management, and support of Windows® Vista. This course is based on the final, retail release of Windows® Vista. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-284, Installing, Configuring, and Administering Microsoft® Windows® Vista. Prerequisites: Consent required, restricted enrollment. Corequisite: IT 402C. *Fall, La Plume campus only, \$55 fee, 3 hours lecture, discussion, demonstration and hands-on assignment, 3 credits.*

### **IT 402C Managing and Maintaining a Microsoft® Windows® Server® 2003**

**Environment:** Provides students with the knowledge and skills needed to manage accounts and resources in a Microsoft® Windows® Server® 2003 environment. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory® service; and implementing Group Policy to manage users and computers. Additionally students are provided with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating

systems in the Microsoft® Windows® Server® family. This course will help the student prepare for the following Microsoft® Certified Professional Exam: Exam 70-290, Managing and Maintaining a Microsoft® Windows® Server® 2003 Environment. Prerequisites: Consent required, restricted enrollment. Corequisite: IT 401A. *Fall, La Plume campus only, \$55 fee, 3 hours lecture, discussion, demonstration and hands-on assignments, 3 credits.*

### **IT 403C Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure - Network Hosts and Network Services:**

Provides students with the knowledge and skills to implement, manage, and maintain a Microsoft® Windows® Server® 2003 network infrastructure. The course teaches the skills required to implement, manage, and maintain server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name system (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course will help the student prepare for the following Microsoft® Certified Professional Exam: Exam 70-291, Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure. Prerequisites: consent required, restricted enrollment. Corequisites: IT 407A. *Fall, La Plume campus only, \$55 fee, 3 hours lecture, discussion, demonstration and hands-on assignments, 3 credits.*

**IT 404A Planning, Implementing, and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure:** Provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft® Windows® Server® 2003 Active Directory® directory service infrastructure.

The course focuses on a Windows® Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This course includes self-paced and instructor-facilitated components. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-294: Planning, Implementing, and Maintaining a Microsoft® Windows® Server® 2003 Active Directory Infrastructure. Prerequisites: IT 401A, IT 402C, IT 403C, and IT 407A. Consent required, restricted enrollment. *Spring, La Plume campus only, \$55 fee, 4 hours lecture, discussion, demonstration and hands-on assignments, 4 credits.*

**IT 405A Planning and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure:** Provides students with the knowledge and skills necessary to plan and maintain a Windows® Server® 2003 network infrastructure. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-293: Implementing, Managing, and Maintaining a Microsoft® Windows® Server® 2003 Network Infrastructure. Prerequisites: IT 401A, IT 402C, IT 403C, and IT 407A. Consent required, restricted enrollment. *Spring, La Plume campus only, \$55 fee, 4 hours lecture, discussion, demonstration and hands-on assignments, 4 credits.*

**IT 406A Designing Security for Microsoft® Networks:** Provides students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. You are given the task of collecting the informa-

tion and sorting through the details to resolve the given security requirement. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-298: Designing Security for a Microsoft® Windows® Server 2003 Network. Prerequisites: IT 401A, IT 402C, IT 403C, and IT 407A. Consent required, restricted enrollment. *Spring, La Plume campus only, \$55 fee, 4 hours lecture, discussion, demonstration and hands-on assignments, 4 credits.*

**IT 407A Implementing and Managing Microsoft® Exchange® Server® 2003:** Provides information technology (IT) students with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server 2003 in an enterprise environment. This course will help the student prepare for the following Microsoft® Certified Professional exam: Exam 70-284: Installing, Configuring, and Administering Microsoft® ISA Server 2003. Prerequisites: Consent required, restricted enrollment. Corequisite: IT 403C. *Fall, La Plume campus only, \$55 fee, 3 hours lecture, discussion, demonstration and hand-on assignments, 3 credits.*

**IT 410 Project Management:** Provides an understanding of what project management means and how it improves the success of information technology projects. Topics covered include the triple constraint of project management, the project life cycle, work breakdown structures, network diagrams, cost estimates, critical path analysis, critical chain scheduling, quality control, motivation theory, risk management, and team building. Prerequisite: IT 326. *Fall, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 420 System Analysis and Design:** Studies the analysis and design of information processing systems. Emphasis is placed on the tools and techniques during each phase of the systems development life cycle. A team approach will be utilized using CASE tools to analyze and design a system for business-related problems. Prereq-

uisite: IT 326. *Fall, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 423 Information Technology Internship:** Offers students opportunities for work experience in an information technology field. Prerequisite: open to senior information technology majors only. *Fall and Spring, 40 hours practicum equals 1 credit, 1 - 6 credits.*

**IT 440 Business Programming III:** This is an advanced course in using object-oriented programming concepts with C#. Topics include object-oriented programming, class construction, overloading, serialization, inheritance, abstraction, polymorphism among other software component development methods. The course demonstrates an approach which can be used as a template and starting off point for other C# applications and uses case study modeling. Prerequisite: IT 326. *Fall, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 441 Business Programming IV:** Provides in-depth coverage of object-oriented programming principles and techniques using C++. Topics include classes, overloading, data abstraction, information hiding, encapsulation, inheritance, polymorphism, file processing, templates, exceptions, container classes, and low-level language features. The course also relates C++ to GUI, databases, and real-time programming. Prerequisite: IT 440. *Spring, \$40 fee, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

**IT 450 Current Topics in Information Technology:** Explores in detail the historical perspective, current issues and trends, and future development in the field of information technology. The role of information technology in the various areas of industry, business, and education, will be examined and discussed. Corequisite: IT 420. *Spring, 3 hours demonstration, discussion, and hands-on assignments, 3 credits.*

## Interdisciplinary Studies

**IDS 005 – Keys 101:** Designed to help the first-year student acclimate to the college, develop a more holistic understanding of the learning process, and acquire the skills necessary for academic, personal, and career success. Students are required to utilize tutoring two hours per week, meet individually with their instructor three times during the semester, participate in two workshops and two social/cultural activities during the semester. *1 hour lecture and discussion, one credit.*

**IDS 010 – Keys 102:** Designed to supplement Keys 101. Students are required to utilize tutoring one hour each week, meet individually their instructor, and participate in at one workshop and one social/cultural activity. *1 hour lecture and discussion, no credit.*

**IDS 015 – Success Group:** Designed to assist Keystone College students who have been placed on academic probation for the semester. Instructors will meet weekly with the student individually or in a group setting to promote academic improvement. Attendance is mandatory. *1 hour lecture and discussion, 0 credits.*

**IDS 101:** An interdisciplinary course designed to help first-year students master the new challenges and unique opportunities of college and the local and global communities. *1 credit.*

## Leadership

**LEAD 110 Foundations of Leadership**  
Examines a broad range of leadership concepts, theories, and models. Students will understand the need for effective leadership within all personal and professional environments. The course examines current thinking about the concept of leadership. It is intended for people who aspire to improve their leadership skills and knowledge or who anticipate working with others within the

socio-cultural systems of the world. Provides the basic knowledge and the foundations required to satisfactorily complete subsequent leadership courses. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**LEAD 215 Team Building:** Focuses on the tools and techniques needed to tackle, create, inspire, and sustain teams. Exposes students to team-building strategies and to a variety of concepts and practices associated with developing and managing effective teams. Different approaches to management, motivation, and performance are included, along with barriers to effective team efforts. *3 hours lecture and discussion, 3 credits.*

**LEAD 310 Profiles in Leadership:** Engage students in a comprehensive study of leaders, current and in the past. Explores practical examples of leadership and compare and contrast leadership styles, traits, behaviors, and effectiveness through leaders' biographies. Particular attention is given to examining leadership styles. *Fall, 3 hours lecture and discussion, 3 credits.*

**LEAD 340 Civic Responsibility:** Examines theories related to community and civic responsibility, leadership, and social issues. Students will develop an understanding of their own moral and civic duties as individuals and leaders within their communities. Emphasizes the importance of civic responsibility in solving social problems and leading change. Students will develop a personal philosophy for civic responsibility and demonstrate their commitment to community involvement. *Fall, 3 hours lecture, discussion and projects, 3 credits.*

**LEAD 402 Supervision and Leadership:** Examines current supervisory and leadership perspectives and practices as they relate to the knowledge and skills needed within contemporary organizations. Illustrates the complexities of guiding and leading a work force in today's

global society through the exploration of theoretical models and real-life experiences. Prerequisite: PSYC 401. *Spring, 3 hours lecture and discussion, 3 credits.*

### **LEAD/PSYC 410 Dynamics of Leadership**

**Application:** Offers practical application of the knowledge and skills developed in prior studies of leadership. Students, individually, will synthesize and evaluate the leadership knowledge and performance of themselves. Examines the evolution of leadership thought, the various methods of improving leadership performance through analytical decision-making, and current issues in leadership. Prerequisite: LEAD 110. *Spring, 3 hours lecture and discussion, 3 credits.*

## **Mathematics**

**MATH 101 Basic Algebra:** Investigates real number operations, exponents, linear equations and inequalities, polynomials, factoring, rational expressions and equations, and verbal applications. Emphasizes drill in computational algebra. This course does not count as a Math/Science Elective. *Fall, Spring, and Summer, 3 hours lecture and discussion, 3 credits.*

**MATH 102 College Algebra:** Expands upon basic algebraic concepts to include systems of equations and inequalities, radicals, complex numbers, linear and quadratic functions and their graphs, and logarithms. Prerequisites: one year of high school algebra, or MATH 101 with a grade of "C" or better, or consent of the instructor. *Fall, Spring, and Summer, 3 hours lecture and discussion, 3 credits.*

**MATH 110 Trigonometry:** Investigates angles, triangles, trigonometric functions and equations, radian and degree measurements, circular functions, graphs, identities, vectors, complex numbers, polar coordinates, parametric equations, and applications. Prerequisite: MATH 102 with a grade of "C" or better or two years of high

school algebra, or consent of the instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

**MATH 111 College Mathematics:** Investigates set theory, number theory, modular systems, probability, and an introduction to statistics. Emphasizes problem solving in finite mathematics. Prerequisites: one year of high school algebra, MATH 101 with a grade of “C” or higher, or consent of the instructor. *Fall, Spring, and Summer, 3 hours lecture and discussion, 3 credits.*

**MATH 113 Pre-Calculus:** Designed to prepare students for calculus. Investigates fundamentals of analytical geometry, conic sections, and functions: polynomial, rational, exponential, logarithmic, and trigonometric. Prerequisites: two years of high school algebra or MATH 102 with a “C” or better, or consent of the instructor. (Not open to students who have passed Calculus courses with a “C” or better.) *Fall, Spring and Summer, 4 hours lecture and discussion, 4 credits.*

### **MATH 200 Mathematics Throughout**

**History:** Investigates the history of mathematics, reviews contributions by various cultures, and ponders famous mathematical problems. Topics to be chosen from include ancient mathematics, mathematics in Greece, medieval China, and India, medieval Europe, mathematics of Islam, and mathematics around the world. Prerequisite: two years of high school algebra or MATH 102 with a “C” or better, or consent of the instructor. *Fall and Spring, 3 credits, 3 hours lecture and discussion.*

**MATH 205 Statistics:** Introduces frequency distributions and graphs, measures of central tendency and variation, counting techniques, probability, binomial distribution, normal distribution, confidence intervals, hypothesis testing, correlation, and regression. Emphasizes practical applications. Prerequisites: two years of high school algebra, or MATH 102 with a grade of “C” or better, or consent of the instructor. *Fall, Spring and Summer, \$65 fee, 3 hours lecture and*

