2009-10 Academic Calendar

Summer Semester 2009
May 28 - August 8, 2009

Term I
Classes begin: May 28
Last day to add classes: May 29
Last day declare pass/fail: May 29
Last day to drop classes: June 19
Pass/Fail opportunity: June 30-July 1
Last day of classes: July 1

Term II
Classes begin: July 7
Last day to add classes: July 8
Last day declare pass/fail: July 8
Last day to drop classes: July 31
Pass/Fail opportunity: August 6-7
Last day of classes: August 7
Graduation date: August 8

Fall Semester 2009
August 24 - December 19, 2009

Founders Day/Convocation: August 24
Mercy Service Day: August 25
Classes begin: August 26
Last day to add classes: September 2
Last day to declare pass/fail: September 2
Labor Day – no classes: September 7
Midterm: October 9
Fall break: October 14-18
Thanksgiving break: November 25-29
Last day to drop classes: November 30
Pass/Fail opportunity: Nov. 30-Dec. 4
Last day of classes: December 4
Final exams: December 7-10
Graduation date: December 19

Winter Term 2010
January 4 - February 2, 2010

Classes begin: January 4
Last day to add classes: January 5
Last day to declare pass/fail: January 5
Last day to drop classes: January 22
Pass/Fail opportunity: January 20-26
Last day of classes: January 27
Graduation date: February 6

Spring Semester 2010
February 3 - June 1, 2010

Classes begin: February 3
Last day to add classes: February 10
Last day to declare pass/fail: February 10
Midterm: March 19
Spring break: March 21-28
Good Friday – no class: April 2
Day classes – no class: April 5
Night classes – have class: April 5
Last day to drop classes: May 10
Pass/Fail opportunity: May 10-14
Last day of classes: May 14
Final exams: May 17-20
Graduation date: May 22
Graduation date: June 5

Summer Semester 2010
June 2 - August 21, 2010

Term I
Classes begin: June 2
Last day to add classes: June 3
Last day to declare pass/fail: June 3
Last day to drop classes: June 21
Pass/Fail opportunity: June 30-July 1
Last day of classes: July 7

Term II
Classes begin: July 12
Last day to add classes: July 13
Last day declare pass/fail: July 13
Last day to drop classes: August 2
Pass/Fail opportunity: August 12-13
Last day of classes: August 13
Graduation date: August 21
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This Catalog contains descriptions of academic policies and curricula in effect at Mount Mercy College during 2009-2010. Each student is responsible for being familiar with the information appearing in this Catalog. Failure to read the regulations will not be considered an excuse for non-compliance.

Mount Mercy reserves the right, without notice, to modify as necessary or desirable any portion of this Catalog and policies and procedures referred