*discussion, and laboratory work, 3 credits.*

**MATH 225 Calculus I:** Investigates inequalities, limit theorems, continuity, derivatives of rational functions, chain rule, related rates, relative and absolute extrema, graphical and verbal applications, the fundamental theorems of calculus, area between curves, and the central conics. Prerequisites: four years of high school mathematics including Algebra II and Trigonometry, MATH 113 with a grade of “C” or better, or consent of the instructor. *Fall, Spring and Summer, 4 hours lecture and discussion, 4 credits.*

**MATH 230 Calculus II:** Investigates differentiation, anti-differentiation, definite and indefinite integrals, parametric equations, arc length, polar coordinates, infinite series, Taylor series, techniques of integration of various functions: inverse, logarithmic, exponential, trigonometric, and hyperbolic. Prerequisites: MATH 225 with a grade of “C” or better, or consent of the instructor. *Fall and Spring, 4 hours lecture and discussion, 4 credits.*

### **MATH 305 Communications in**

**Mathematics:** Introduces the student to the use of verbal language to communicate their thoughts, extend their thinking, and understand mathematical concepts. Written language will also be used to explain, reason, and process thinking. Open to Math Ed majors, math minors, and those needing a free elective. *3 hours lecture and discussion, 3 credits.*

**MATH 310 Discrete Mathematics:** Introduces some basic concepts of finite algebraic structures. Topics include logic, sets, induction, relations, functions, recursion, and an introduction to graphs. Prerequisite: MATH 113 or consent of the instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

**MATH 314 Statistics and Research:** Investigates the importance of research, variables and measurement, samples, normal distributions, and



hypothesis testing. Emphasizes computers using SPSS to help organize, analyze, interpret, and present data. Prerequisite: MATH 205 with a grade of "C" or better, or consent of instructor. *Fall, Spring and Summer, \$65 fee, 3 hours lecture, discussion, and laboratory work, 3 credits.*

**MATH 315 Modern Geometry:** Involves activities and discussions in inductive and deductive reasoning in euclidean geometry, classical geometry with constructions, non-euclidean geometries, three-dimensional geometry, and spatial reasoning. Prerequisite: MATH 225 or consent of the instructor. *Spring, \$65 fee, 3 hour lecture, discussion, and laboratory work, 3 credits.*

**MATH 320 Linear Algebra:** Investigates vector spaces, applications to line and plane geometry, linear equations and matrices, similar matrices, linear transformations, eigenvalues, determinants and quadratic forms. Prerequisite: MATH 225 or consent of the instructor. *Spring, 3 hour lecture and discussion, 3 credits.*

**MATH 325 Abstract Algebra:** Introduces students to basic algebraic structures, including groups, rings, and fields. Prerequisite: MATH 225 and MATH 310 or consent of the instructor. *Fall, 3 hour lecture and discussion, 3 credits.*

**MATH 330 Calculus III:** Extends the basic concepts of differential and integral calculus from one dimension to two and three dimensions. Topics include: vector calculus, functions of several real variables, partial differentiation, implicit functions, multiple integrals, line and surface integrals, and applications. Prerequisite: MATH 230 with a "C" or higher, or consent of the instructor. *Fall and Spring, 4 hour lecture and discussion, 4 credits.*

**MATH 335 Differential Equations:** Investigates first- and second-order equations; special functions; Laplace transform solutions; higher order equations; Fourier series; partial differential equations. Prerequisite: MATH 230 with a

"C" or higher, or consent of the instructor. *Fall and Spring, 3 hour lecture and discussion, 3 credits.*

**MATH 340 Number Theory:** Provides an introduction to number theory. Reading and writing proofs will be emphasized, thus enriching the student's analytical and problem solving skills. Prerequisite: MATH 230 or consent of the instructor. *Fall and Spring, 3 hour lecture and discussion, 3 credits.*

## Music

**MUSC 101 Introduction to Music:** Develops listening techniques based upon an understanding of the functional role of the elements in the organization of music. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**MUSC 301 History of Jazz:** Introduces a study of the history of jazz from its roots to its first flowering in New Orleans, Chicago and then into the Swing Era, bebop and the many modern jazz styles, include cultural influences from Creole ethnicity in New Orleans, Caribbean, Latin America and Europe. The role of women in the development of jazz will also be addressed. Attention will be given to the musical nature of jazz performance to demonstrate how to listen to jazz. *Fall and Spring, \$50 fee, 3 hours lecture and discussion, 3 credits.*

## Philosophy

**PHIL 101 Introduction to Philosophy I:** Introduces students to the foundations of philosophy, with an analysis of the Pre-Socratics, Sophists, Socrates, and Plato. Students will also learn the basic tenets of metaphysics, ethics, and epistemology. *Fall, 3 hours lecture and discussion, 3 credits.*

**PHIL 102 Introduction to Philosophy II:** Surveys the early Modern period through an analysis of the ideas of five major and profoundly

influential figures of the time: Bacon, Descartes, Machiavelli, Hobbes, and Locke. The course also involves students in the study of epistemology, metaphysics, ethics, and political philosophy. *Spring, 3 hours lecture and discussion, 3 credits.*

## Physical Education

**PHED 105 Wellness and Fitness:** Intended for students of all ages and abilities. Investigates concepts and current theories of wellness and fitness. Evaluates the student's current level of fitness, then assists in designing a personal fitness prescription to improve his/her cardiovascular and/or muscular fitness level. *Fall, Spring and Summer, \$25 fee, 2 hours lecture, discussion, and activity, 2 credits.*

**PHED 112 Standard First Aid and Personal Safety:** Prepares students to meet most real-life situations when emergency first-aid care is required and medical assistance is not immediately available. Provides knowledge and skills pertaining to personal safety and accident prevention. Successful completion results in standard Red Cross certification. *Spring, \$25 fee, 2 hours lecture, practice, 2 credits.*

## Physical Science

**PHSC 101 Physical Science I:** Studies basic concepts and principles of the Earth, its make-up, and its place in the solar system. Focuses on methods of science, standard laboratory experiments to emphasize basic scientific facts and concepts, and nonstandard experiments to demonstrate the scientific method. Primarily for non-science majors. *Fall, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**PHSC 102 Physical Science II:** Explores matter, its basic structure, properties, and relationship to various energy forms. *Spring, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**PHSC 103 Meteorology:** Studies the com-

position, structure and movement of the atmosphere; primary and secondary circulation; coriolis effect; air masses, fronts and storms; weather instruments and maps; and data collection and analysis. *3 hours lecture and discussion, \$65 fee, 3 credits.*

**PHSC 108 Geology:** Studies Earth's mineral composition, structure, and processes of formation; and the effect of these processes on materials and structures of the earth's crust. Focuses on plate tectonics, rocks and minerals, glaciation, flowing and ground water, and topographic and geologic maps. *Spring and Weekender, \$65 fee, 2 hours lecture and discussion, 2-hour laboratory, 3 credits.*

**PHSC 109 Energy and the Environment:** Studies the flow of energy in developed and underdeveloped countries. Examines present forms of energy sources. Compares the technological feasibility, within environmental and economic constraints, of fossil fuel, nuclear, geothermal, wind, tidal and solar energy sources. Critically reviews the environmental aspects of the utilization of such energy sources. *Fall and Weekender, 3 hours lecture and discussion, 3 credits.*

**PHSC 110 Global Change - Introduction to Earth Systems:** Provides an introduction to the Earth system, and to the forces and processes that shape the present-day global environment. Structured around three major themes: global change, time scales of change, and understanding the Earth system. Focuses on global-scale human-induced changes (global warming, loss of biodiversity, and ozone depletion) in the context of the long-term evolution and natural variability of the Earth system. *Fall, Spring and Weekender, 3 hours lecture, 3 credits.*

**PHSC 115 Life In The Universe:** Examines the issue of life in the universe from both scientific and cultural perspectives. Investigates what the sciences of astronomy, geology/planetary science, biology, and biochemistry can tell us about whether and where life might exist



beyond Earth. Studies the ways aliens have been portrayed in movies, science fiction, and popular culture. Class participation and discussion will be an important part of this course – in addition to lectures, there will be days devoted to open discussion, where students will be encouraged (and expected) to share their responses to the material covered as well as their own ideas and perspectives. *3 credits.*

**PHSC 201 Physical Geology:** Studies the structure of Earth and the physical and chemical processes that formed it. Topics include mineral and rock properties and classification; igneous, metamorphic and sedimentary processes; plate tectonics; weathering; erosion; glaciations; landforms; and deep time. Local geology and field activities are emphasized. A two-day field trip, for which an extra fee is collected, is required. (This course is intended for students majoring in the sciences.) *Fall, \$100 fee, 3 hours lecture, 3-hour laboratory, 4 credits.*

**PHSC 205 Earth Systems History:** Introduces the geological history of biodiversity and the influence of changing Earth systems on the evolution of the biosphere. Topics include planetary formation, origin of life, atmospheric evolution, plate tectonics, and macro-evolutionary history. *Spring and Weekender, 3 hours lecture and discussion, 3 credits.*

**PHSC 210 Astronomy I:** Introduces astronomy with a concentration on our solar system. Emphasis will be on the motions, make-up and properties of the planets, asteroids, comets, and meteoroids. Telescopes, astronomical instruments, light and the electromagnetic spectrum will also be studied. Historical development of astronomy as a human endeavor will be addressed. Prerequisite: MATH 102 or higher with a grade of “C” or higher, or consent of the instructor *Fall, \$75 fee, 3 hour lecture, discussion, periodic evening observations, 3 credits.*

**PHSC 210A Astronomy I with Laboratory:**

Covers same material as PHSC 210, but with a weekly laboratory session. *Fall semester, \$75 fee, 3 hour lecture and discussion, 2 hour laboratory, 4 credits.*

**PHSC 220 Astronomy II:** Emphasizes the structure and evolution of stars, star systems, structure of galaxies, and theories in cosmology. Telescopes, astronomical instruments, light and the electromagnetic spectrum will also be studied. Prerequisite: MATH 102 or higher with a grade of “C” or higher, or consent of the instructor. Astronomy I is not a prerequisite for Astronomy II. *Spring, \$75 fee, 3 hour lecture, discussion, periodic evening observations, 3 credits.*

**PHSC 220A Astronomy II with Laboratory:** Covers same material as PHSC 220, but with a weekly laboratory session. *Spring semester, \$75 fee, 3 hour lecture and discussion, 2 hour laboratory, 4 credits.*

## Physics

**PHYS 115 Flight and Aviation:** Studies the basic principles of navigation, weather patterns, air traffic control, and aircraft operations. Prepares the student to pass the Federal Aviation Administration (FAA) written examination, a requirement for the private pilot certificate. Topics of study include Newton’s laws of motion involving force, weight, acceleration, velocity, vectors and their resolution; Bernoulli’s principle applied to gravity, lift, thrust, and drag of aerodynamic surfaces; modes of navigation, including visual and radio/radar; and meteorology, including pressure systems, lapse rates, frontal systems, types of precipitation, weather maps, and forecasting *Spring, 3 hours lecture and discussion, 3 credits.*

**PHYS 200 General Physics I:** Discusses Newton’s Laws, mechanics, statics, heat and sound, properties of matter, kinematics, dynamics, energy, momentum, rotation, vibration, fluids, temperature and expansion, calorimetry, heat transfer, kinetic theory of gasses, thermodynamics, wave motion, and sound. Prerequisite: MATH 113 with a grade of “C” or better or

consent of the instructor. *Fall, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

**PHYS 205 General Physics II:** Discusses and experiments with electricity and light. Discusses modern physics, electrostatics, electric fields, direct current circuits, electromagnetism, electrochemistry, applied electricity, alternating current theory, nature and propagation of light, geometric and physical optics, applied optics, atomic structure, and nuclear energy. Prerequisite: PHYS 200 with a grade of “C” or better or consent of the instructor. *Spring, \$100 fee, 3 hours lecture and discussion, 3-hour laboratory, 4 credits.*

## Political Science

**POSC 101 American National Government:** Studies the structure and operation of the American federal government. Special attention is given to an examination of the executive, legislative, and judicial branches as well as constitutional rights, elections, voting behavior and the duties of citizenship in a constitutional democracy. *Fall, 3 hours lecture and discussion, 3 credits.*

**POSC 201 State and Local Government:** Studies the general principles and political processes of the states and their subdivisions. Emphasis will be placed on intergovernmental relations, state and local politics, and elections; and the executive, legislative, and judicial functions of states and municipalities. HIST 110 or POSC 101 is recommended prior to this course. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**POSC 207 International Relations:** Examines international political systems and politics among the world’s nation-states with special attention given to national interests, post WWII history, and contemporary international issues. HIST 101 or POSC 101 is recommended prior to this course. *Fall/Spring, not offered every year, 3 hours lecture and discussion, 3 credits.*

**POSC 301 Constitutional/Criminal Law:** Reviews the history and philosophy of criminal law and examines the United States Constitution, especially the Bill of Rights. Constitutional issues such as the basis for arrests, search, seizure, and disposition are explored to illustrate the court’s interpretive process. Reviews law, legal institutions, criminal court procedures, and offenses against person and property. POSC 101 or POSC 201 is recommended prior to taking this course. This is a writing intensive course. *Fall, 3 hours lecture and discussion, 3 credits.*

**POSC/HIST 302 Civil Rights in America:** Examines the history and politics of the black civil rights movement from Reconstruction to the present. The contemporary civil rights issues of gender, sexual orientation, and affirmative action will also be considered. HIST 110, POSC 101, or POSC 201 is recommended prior to taking this course. This is a writing intensive course. *Spring, 3 hours lecture and discussion, 3 credits.*

**POSC 303 Comparative Government:** Introduces comparative political analysis with applications to political systems, processes, and issues in selected nation states, emphasizing those of the major powers of Europe and Asia. HIST 101 or POSC 101 is recommended prior to this course. This is a writing intensive course. *Spring (alternate years), 3 hours lecture and discussion, 3 credits.*

**POSC/HIST 305 U.S. History Since 1945:** Provides an in-depth examination and critical analysis of the political, cultural, social, and economic trends that shaped the contemporary American perspective. HIST 109 or 110 recommended. *3 hours lecture and discussion, 3 credits.*

**POSC 310 Public Policy (formerly POSC 205 or 210):** Studies general public policy concepts with emphasis on the policy process, the constitutional roles of the official policy-makers, nongovernmental policy-makers, and contemporary criminal justice policies. HIST 110, POSC 101, or POSC 201 is recommended prior to this

course. This is a service learning course. *Spring, 3 hours lecture and discussion, 3 credits.*

## Psychology

**PSYC 101 General Psychology:** Introduces and examines the major topics, methods of study, and theoretical perspectives of behavior, cognition, personality, and human adjustment. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 200 Developmental Psychology:** Surveys human development covering the life-span from conception until death, including biopsychosocial and cognitive changes that occur. Examines the major theoretical viewpoints of development. Prerequisite: PSYC 101. *Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 201 Child Psychology:** Examines the developmental characteristics, processes, and theories pertaining to children from conception to age 12 with an emphasis on understanding the influences on development, the interactions which affect development, and the problems associated with development. There is a field component for this course. Register for EDUC 001. *Fall, 3 hours lecture and discussion, 3 credits*

**PSYC 202 Adolescence and Adulthood:** Explores developmental characteristics, processes, and theories pertaining to individuals from age 13 to death. Emphasis is on understanding both normal development and the problems that may occur during maturation and aging. Prerequisite: PSYC 101. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 222: Child Development I (Ages 0-5):** This course examines the developmental characteristics, processes, and theories pertaining to children from conception through age six with an emphasis on understanding the influences on development, the interactions which affect development and the problems associated with

development. *3 hours lecture and discussion, 3 credits.*

**PSYC 224: Child Development II (Ages 5-13):** This course examines the developmental characteristics, processes, and theories pertaining to children from age six through twelve with an emphasis on understanding the influences on development, the interactions which affect development and the problems associated with development. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 225 (formerly PSYC 210) Psychology of Exceptionalities:** Surveys developmental exceptionalities, including issues related to mental retardation, learning disabilities, and sensory impairments, and introduces concepts of normalization, inclusion, family involvement, and planning for school to work. There is a field component for this course. Students must register for EDUC 002. Prerequisite: PSYC 200 or 201. *Fall and Spring, 3 hours lecture, discussion, and field visits, 3 credits.*

**PSYC 230 Psychology of Adolescence:** Focuses on the social, cognitive, and biological development of adolescents from pre-adolescence to late adolescence and young adulthood. The influence of heredity, family, culture, school, and peers will be examined. Common adolescence problems, adolescent biological/psychological/social adjustments and learning differences will be explored. This course also offers an introduction to the major topics, methods of study and theoretical perspectives of contemporary adolescent psychology. Prerequisite: PSYC 101. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 245 Physiological Psychology:** Survey of the interrelationships between the physiological and the psychological aspects of brain and behavior. The course addresses five major areas: The foundations of physiological psychology; sensory and motor systems; sleep, reproduction, emotions, and ingestion; learning; and, mental and behavioral disorders. Prerequisite: PSYC

101 and BIOL 102 or higher. *Fall, 3 hours lecture and discussion, 3 credits.*

**PSYC 250 Orientation to Psychology Major:**

This required course is for psychology majors or those who are considering changing their majors to psychology. Focus is on gaining insight into oneself; clarifying career goals; identifying steps necessary to achieve goals; preparing a resume; and, gaining the practical skills, such as using the library, performing ethical research, and writing in American Psychological Association (APA) style, to be successful in the major. Prerequisites: PSYC 101, 24 or more earned credits (sophomore standing).

**PSYC 255 Cognitive Psychology:** This course examines cognitive processes associated with perception, memory, language, thinking and learning. The purpose of this course is to provide students a basic understanding of cognitive development across the lifespan. Prerequisite: PSYC 101 and sophomore standing or permission of instructor.

**PSYC 260 Learning and Behavior:** A survey of the fields of conditioning and learning. Topics include habituation, sensitization, classical conditioning, operant conditioning, and learning. Prerequisite: PSYC 101 and sophomore standing or permission of the instructor. *Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 310 Drugs and Behavior:** Addresses issues of drug use including why people use, impact of use on the individual and society, prevention, and treatment. Examines the basic structure and function of the nervous system; the principles of action and categorical analysis of psychoactive drugs; and, the physiological, psychological, and societal effects of both legal and illegal drugs. *Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 305 Theories of Personality:** This course provides a review and critical evalua-

tion of the major personality theories, from the classic to the modern, with an emphasis on the integration of theory and research. Prerequisites: PSYC 101, junior standing or permission of instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

**PSYC 307 Social Psychology:** Introduces theories, methodology, and research of social psychology, including the areas of social perception, social cognition, attitudes, interpersonal attraction, social influence, and prosocial behavior. Prerequisite: PSYC 101 and junior standing or permission of the instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

**PSYC 311 Research Methods for the Social and Behavioral Sciences:** Introduces the student to social science research. Examines the connection between collecting and examining data as well as theory and hypothesis formation. Emphasizes quantitative and qualitative methodologies of survey research, sampling, interviewing, focus groups, and case studies. Prerequisite: PSYC 101 and junior standing. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 314 Psychopathology:** Surveys mental illness with an introduction to cause, diagnosis, functional behavior, and treatment. Prerequisite: PSYC 101 and junior standing. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 320 Psychological Tests and Measurements:** An introduction to the methodology, theory, and ethics of psychological tests and to their construction and evaluation. Topics covered include principles and applications of psychological testing and issues related to the use of psychological testing. Emphasis is placed on helping students become informed consumers and critical thinkers regarding the development and use of psychological tests and measures. Prerequisites: PSYC 101, MATH 205. *\$50 fee.*

**PSYC 325 Forensic Psychology:** Focuses on an understanding of the roles of mental health

professionals in the legal system. Course topics will include: an introduction to forensic psychology, the use of psychology in civil and criminal proceedings, intervening with offenders, and ethical issues in forensic psychology. *Fall, 3 hours lecture and discussion, 3 credits.*

**PSYC 330 Ethics and Issues in Psychology:** Presents a detailed exploration of ethical concepts as they apply to the practice of psychology across the range of professional settings, including clinical practice, research, and academic environments. Emphasis on recognizing, analyzing and resolving ethical problems through the well-reasoned application of ethical systems. Prerequisites: PSYC 101, junior standing or permission of instructor. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 335 Psychology of Trauma:** Focuses on the psychological and physiological human response to trauma, including, but not limited to childhood trauma, combat, natural/man-made disasters, and terrorism. Examines normal and abnormal psychological reactions to trauma, the recovery process and principles of mental health care for victims. Explores how individuals and communities respond to and recover from such events. Prerequisites: PSYC 101, PSYC 314, and junior standing. *Spring, not offered every year, 3 hours lecture and discussion, 3 credits.*

**PSYC/BUSN 401 Organizational Behavior:** Examines the application of psychological theory and research to the study of industrial, business, profit/nonprofit, and governmental organizations. Emphasizes the interaction of individual perceptions, group dynamics, and organizational climates. *Fall, 3 hours lecture and discussion, 3 credits.*

**PSYC 402 Supervision and Leadership:** Examines current supervisory and leadership perspectives and practices as they relate to the knowledge and skills needed within contemporary organizations. Illustrates the complexities

of guiding and leading a work force in today's global society through the exploration of theoretical models and real-life experiences. Prerequisite: PSYC 401. *Spring, 3 hours lecture and discussion, 3 credits.*

**PSYC 423P Preparation for Field Experience and Seminar or Senior Seminar in Psychology:** Prepares students for the final phase of their undergraduate education: entering the work force or pursuing a post-baccalaureate education. A professional planning portfolio will be created, allowing students to identify, clarify, investigate, and prepare for their post-baccalaureate aspirations. Emphasis is on revisiting the "book" that was developed in PSYC 250 – Orientation to Psychology Major. Includes Service Learning component. Upon successful completion of this course with a grade of C- or higher, students will register for PSYC 423 Field Experience and Seminar or PSYC 450 Senior Seminar in Psychology. Prerequisite: PSYC 101, PSYC 250, and senior standing or instructor permission.

**PSYC 423 Field Experience and Seminar in Psychology:** This course represents an opportunity to gain practical experience in the field related to the student's career interests. Students will work for a minimum of 120 hours in a structured, supervised, off-campus setting related to their psychology major career goals. Students are expected to use this experience to explore career options, gain work experience, and develop professional contacts in preparation for post-baccalaureate employment. Prerequisites: PSYC 250; PSYC 330; C- or higher in PSYC 423P; minimum 3.0 GPA in the major; senior standing; and recommendation of instructor.

**PSYC 450 Senior Seminar in Psychology:** This capstone seminar course is designed to synthesize and provide a broader context for knowledge about the field of psychology by exploring major contemporary issues in psychology. Topics will include such issues as history of psychology,

psychology as science, biological psychology, race and gender, stress and subjective well-being, violence, poverty, new media, environment, and the practice of psychology. Prerequisites: PSYC 250; PSYC 423P; minimum 2.0 overall GPA; and, senior standing or consent of instructor.

## Public Health

**PBHL 101 Public Health:** Introduces public health concepts and practice by examining the philosophy, purpose, history, organization, functions, tools, activities and results of public health practice at the national, state, and community levels. Addresses important health issues and problems facing the public health system. Case studies and a variety of practice-related exercises serve as a basis for learner participation in real world public health problem-solving simulations. The various components of the course aim to stimulate interactions among learners and instructors around important problems and issues facing public health. *3 credits.*

**PBHL 201 Epidemiology:** Examines basic epidemiological principles for the investigation of diseases (both chronic and infectious), their outcomes and effects on public health policy assessment. In studying these principles and applications, students will be provided a structure for thinking about underlying causes and potential interventions for addressing the health and well being of individuals as well as populations. Prerequisites: BUSN 410 or MATH 205 or MATH 314 or PSYC 311. *Fall, 3 credits.*

**PBHL 301 Global Health:** Explores the main concepts of global health and the critical associations between public health and key factors in disease burdens. Emphasizes critical thinking about disease, the determinants of health, how health status is measured, along with the influence of various factors including social, economic, and political issues on the health of communities and individuals. Discusses specific

disease states and key concerns of nutrition, infectious disease, reproductive health, child survival, communicable disease as well as chronic disease will be introduced to students. This course is global in scope but a focus on the developing world is included. Students will be able to understand critical health issues from a multi-dimensional perspective to support the growth and development of a fully functioning global citizen who is able to incorporate global understanding in all settings. Prerequisites: one Science, one Arts and Humanities and one Social and Behavioral class. *Spring, 3 credits.*

## Religion

**RELG 206 Survey of World Religions:** Studies major world religions, including Islam, Buddhism, Hinduism, Taoism, and Confucianism from theological, literary, and historical perspectives. Students will expand their awareness and understanding of religions around the world by studying, researching, and writing about major texts, practices, and symbol systems. *Fall, 3 hours lecture and discussion, 3 credits.*

## Science

**SCI 100:** Intended for students who are interested in the Biological sciences but do not have strong background in chemistry and biology. Prepares the students for a successful career in the sciences. Topics covered will include: study skills for the sciences, graphing calculator use, scientific vocabulary building, scientific notation dimensional analysis, chemical equations writing and nomenclature, atomic theory, oxidation - reduction, reaction, moles, stoichiometry, and aerobic respiration/photosynthesis. (Strongly recommended for students who are pursuing a degree in the science and who are not prepared for the rigors of the major, have tested into ENGL 050 (Reading Skills), and/or are



enrolled as a Master Student). This course may not be transferable. Course begins after midterm. *Fall and Summer, 2 credits.*

## Social Sciences

**SOSC 423 Internship in the Social Sciences:** Assimilates, integrates, and complements previous social science coursework and allows the student to gain practical experience necessary for entrance into the world of employment or graduate school. *3 credits.*

**SOSC 450 Research Implementation and Analysis:** Students will implement a research proposal developed during Psychology 311: Research Methods for the Social and Behavioral Sciences. Students will explore analysis issues and apply statistical material to their individual data sets. Their final project will consist of a written thesis and poster presentation of findings. Prerequisite: PSYC 311. *3 credits.*

## Sociology

**SOCI 101 Introduction to Sociology:** Examines social organization, social movements, change, and the socialization process. Explores cultural unity and diversity in a pluralistic society. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**SOCI 204 The Sociology of Social Problems:** Examines social disorganization, value conflict, and personal deviation in selected problems: race, war, vested interests, crime, family, poverty, civil liberties, cities, population, and ecology. A research paper on a problem topic approved by the instructor is central to the course. Prerequisite: SOCI 101 or consent of the instructor. *Spring (not offered every year), 3 hours lecture and discussion, 3 credits.*

**SOCI 205 The Family:** Examines family

as the basic social institution in society. Explores diverse family patterns, relationships, communication, conflict resolution, and problems in contemporary society. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**SOCI 206 Sociology of Sport and Recreation:** Examines sport from a social and cultural perspective. Emphasis is placed on examining how the institution of sport is a microcosm of American society, reflecting society's major cultural beliefs, and how the organization of sport reflects that of society. Prerequisite: SOCI 101. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**SOCI 301 Sociology of Diversity:** Examines minority groups and diverse heritages in contemporary American society from a sociological perspective. Explores current trends and issues in contemporary society such as immigration, assimilation, and acculturation. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**SOCI 350 Social Deviance:** Focuses on major theories of deviance and their application to forms of deviance; integration of these perspectives; and construction of more general models of deviance. Evaluates issues that touch on our most important values and beliefs, to "see" the world in different ways. Prerequisite: SOCI 101. *Spring (not offered every year), 3 hours lecture and discussion, 3 credits.*

## Spanish

**SPAN 101 Elementary Spanish I:** Provides opportunities for students to develop listening, speaking, reading, and writing skills. Through listening and repetition, the student will be able to identify sounds and imitate the pronunciations of native Spanish speakers, and will engage in basic conversations using a variety of day-to-day situations. Also in-

cluded is an introduction to Hispanic culture and customs. *Fall, 4 hours lecture and discussion, 3 credits.*

**SPAN 102 Elementary Spanish II:** Continues to develop the concepts from SPAN 101. Students utilize vocabulary and grammar to communicate effectively in basic survival situations, increase their comprehension of readings and their ability to answer questions, and enhance writing skills. Prerequisite: SPAN 101 or successful completion of three years of high school Spanish, or consent of the instructor. *Spring, 4 hours lecture and discussion, 3 credits.*

**SPAN 201 Intermediate Spanish I:** Assumes that the student has a sound background in elementary Spanish. The course includes an active review of important language facts and experiences, will continue to enhance their communicative competency and will learn new concepts to reinforce communication skills which are useful in sophisticated situations. Prerequisite: SPAN 102 or successful completion of four years of high school Spanish, or consent of the instructor. *Fall, 3 hours lecture and discussion, 3 credits.*

**SPAN 202 Intermediate Spanish II:** Offers a comprehensive review of grammar structure while developing reading, writing, listening, and speaking skills. Using Spanish appropriately by emphasizing oral communication skills and language skills. Also included is the study of geography, music, art, literature, history, and everyday life of the Hispanic cultures. Prerequisite: SPAN 201 or successful completion of four years of high school Spanish or consent of the instructor. *Spring, 3 hours lecture and discussion, 3 credits.*

## **Sport and Recreation Management**

**SRM 101 Introduction to Sport and Recreation Management:** Explores the fundamentals of business and management in the sport and recreation fields. Examines many aspects of sport and recreation management from management strategies, marketing, program planning, risk management, advertising, budgeting, and financial planning. Discusses a wide variety of sport and recreation-related careers. *Fall/Spring, 3 hours lecture and discussion, 3 credits.*

**SRM 201 Program Development and Planning:** Provides the student with a sequential model for sports and recreational program planning, developing philosophies and goals, designing program needs, group leadership, problem solving, risk management and safety, and program facilitation, implementation, and evaluation. *Fall/Spring, 3 hours lecture and discussion, 3 credits.*

**SRM 202 Facilities Management:** Students in this course will develop the strategies and skills necessary for effective athletic and recreational facilities management. Areas of discussion include fields, flooring, lighting, equipment, traffic flows, safety concerns, legal issues, basic planning and design, and scheduling. *Fall/Spring, 3 hours lecture and discussion, 3 credits.*

**SSRM 223 Internship:** A 200-hour internship/practicum at an approved site must be completed to fulfill graduation requirements in the SRM curriculum. Approval for the internship must be granted by the curriculum coordinator prior to beginning the experience. Prerequisites: SRM 101, SRM 201, and SRM 223P. *Fall, Spring, and Summer, 200 hours practicum, 0-3 credits.*

**SRM 250 Bridge Experience in Sport and Recreation Management:** Requires students to assimilate and integrate material from all of their major courses. Provides



students opportunities for synthesis and application of the knowledge learned in previous courses through project and/or presentation. Prerequisite: open only to second-year students. *Spring, 2 hours lecture and discussion, 2 credits.*

**SRM 303 Legal Issues in Sport:** Provides students with background in the legal system, constitutional law, contract law, tort law, risk management, product liability, and administrative and statutory law as it pertains to sport, recreation, and fitness. Explores pertinent topics such as coed competitions, anti-trust laws, equal opportunities, and Title IX. *Fall, 3 hours lecture and discussion, 3 credits.*

**SRM 305 Sport Marketing:** Provides students with an in-depth view of marketing practices, procedures and operations as they pertain to professional, college, and recreational sport organizations. The course familiarizes students with the challenges of fundraising, sponsorships, merchandising, sport consumer demographics, and behavior. The course explores the role of the media, promotions of special events, and venue and event management. *Fall, 3 hours lecture and discussion, 3 credits.*

**SRM 307 Principles of Coaching:** Explores non-sport specific coaching principles from youth sports through the collegiate level. Includes the growth and development of players, the psychology of coaching, risk management techniques, program administration, and social and ethical issues. Students will explore coaching as a career (both full-time and part-time). Examines practice and game philosophies. *Fall and Spring, 3 hours lecture and discussion, 3 credits.*

**SRM 311 Economics of Sport Tourism:** Examines the basic principles of tourism, the growth of the industry, and the importance of tourism to the national economy.

Explores the impact of television and the Internet on the tourism industry and takes an in-depth look at the consumers who travel for sport and recreational opportunities. *Fall, 3 hours lecture and discussion, 3 credits.*

### **SRM 313 Facilitation of Leadership**

**Activities:** Examines the theoretical and practical foundations of facilitating recreational activities designed to develop leadership skills. Emphasizes experiential learning concepts, activity components, and categories of activities including self-awareness, initiative games, simulations, adventure activities, and service. *Fall, \$100 fee, 3 hours lecture, discussion and practicum, 3 credits.*

### **SRM 315 Commercial Recreation:**

Explores different types of commercial recreation enterprises such as sports clubs, fitness centers, country clubs and health clubs. Examines specific applications of business, management, marketing, and finance as they pertain to this segment of the industry. *Spring, 3 hours lecture and discussion, 3 credits.*

### **SRM 320 Applied Learning Theories**

**for Movement and Play:** In this course, students apply current learning theories and practices appropriate for teaching games and other activities that involve physical movement to elementary and middle school students. Students will learn to develop and use lesson plans for the teaching of health and physical education in elementary school settings. *Spring, 3 hours lecture and practicum, 3 credits.*

### **SRM 401 Governance of Sports and**

**Athletics:** Studies the bodies that govern both professional and amateur sports. Examines the organizational structure, authority and influence of various governing bodies on sport and recreational activities; including, but not limited to, High School Athletic Associations (PIAA), the NCAA, the NBA,

Professional Baseball, the NFL, the NHL, the US and International Olympic Committees and FIFA World Cup Soccer. *Spring, 3 hours lecture and discussion, 3 credits.*

**SRM 403 Resort Recreation:** Explores the relationship of travel and tourism to sport and recreation, and the historical development of the resort recreation concept. Examines many aspects of resort property operations, the ecological and technological changes occurring in resort management, and the impact of time shares on the industry. Thoroughly discusses concepts of leisure activities for a variety of ages. *Fall, 3 hours lecture and discussion, 3 credits.*

**SRM 405 Organizational Aspects of Community Recreation:** Investigates and analyzes the organizational structure of community recreation settings including city, town, and county parks and recreation departments, as well as youth service organizations. Explores current issues and trends as they pertain to this segment of the industry. *Spring, 3 hours lecture and discussion, 3 credits.*

**SRM 423 Senior Internship:** A 400-500 hour internship/practicum at an approved site must be completed to fulfill graduation requirements in the SRM curriculum. Approval for the internship must be granted by the curriculum coordinator prior to beginning the experience. Prerequisite: 90 credits including SRM 223P or SRM 423P. *Fall, Spring and Summer, 400-500 hours practicum, 8 credits.*

**SRM 423P Senior Internship Preparation:** Prepares students for their senior internship and assists students in finding and selecting an appropriate placement. *Spring, 1 hour lecture and discussion, 1 credit.*

**SRM 450 Senior Seminar:** Explores current trends in the sport and recreation industry.

Allows students to integrate material from all major courses. Memberships in professional organizations, participation in professional seminars and conferences, volunteer work, development of professional portfolio and a culminating project are included in the course requirements. Prerequisite: 90 credits including 18 credits in SRM or consent of the instructor. *Fall, Spring and Summer, 4 hours lecture and discussion, 4 credits. May be handled as an online course based upon the location of the senior internship.*

## Theatre

**THEA 104 Introduction to Theatre:** Introduces elements of theatre including audience, playwriting, directing, designing, acting, crewing, and critiquing productions. Students will examine current production practices, complete a collaborative theatre project, and participate in the College productions. Students will work collaboratively to learn theatrical concepts and elements. *Fall, 3 hours lecture, discussion, and 2-hours laboratory, 3 credits.*

**THEA 105 Acting I: The Basics of Performance:** Introduces basic acting skills and techniques, including physical relaxation and warm-up, vocal production and diction, stage geography and movement, audition and rehearsal expectations, and theatre culture. Students are required to participate in Actor's Showcase. Demonstrates memory, emotion, listening skills, responding skills, and basic character analysis skills in pantomime, improvisation, and monologue work. *Fall, 3 hours lecture and workshop, 3 credits.*

**THEA 204 Survey of Technical Theatre:** Introduces technical elements of theatre production, including set design and construction techniques, stage lighting, sound, and costume and make-up design through research projects and hands-on laboratory experiences. Explores technical production

and basic stagecraft. Prerequisite: THEA 104. *Spring, even-numbered years, 3 hours lecture, discussion, and workshop, 3 credits.*

**THEA 205 Acting II: Techniques and**

**Styles:** Concentrates on internal, external, and other acting techniques, script and character analyses, and introduces specific acting techniques for one or more historical periods, for example, Greek, Renaissance, and/or Restoration, in addition to Realism. Monologue and scene work, research projects, and mandatory participation in Actor's Showcase are required. Enhances a student's ability to analyze and perform varied roles and styles. Prerequisite: THEA 105 or consent of instructor. *Spring, 3 hours lecture, discussion, and workshop, 3 credits.*

**THEA 304 Directing for the Stage:** Introduces students to the concepts, theories, and practices of theatrical direction and examines the director's interaction with the script, the actors, and the designers. Students will learn how to select and analyze plays, conduct auditions and rehearsals, and collaborate with design and technical staff. During lab sessions, students will put theory into practice as they select, cast, and direct short plays, culminating in a public presentation. *Spring, 2 hours lecture, 2 hours laboratory, 3 credits.*

# ***Trustees, Faculty, and Administration***

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## **Trustees**

Albert G. Albert, Wilkes-Barre, Pa.  
John A.C. Atkins, Waverly, Pa.  
Joyce M. Avila, Tobyhanna, Pa.  
Marilyn W. Barbe, Beach Lake, Pa.  
Susan S. Belin, Waverly, Pa.  
William H. Bender, Scranton, Pa.  
Dr. Edward G. Boehm, Jr., Factoryville, Pa.  
Dr. Harmar D. Brereton, Scranton, Pa.  
Dr. Jack C. Cassell, Tequesta, Fla.  
Jon S. Craighead, Pocono Pines, Pa.  
Thomas W. Davis '52, Factoryville, Pa.  
Susan Scranton Dawson, Dalton, Pa.  
Mark DeStefano, Scranton, Pa.  
Harry E. Dowling '69, Moosic, Pa.  
Nancy Dressel, Pocono Pines, Pa.  
Dr. David L. Elliott, Factoryville, Pa.  
Homa Ferdowsi, Clarks Summit, Pa.  
Alex Fried, South Abington Township, Pa.  
George W. Ginader '56, Waverly, Pa.  
Jane Julius Honchell, Clarks Summit, Pa.  
Robert L. Kagler '57, Hudson, Ohio  
Fafi Keating Karam, Clarks Summit, Pa.  
Dr. Frances Langan, Scranton, Pa.

Gretchen Zeidler Miller '51, Camp Hill, Pa.  
Dr. Gino Mori '51, Dalton, Pa.  
Jane Oppenheim, Scranton, Pa.  
Diane C. Paparo '76, New York, N.Y.  
Joseph J. Quinn '70, CPA, Scranton, Pa.  
William C. Reed, Moosic, Pa.  
Letha Wells Reinheimer, Clarks Summit, Pa.  
Thomas G. Speicher '72, Archbald, Pa.  
Suzanne Fisher Staples '65, Nicholson, Pa.  
Curtis N. Stevens '64, Nicholson, Pa.  
Robert Swartley '75, Collegeville, Pa.  
Joyce E. Tressler, Clarks Summit, Pa.  
Dr. Betty J. Turock '53, New Brunswick, N.J.  
Kevin Wilson, Scranton, Pa.  
Earle Wootton, Montrose, Pa,

## **Trustees Emeriti**

Charles F. Kennedy  
William A. Lees '51  
Bertram N. Linder  
James J. McLaughlin

## Faculty

### Division of Business, Management, and Technology

Kenneth J. Zula, Ph.D., SPHR, Assistant Professor, Division Chair  
B.S., M.S., College Misericordia; Ph.D., The Pennsylvania State University

Michael Caracappa, Assistant Professor  
A.A.S., Paul Smith's College

Kasey Chermak, Instructor  
B.S., Cedar Crest College

Stephen Cheskiewicz, Instructor  
A.S., Keystone College; B.A., M.S.Ed., Wilkes University

Patricia Davis, Professor  
A.A., Keystone Junior College; B.S., Wilkes University; M.B.A., University of Scranton

Janet DeAndrea, Professor  
A.A., Keystone Junior College; B.S., Bloomsburg University; M.S., Marywood University

Phileshia Dombrowski, Instructor  
B.S., Lock Haven University; M.S., Slippery Rock University

Melodie J. Jordan, Assistant Professor  
A.A.S., B.A., M.A.T., Johnson & Wales University

Sonji Lee, Ph.D.  
Assistant Professor  
B.A., College Misericordia; M.P.A., Marywood University; Ph.D., Capella University

Brenda A. Lidy, CHE, Assistant Professor  
B.S., Marywood University; M.S., Thomas Edison State College

Kevin Vinson, C.M.A., Assistant Professor  
B.A., M.B.A., University of Scranton

Brian Wentz, Instructor  
B.S., Baptist Bible College; M.S., The Pennsylvania State University

Therese Nichols Wise, Associate Professor  
B.S., West Chester University; M.Ed., Temple University

Karen Yarrish, Ph.D., SPHR, Associate Professor  
B.S. King's College; M.S., University of Scranton; Ph.D., The Pennsylvania State University

### Division of Communication Arts and Humanities

Dawn E. Middleton-Paradise, Assistant Professor, Division Chair  
A.A., Keystone Junior College; B.S., University of Scranton; M.Ed., University of Alaska

Susan Constantine, Assistant Professor  
B.A., Bryn Mawr College; M.S. Ed., University of Pennsylvania

Robert Dugan, Assistant Professor  
B.A., Queens College; M.A. State University of New York Binghamton

David L. Elliott, Ph.D., Professor  
B.A., Middlebury College; M.A., Ph.D., Syracuse University

Melany S. Fedor, Professor  
B.S., M.S., University of Scranton

Patricia A. Jennings, Assistant Professor  
B.A., M.S., Marywood College

Julia Peterson, Associate Professor  
B.A., Sarah Lawrence College; M.A., New York  
Institute of Technology; M.S., Lehigh University

Charlotte Ravaioli, Professor of  
Communications  
B.A., Marywood University; M.A., University of  
Scranton

Sherry S. Strain, Ph.D., Professor,  
B.A., West Texas State University; M.A.,  
University of Denver; Ph.D., Southern Illinois  
University at Carbondale

Sara White, Instructor of English  
B.A., Marywood University; M.A., University of  
Scranton

## **Division of Education**

Frances G. Langan, Ed.D., Professor, Division  
Chair  
B.S., Wilkes University; M.S., Marywood College;  
Ed.D., Temple University

Walter B. Barbe, Ph.D., Sergius Gambal  
Distinguished Professor of Language and  
Literacy Education Professor and Fellow  
American Psychological Association; B.S., M.A.,  
Ph.D., Northwestern University

Carol P. Fontana, Professor  
A.A., Keystone Junior College; B.A., M.S.,  
Marywood College

James Gilhooley, Ed.D., Assistant Professor  
B.S., Bloomsburg University; M.S., Marywood  
University; Ed.D., University of Pennsylvania

Joseph Hogan, Clinical Faculty/Field Placement  
Supervisor  
B.A., University of Scranton; M.S. Marywood  
University

Mary C. Kanaley, Instructor, Clinical Faculty  
B.S., SUNY - Oswego; M.Ed., Syracuse  
University

Jan E. Kaskey, Professor; Director, Campus  
Response and Civic Engagement  
B.S., Pennsylvania State University; M.S., State  
University of New York/Binghamton

Lansdale D. Shaffmaster, Ph.D., Professor  
B.S., Juniata College; M.S., University of  
Wisconsin; Ph.D., Pennsylvania State University

Heather A. Shanks-McElroy, Ph.D., Associate  
Professor  
B.A., B.Ed., Queen's University; M.S.W., Ph.D.,  
Marywood University

Judith H. Sweeney, Field Placement Coordinator  
B.A., Marywood University

Michael L. Torrence, Assistant Professor  
B.A., M.A., South Dakota State University

## **Division of Fine Arts**

Ward Roe, Professor, Division Chair  
B.F.A., M.F.A. Marywood College

Drake Gomez, Associate Professor  
B.F.A., University of Central Florida; M.F.A.  
Cranbrook Academy of Art

Jane J. Honchell, Associate Professor  
B.A., Moravian College; M.A., University of  
Scranton

Judith Lynn Keats, Assistant Professor  
B.A., Wilkes University; M.F.A.-I.A., Goddard  
College

David W. Porter, Associate Professor  
B.F.A., Temple University Tyler School of Art;  
M.A., Marywood College

Clifton A. Prokop, Professor,  
B.S. Mankato State College; M.F.A., University  
of North Carolina

William J. Tersteeg, Professor, Senior Half-Time  
Faculty  
B.A., M.F.A., Southern Illinois University

Sally T. Tosti, Associate Professor  
B.S., Indiana University of Pennsylvania; M.F.A.,  
Marywood College; M.F.A. Pratt Institute

## **Division of Natural Sciences and Mathematics**

Joseph Falcone, Ph.D., Associate Professor,  
Division Chair  
B.S., Manhattan College; Ph.D., State University  
of New York/Buffalo

Dorothy J. Anthony, D.C., D.A.C.B.N.,  
Instructor, Faculty Coordinator of Online  
Learning  
D.C., Cleveland Chiropractic College;  
D.A.C.B.N., Diplomate American Clinical Board  
of Nutrition

Tammy Sue Barette, Ph.D., J.D., Assistant  
Professor  
B.S., Indiana University of Pennsylvania.; Ph.D.,  
J.D., Ohio State University

Christopher Bianca, Instructor  
B.S., College Misericordia; M.S., University of  
Scranton

Robert D. Cook, Ph.D., Associate Professor  
B.A., Kutztown University; M.A., Ph.D., Bryn  
Mawr College

Mellinda C. Curis, Assistant Professor  
B.A., Saint Francis College; M.S., University of  
North Carolina/Charlotte

Howard D. Jennings, Professor. Senior Half-  
Time Faculty  
A.A., College of Albemarle; B.S., M.Ed., East  
Carolina University

Patricia Bederman Miller, Ph.D., Professor  
B.S., Bloomsburg University; M.S., Marywood  
University; Ph.D., Marywood University

Dennis M. Mishko, Professor  
B.S., M.Ed., East Stroudsburg University

Mary A. Morasky, Associate Professor  
B.S., Villanova University; M.S., Marywood  
College

Douglas O'Neal, Ph.D., Assistant Professor  
B.S., Ph.D., The Pennsylvania State University

Christine Parise, Laboratory Assistant  
B.S., University of New England

Youyu Phillips, Ph.D., Assistant Professor  
B.S., Shanghai Teachers College of Technology,  
China; M.S., East China University of Science  
and Technology; M.S., Wilkes University;  
Ph.D., University of Ottawa, Canada

Ian Saginor, Ph.D., Associate Professor  
B.A., Vassar College; Ph.D., Rutgers University

Jerry M. Skinner, Ph.D., Professor  
B.S., B.A.Ed., University of Akron; M.S., Ph.D.,  
Ohio State University

Vicki Stanavitch, Instructor, Faculty Coordinator  
of Undergraduate Research  
A.A., Keystone College; B.S., Marywood  
University; M.S., University of Scranton

Donato Summa, Instructor  
B.S., East Stroudsburg University; M.S.,  
University of Scranton;  
Ph.D., The Pennsylvania State University

## **Division of Social and Behavioral Sciences**

Janet C. Wrightnour, Associate Professor,  
Division Chair  
B.A., Skidmore College; M.A., Marywood  
College

Marie Andreoli, Instructor  
B.S., M.A., Marywood University

Deborah Doyle Belknap, Esq., Instructor  
B.A., Pennsylvania State University; Ph.D., J.D.,  
Catholic University

K.C. Brady, Instructor, Faculty Coordinator of  
Service Learning  
B.A., Syracuse University; M.A., Tufts University

Jeffrey M. Brauer, Associate Professor  
B.S., University of Scranton; M.A., The College  
of St. Rose

Patricia Fox, Assistant Professor  
B.A., The Pennsylvania State University; M.A.,  
Marywood University ; Psy. D., Marywood  
University

Nancy H. Merryman, Ph.D., Associate Professor  
B.A., Wilkes University; M.A., State University  
of New York/Binghamton; M.A., Ph.D.,  
Northwestern University

Stacey Wyland, Associate Professor  
B.S., M.S., Shippensburg University

## **Faculty Emeriti**

Anita S. Appleton '90H, Professor  
B.S., Marywood College; M.S., University of  
Scranton

Mary Ann Carroll, Professor of Hospitality  
Management  
B.S., Marywood University; M.S., University of  
Scranton

Thomas G. Cupillari '60, Professor of Physical  
Science and Mathematics  
A.A., Keystone Junior College; B.S., University  
of Scranton; M.A., Drake University

Arlene G. Evans '44, Professor of Business  
A.A., Keystone Junior College; B.S., Bucknell  
University; M.S., Marywood College  
Edward A. Gelb, Associate Professor of  
Psychology  
A.B., Rutgers University; M.A., Ohio State  
University

Mary K. Hart, Professor of English  
B.A., College of New Rochelle; M.A.T. in  
English, Radcliffe College

Stephen T. Kostage, Ph.D., Professor of Biology  
A.A., Keystone Junior College; B.S., Pennsylvania  
State University; M.S., Wilkes University; Ph.D.,  
State University of New York, Binghamton

Karl Neuroth, Professor of Fine Arts  
B.A., Kutztown State University; M.Ed., Temple  
University

Lawrence D. Newman, Professor of Speech  
B.S., St. Benedict's College; M.A., St. Louis  
University

C. G. Vlassis, Ed.D., Professor of Chemistry  
B.S., M.S., Drake University; Ed.D., University  
of the Pacific



## Administration

Edward G. Boehm, Jr., Ed.D., President  
B.S.Ed., Frostburg State College; M.Ed., Ed.D.,  
The American University

Guy Calcerano, Vice President for Institutional  
Advancement  
B.A., Kalamazoo College; M.B.A., Monmouth  
University

Robert Cook, Ph.D., Interim Vice President and  
Dean of Academic Affairs/Associate Professor  
B.A., Kutztown University; M.A., Ph.D., Bryn  
Mawr College

Sarah Keating, Vice President for Enrollment  
and Director of Admissions  
B.A., Colby College; M.A., University of  
Nebraska - Lincoln

Robert Perkins, Ph.D., Vice President of Student  
Affairs and Dean of Students  
B.A., Nasson College; M.S.Ed., University of  
Southern Maine; Ph.D., University of Michigan

Charlotte Ravaioli, Executive Vice President  
B.A., Marywood College; M.A., University of  
Scranton

Kevin Wilson, Vice President of Finance &  
Administration  
B.A., College of the Holy Cross

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# Campus Directory

## \*General Information

(570) 945-8000

## Toll-Free Numbers

1-877-4-COLLEGE

1-800-824-2764

## Departments

### Academic Advising Center

(570) 945-8302

### Academic Affairs

(570) 945-8512

### Act 101

(570) 945-8302

### Admissions

1 (877) 4-COLLEGE

(570) 945-8111

### Alumni Relations

(570) 945-8162

### Business and Financial

### Services

(570) 945-8371

### Campus Safety Department

(570) 945-8077 (office)

Emergencies: (570) 945-8989

or (570) 945-2777

### Campus Shoppe

(570) 945-8009

### Career Development Center

(570) 945-8312

### Center for Global Learning

(570) 945-8252

### Chef's Table Restaurant

(570) 945-8441

### Children's Center

(570) 945-8260

### Community Outreach

(570) 945-8167

### Office of Commuter Living

(570) 945-8442

### College Relations

(570) 945-8170

(570) 945-8158

### Counseling

(570) 945-8305

(570) 945-8389

### Dean of Academic Affairs

(570) 945-8520

### Dean of Student Affairs

(570) 945-8251

### Delaware Valley Center

(570) 409-2020

### Financial Assistance and Planning

(570) 945-8132

(570) 945-8134

1-800-824-2764, option #2

### Health Services

(570) 945-8254

### Honors Program

(570) 945-8453

### Human Resources

(570) 945-8373

### Information Technology

(570) 945-8778

### Intercollegiate Athletics

(570) 945-8232

### Institutional Advancement

(570) 945-8156

### Institutional Research

(570) 945-8202

### Institutional Review Board

(570) 945-8436

### Instructional Technology

(570) 945-8205

### International Student Services

(570) 945-8252

### Media Services

(570) 945-8205

### Miller Library

(570) 945-8332

### Online Learning

(570) 945-8422

### President's Office

(570) 945-8500

### Printshop

(570) 945-8384

### Post Office

(570) 945-8383

### Registrar's Office

(570) 945-8224

### Residence Life

(570) 945-8271

### Student Activities

(570) 945-8253

### Student Affairs

(570) 945-8316

### Student Business Services

(570) 945-8374

### Student Support Services

(570) 945-8313

### Study Abroad

(570) 945-8252

### Towanda Center

(570) 945-8877

### Tutoring Office

(570) 945-8491

### WKCV-LP 103.5 FM

(570) 945-8912

### Weekender La Plume

(570) 945-8135

### Willary Water Resource Center

(570) 945-8550

## Academic Divisions

### Division of Business, Management and Technology

(570) 945-8433

### Division of Communication

### Arts and Humanities

(570) 945-8452

### Division of Education

(570) 945-8483

### Division of Fine Arts

(570) 945-8461

### Division of Natural Sciences and Mathematics

(570) 945-8412

### Division of Social and

### Behavioral Sciences

(570) 945-8486

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\*For the most current listings and office locations, visit [www.keystone.edu](http://www.keystone.edu).

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# **Directions to Keystone College**

## **To La Plume Campus**

*From the North:* I-81 South to Exit 202, Fleetville/Tompkinsville; West 8 miles on Route 107, left on Routes 6 and 11 to Keystone College.

*From the South:* I-81 North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College or Pennsylvania Turnpike (Northeast Extension - Route 476): north to Exit 131, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

*From New York City area:* I-80 West to I-380; West to I-81; North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

*From the West:* I-80 East to I-81; North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

*From the East:* I-84 West to I-380; West to I-81; North to Exit 194, Clarks Summit; North 8 miles on Routes 6 and 11 to Keystone College.

## **To Towanda Center**

*From New York's Southern Tier:* Route 117 West to Route 220 South to Route 6 East. The Towanda Center is located at 602 Main Street, which will be on your right.

*From Northeastern Pennsylvania:* Route 6 West to Towanda, cross bridge and turn right. The Towanda Center is located at 602 Main Street, which will be on your left.

## **To Delaware Valley Center**

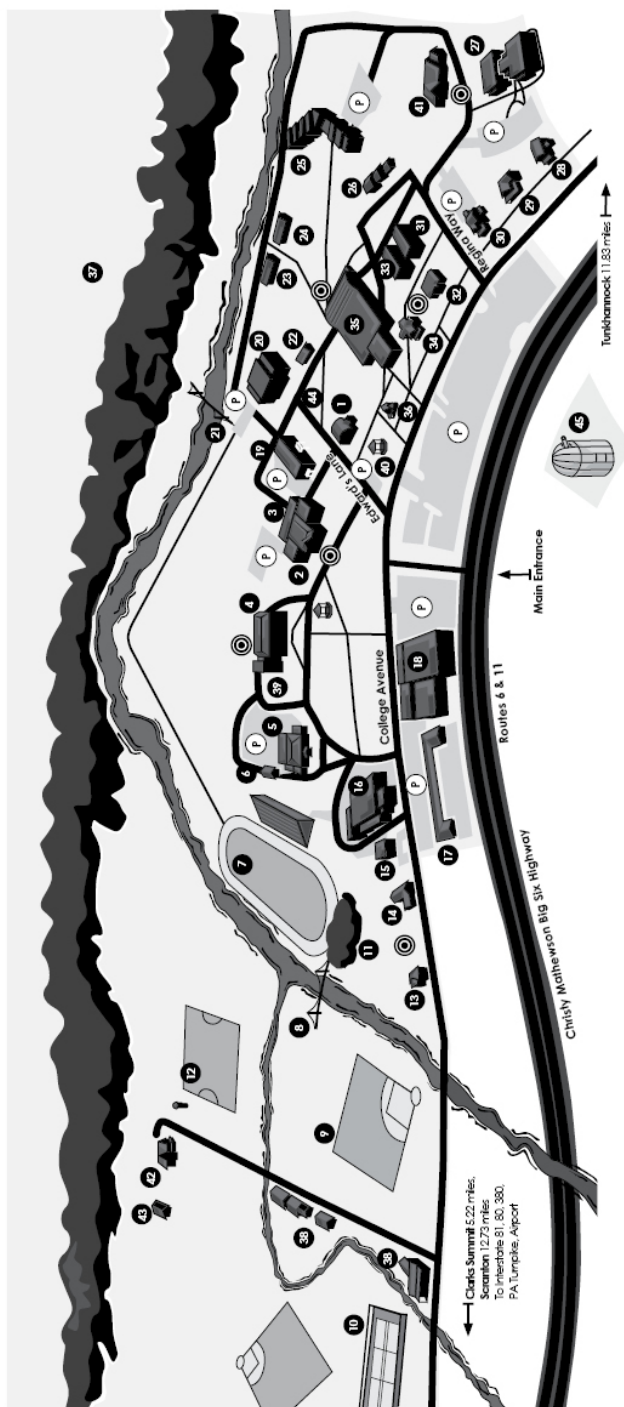
*From 84, East or West:* Exit Route 84 at the Matamoras exit, Exit 53. Then take Route 6 West/Route 209 South in the direction of Milford. The Delaware Valley School Complex will be on your left, just past the McDonald's and Wal-Mart.

*From the South:* Take 209 North through Milford. Follow Route 209 as it merges with Route 6, for about five miles. The Delaware Valley School Complex will be on your right, between the towns of Milford and Matamoras.

*From New Jersey:* Take Route 209 North across the Delaware River and into Pennsylvania. After crossing the toll bridge, turn right onto 209 North. Then follow the directions from the South (above).

*From the Dingman's Ferry area:* Travel north on Route 01 to Milford. Turn right on Route 6, and follow this route, turning at the traffic light in Milford, as Route 6 merges with Route 209. Then follow the directions from the South.

*For directions to the Thomas G. Cupillari '60 Observatory and the College's Athletic Fields, visit [www.keystone.edu](http://www.keystone.edu).*



1. Sison Hall - Admissions and Veterans Center
2. Capwell Science Hall
3. Kammerer Center - Poinard Green House
4. Harris Hall - Classrooms, Faculty Offices, International Advancement, President's Office
5. Center Studio
6. Holman Design Studio
7. Bailey Field
8. Suspension Bridge
9. Chisley Mathewson Field
10. Community Grove - Basketball Court, Sign and Core Memory Tennis Center, Edmund Field
11. Creekside Grove
12. Ned Boehm Hall

13. Kreslich Art Center - Faculty Offices
14. Information Technology Center
15. Mellow Family Children's Center and Hall's Grove
16. Brooks - Faculty Offices, Graphic Design Lab, Kenmore Project, The Theatre in Books, Two-Dimensional Design Studio
17. Gardner Hall
18. Gambol Athletic Center - Ace Spading Arena, Center, Locker Rooms, Weight Training Room
19. Ward Hall - Business Office, Career Development Center, Faculty Offices, Human Resources, Student Business Services

20. Miller Library - Cumulative Reading Room, Faculty Offices, Under Art Gallery, Magnolia Press, Star Room, Kiosk Reading Room and Garden Room
21. Suspension Bridge - Library entrance erected by College
22. The College - Faculty Offices
23. Environmental Education Institute, Military Water Resource Center
24. Wyoming Hall - Countryside Conservancy and U.S. Mid Atlantic Urban Forestry Center
25. Freer/Keynolds Residence Hall
26. Health Services/Campus Safety Office
27. Mallet Residence Hall
28. Rallick Hall - ACT 101, Counseling, Community Living, Community Outreach

29. Hedgewood - Residence of the President
30. Davis Residence Hall
31. Tewksbury Residence Hall
32. Soldier Hall - Academic Affairs, Dean of the College, Dean of Student Affairs, Residence Life
33. Hollishead Residence Hall
34. Alumni Hall - Advancement Programs, Alumni Relations, Career Services, Academic Advising
35. Hibbard Campus Center - Academic Advising, Career Services, Table Restaurant, Dining Services, Evans Hall Food Lab, Grants, Gift, Den & Shop, Student Activities, Student Restaurant
36. Sabiston Hall - Financial Assistance and Planning, Registrar, Veteran's Certifying Official, Weekend Program

37. Woodlands Campus - Historic Inexpensive Trail
38. Physical Facilities Complex
39. Moore Hall Alumni and Evergreen Society Gardens
40. Gazebo on the College Green
41. Keystone Commons Residence Hall
42. Seaman's Farmhouse - Area Health Education Center (AHEC)
43. The Sugar Shack
44. The Celebration of Excellence Clock
45. Thomas G. Cupillari 40 Astronomical Observatory - Interstate 81, Exit 202

P Parking  
S Designated Smoking Area

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## ACADEMIC CALENDAR

### Traditional, 2009-2010

#### Fall Term 2009

Fall classes begin.....	Aug. 24
President's Opening Convocation.....	Aug. 27
Labor Day; College closed.....	Sept. 7
Midterm examinations.....	Oct. 5-9
First-half classes end.....	Oct. 9
Columbus Day; no classes.....	Oct. 12
Second-half classes begin.....	Oct. 13
Spring advising begins.....	Oct. 30
Thanksgiving break;	
College closed.....	Nov. 25-29
College reopens.....	Nov. 30
Fall classes end.....	Dec. 4
Final Examinations.....	Dec. 7-11
College closes at 5 p.m.....	Dec. 23

#### Spring Term 2010

College reopens.....	Jan. 4
Interession classes begin.....	Jan. 4
Interession classes end.....	Jan. 15
Spring traditional classes begin.....	Jan. 18
President's Day; no classes.....	Feb. 15
Midterm examinations.....	Mar. 1-5
First-half classes end.....	Mar. 5
Spring break.....	Mar.8-12
College reopens;	
Second-half classes begin.....	Mar. 15
Summer/Fall advising period begins.....	Apr. 2
College closed.....	Apr. 5
All-College Honors Convocation.....	Apr. 29
Spring classes end.....	May 7
Final examinations.....	May 10-14
Commencement.....	May 22

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## ACADEMIC CALENDAR

### Traditional, 2010-2011

#### Fall Term 2010

Fall classes begin.....	Aug.30
President's Opening Convocation.....	Sept. 2
Labor Day; College closed.....	Sept. 6
Midterm examinations.....	Oct. 18-22
Columbus Day; no classes.....	Oct. 11
First-half classes end.....	Oct. 15
Second-half classes begin.....	Oct. 18
Spring advising begins.....	Oct. 29
Thanksgiving break;	
College closed.....	Nov. 24-28
College reopens.....	Nov. 29
Fall classes end.....	Dec. 10
Final Examinations.....	Dec. 13-17
College closes at 5 p.m.....	Dec. 23

#### Spring Term 2011

College reopens.....	Jan. 3
Interession classes begin.....	Jan. 3
Interession classes end.....	Jan.14
Spring traditional classes begin.....	Jan. 17
President's Day; no classes.....	Feb. 21
Midterm examinations.....	Mar. 7-11
First-half classes end.....	Mar. 11
Spring break.....	March 14-18
College reopens;	
Second-half classes begin.....	March 21
Summer/Fall advising period begins.....	April 4
College closed.....	April 25
All-College Honors Convocation.....	April 28
Spring classes end.....	May 6
Final examinations.....	May 9-13
Commencement.....	May 21

# ACADEMIC CALENDAR

## Weekender, 2009-2010

<b>Fall Term 2009</b> <b>Regular Weekender</b> Aug. 28, 29, 30 Sept. 18, 19, 20 Oct. 2, 3, 4 Oct. 16, 17, 18 Oct. 30, 31, Nov. 1 Nov. 13, 14, 15 Dec. 4, 5, 6  <b>Towanda Weekender II</b> Aug. 21, 22, 23 Sept. 11, 12, 13 Sept. 25, 26, 27 Oct. 9, 10, 11 Oct. 23, 24, 25 Nov. 6, 7, 8 Nov. 20, 21, 22  <b>Winter Intercession 2010</b> Jan. 4 - Jan. 15	<b>Spring Term 2010</b> <b>Spring Weekender I</b> <b>(La Plume, Towanda, Delaware Valley)</b> Jan. 22, 23, 24 Feb. 5, 6, 7 Feb. 19, 20, 21 Mar. 5, 6, 7  <b>Spring Weekender II (Towanda)</b> Jan. 29, 30, 31 Feb. 12, 13, 14 Feb. 26, 27, 28 Mar. 12, 13, 14  <b>May Term</b> <b>Intercession 2009</b> May 25 - June 4	<b>Summer Term 2010</b> <b>Registration/Orientation</b> May 26  <b>Weekender I (La Plume, Towanda, Delaware Valley)</b> June 4, 5, 6 June 11, 12, 13 June 25, 26, 27 July 9, 10, 11 July 16, 17, 18 July 30, 31, Aug. 1 Aug. 6, 7, 8  <b>Summer Session I</b> June 7 - July 9  <b>Summer Session II</b> July 12 - August 13
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# ACADEMIC CALENDAR

## Weekender, 2010-2011

<b>Fall Term 2010</b> <b>Regular Weekender</b> Aug. 27, 28, 29 Sept. 17, 18, 19 Oct. 1, 2, 3 Oct. 15, 16, 17 Oct. 29, 30, 31 Nov. 12, 13, 14 Dec. 3, 4, 5  <b>Towanda Weekender II</b> Sept. 10, 11, 12 Sept. 24, 25, 26 Oct. 8, 9, 10 Oct. 22, 23, 24 Nov. 5, 6, 7 Nov. 19, 20, 21 Dec. 10, 11, 12  <b>Winter Intercession 2011</b> Jan. 4 - Jan. 14	<b>Spring Term 2011</b> <b>Spring Weekender I</b> <b>(La Plume, Towanda, Delaware Valley)</b> Jan. 21, 22, 23 Feb. 4, 5, 6 Feb. 18, 19, 20 Mar. 4, 5, 6  <b>Spring Weekender II (Towanda)</b> Jan. 28, 29, 30 Feb. 11, 12, 13 Feb. 25, 26, 27 Mar. 11, 12, 13  <b>May Term</b> <b>Intercession 2009</b> May 24 - June 3	<b>Summer Term 2010</b> <b>Registration/Orientation</b> May 25  <b>Weekender I (La Plume, Towanda, Delaware Valley)</b> June 3, 4, 5 June 10, 11, 12 June 24, 25, 26 July 8, 9, 10 July 15, 16, 17 July 29, 30, 31 Aug. 12, 13, 14  <b>Summer Session I</b> June 6 - July 8  <b>Summer Session II</b> July 11 - August 12
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# Index

## A

Academic Advising.....	52
Academic Calendar.....	268-269
Academic Definitions.....	44
Academic Dismissal.....	49
Academic Fresh Start.....	49
Academic Grievance Policy.....	48
Academic Honesty.....	50
Academic Information.....	42
Academic Probation.....	49
Academic Standing.....	46
Academic Suspension.....	49
Accelerated Certification Programs.....	169
Accounting Courses.....	199
Accounting BS.....	62
Accreditation and Memberships.....	10
Act 101 .....	55
ACT 120.....	17
Adding Courses.....	52
Administration Directory.....	264
Admissions	
Admissions Decisions.....	14
Application Procedures.....	12
Early Admission Program.....	13
High School Preparation.....	14
Part-Time.....	14
Transfer Students.....	16
Advanced Placement.....	16
Air Force ROTC.....	190
Alumni Association.....	11
Allied Health Curricula	
Medical Technology Emphasis.....	135
Nursing/Cytotechnology Emphasis.....	137
Occupational Therapy/Respiratory	
Care Emphasis.....	139
Radiotherapy/Medical Imaging/	
Cardiac Perfusion Emphasis.....	141
Anthropology Courses.....	200
Army ROTC.....	192
Art Courses.....	201
Art AFA.....	143
Art Education Accelerated Certification Program.....	169
Articulation Agreements.....	16, 52, 98
Associate Degrees.....	135
Astronomical Observatory.....	7, 8, 267
Athletic Eligibility.....	41
Athletics.....	41
Attendance.....	52
Auditing a Course.....	45

## B

Baccalaureate Degrees.....	62
Billing Statements.....	23
Biology Courses.....	206
Biological Science-Natural Science:	
Environmental Biology Concentration BS.....	64
Biological Science-Natural Science:	
Forensic Biology Concentration BS.....	66
Biological Science-Natural Science:	
General Biology Concentration BS.....	68
Biological Science-Natural Science:	
Physical Therapy Concentration BS.....	70
Board of Trustees Directory.....	259
Business Administration AS.....	145
Business BS.....	72
Business Courses.....	213

## C

Calendars	
Traditional Calendar.....	268
Weekender Calendar.....	269
Campus History.....	6
Campus Directory.....	265
Campus Map.....	267
Campus Safety.....	41
Career Development Center.....	54
Casino Management Courses.....	216
Certificate and Transfer Programs.....	169
Chamberlin Center for Student Services.....	55
Chemistry Courses.....	216
Child Development Associate Credential.....	187
Class Attendance Regulations.....	52
Class Standing.....	46
Clubs and Organizations.....	39
College Employment Programs.....	29, 30
College Level Examination Program (CLEP).....	16
College Mission Statement.....	8
Commencement.....	10
Communications Courses.....	217
Communications AA.....	147
Communication Arts and Humanities BA.....	75
Commuter Council.....	39
Commuter Living Office.....	38
Convocations.....	10
Cooperative Transfer Agreements.....	52
Corequisite.....	45
Correspondence Courses.....	17
Counseling Services.....	54
Course Audit.....	23, 45
Course Challenge.....	45

Course Descriptions.....	198
Course Levels.....	44
Credits.....	44
Credit by Assessment/Examinations.....	45
Credit Limitations	
On Academic Probation.....	48
Maximum Allowed per Semester.....	21
Maximum Allowed Through Transfer.....	16
Criminal Justice Courses.....	220
Criminal Justice AS.....	150
Criminal Justice Administration BS.....	81
Culinary Arts Certificate Program.....	172
Culinary Arts Courses.....	222
Culinary Arts AAS.....	152
Cumulative GPA.....	46
Curricula Descriptions and Requirements	
Accounting BS.....	62
Allied Health Curricula:	
Medical Technology Emphasis AS.....	135
Nursing/Cytotechnology Emphasis AS.....	137
Occupational Therapy/Respiratory	
Care Emphasis AS.....	139
Radiotherapy/Medical Imaging/Cardiac	
Perfusion Emphasis AS.....	141
Art AFA.....	143
Biological Science-Natural Science Curricula:	
Environmental Biology	
Concentration BS.....	64
Forensic Biology Concentration BS.....	66
General Biology Concentration BS.....	68
Physical Therapy Concentration BS.....	70
Business BS.....	72
Business Administration AS.....	145
Communications AA.....	147
Communication Arts and Humanities BA.....	75
Criminal Justice AS.....	150
Criminal Justice BS.....	81
Culinary Arts AAS.....	152
Early Childhood Education AS.....	154
Early Childhood Education BS.....	83
Elementary Education BS.....	88
Environmental Resource Management BS.....	93
Environmental Studies AA.....	156
Forestry Resource Management AA.....	158
Information Technology AAS.....	160
Information Technology BS.....	95
Landscape Architecture AA.....	162
Liberal Studies AA.....	164
Pre-Major.....	166
Pre-Medical Professional Programs.....	98
Professional Studies Organizational	
Leadership BS.....	99
Psychology BA .....	101
Social Science Professional Studies BS.....	103
Sport and Recreation Management BS.....	107
Teaching - Art Education BS.....	109

Teaching - Child and Society	
(non-certification program) BS.....	115
Teaching - Mathematics Education	
(7 <sup>th</sup> -12 <sup>th</sup> grade.....	121
Teaching - Social Studies Education	
(7 <sup>th</sup> -12 <sup>th</sup> grade.....	127
Visual Art BA.....	132
Wildlife Biology AA.....	167

## D

Degree, second.....	43
Delaware Valley Center.....	19, 20, 266
Directions.....	266
Directory.....	265
Distribution Requirements.....	60
Double Majors.....	42
Dropping Courses.....	52

## E

Early Admission.....	13
Early Childhood/Early Intervention Certificate.....	189
Early Childhood Education	
Accelerated Certification Program.....	174
Early Childhood Education Courses.....	224
Early Childhood Education AS.....	154
Early Childhood Education BS.....	83
Economics Courses.....	225
Education Credentials.....	189
Education Courses.....	225
Elementary Education Accelerated	
Certification Program.....	177
Elementary Education BS.....	88
Eligibility	
Athletics.....	41
Extracurricular Activities.....	40
Financial Aid.....	26
English Courses.....	230
Environmental Resource Management BS.....	93
Environmental Science Courses.....	232
Environmental Studies AA.....	156
ESL Connection Courses.....	234
Expenses	
Additional Fees.....	21
Commuter Students.....	21
Miscellaneous Fees.....	22
Required Fees.....	22
Room and Board.....	21
Tuition and Fees (full- and part-time).....	21
Withdrawals, Refunds and Credits.....	24
Experiential Learning.....	54
Experiential Learning Courses.....	234



## **F**

Faculty Directory.....	260
Fees	
Additional Fees.....	21
Commuter Students.....	21
Miscellaneous Fees.....	22
Required Fees.....	22
Room and Board.....	21
Tuition and Fees (full- and part-time).....	21
Withdrawals, Refunds and Credits.....	24
FERPA Policy Statement.....	51
Film Courses.....	234
Financial Assistance and Planning.....	26
Academic Progress.....	32
College Employment Program.....	29
Deadlines.....	27
Eligibility.....	26
Grants.....	27
Loans.....	28
Refund Policy.....	25, 26
First-Year Class Standing.....	46
Forestry Resource Management AA.....	158
Full-Time Status.....	46

## **G**

General Education Requirements.....	51
General Information.....	6
Geography Courses.....	234
Grade Point Average (GPA).....	46
Grade Reports.....	47
Grading Policy.....	46
Graduation Honors.....	48
Graduation Requirements.....	43
Grants - Financial Aid.....	27

## **H**

Health Insurance.....	21, 40
Health Services.....	40
High School Preparation.....	14
History Courses.....	234
History of the College.....	6
Honors, Term.....	48
Honors Program.....	14, 43
Hospitality Management Courses.....	235
Human Resource Management Courses.....	236
Certification Program.....	180
Human Services Courses.....	238

## **I**

Incomplete Grades.....	47
Independent Study Courses.....	238
Information Technology Courses.....	238
Information Technology AAS.....	160
Information Technology BS.....	95
Intramural Sports.....	41
Insurance, Health.....	21, 40
Institutional Review Board.....	53
Interdisciplinary Studies Courses.....	243
International Student Programs.....	17
Internships.....	54

## **J**

Junior Class Standing.....	46
----------------------------	----

## **K**

Keystone Promise.....	5
-----------------------	---

## **L**

Landscape Architecture AA.....	162
Leave of Absence.....	53
Leadership Courses.....	243
Levels of Courses.....	44
Liberal Studies AA.....	164
Library.....	8

## **M**

Map.....	267
Mathematics Courses.....	244
Math Education Accelerated Certification Program.....	181
Microsoft® Certified Systems Administrator Certificate Program.....	184
Microsoft® Certified Systems Engineer Certificate Program.....	185
Military Science - Air Force ROTC.....	190
Military Science - Army ROTC.....	192
Minors.....	42, 193
Mission Statement.....	8
Multiple Majors.....	42
Music Courses.....	246

## **O**

Observatory.....	7, 8, 267
Office of Vocational Rehabilitation (OVR).....	31
Online Tutoring Services.....	56
Organizational Leadership Courses.....	243
Organizations and Clubs.....	39

## P

Part-Time Studies	
Academic Probation.....	49
Admission.....	14
Fees.....	21
Financial Assistance, Academic Progress.....	32
Honors.....	43
Majors in Weekender.....	19
Student Status.....	46
Tuition.....	21
Pass/Fail Grade.....	47
Peer and Professional Tutoring.....	56
Pell Grants.....	27
Pennsylvania Director's Credential.....	189
Phi Theta Kappa.....	35
Philosophy Courses.....	246
Physical Education Courses.....	247
Physical Science Courses.....	247
Physics Courses.....	248
PLUS/SLS Loans.....	31
Political Science Courses.....	249
Professional Studies: Social Science BS.....	103
Pre-Major.....	166
Pre-Medical Professional Programs.....	98
Prerequisite.....	45
President's Message.....	4
Prior Learning Assessment.....	17
Probation, Academic.....	49
Professional Studies: Organizational Leadership BS.....	99
Professional Studies: Organizational Leadership Courses.....	241
Psychology BA.....	101
Psychology Courses.....	250
Public Health Courses.....	253
Publications.....	40

## R

Readmission.....	15
Refunds.....	26
Religion Course.....	253
Repeating Courses.....	46
Requisite Courses.....	61
Reserve Officers Training Corps (ROTC).....	190, 192
Residence Life.....	38
Room and Board.....	21

## S

Satisfactory Academic Progress.....	51
Schedule Changes.....	52
Scholarships and Awards.....	35
School Age Credential.....	189
Science Course.....	253

Second Degree.....	43
Senior Class Standing.....	46
Social Science Courses.....	254
Social Science Professional Studies BS.....	103
Social Studies Education Accelerated Certification Program.....	186
Sociology Courses.....	254
Sophomore Class Standing.....	46
Spanish Courses.....	254
Sport and Recreation Management Courses.....	255
Sport and Recreation Management BS.....	107
Stafford Student Loan Program.....	28, 29
Student Activities and Services.....	39
Student Government.....	39
Student Organizations.....	39
Student Status.....	46
Student Status.....	46
Student Success Center.....	55
Summer Sessions.....	18
Suspension, Academic.....	49

## T

Table of Contents.....	2, 3
Teaching - Art Education K-12 BS.....	109
Teaching - Child and Society (non-certification program) BS.....	115
Teaching - Mathematics Education (7 <sup>th</sup> -12 <sup>th</sup> grade) BS.....	121
Teaching - Social Studies Education (7 <sup>th</sup> -12 <sup>th</sup> grade) BS.....	127
Term Honors.....	48
Theatre Courses.....	257
Thomas G. Cupillari '60 Astronomical Observatory.....	7, 8, 266
Towanda Center Tuition and Fees.....	21
Traditions.....	10
Transcripts.....	47
Transfer of Credit.....	16
Transfer Agreements.....	52
Transfer Programs.....	169
Trustee Listing.....	259
Tuition and Fees.....	21
Tuition Refund Schedules.....	27
Tutoring.....	56

## V

Veterans.....	14
Visual Art BA.....	132

## W

Weekender Calendars.....	269
Weekender Program.....	19
Wildlife Biology AA.....	167
Withdrawal from the College.....	53
Withdrawal from Courses.....	52

---

# Notes

# Inside Back Cover

Back  
Cover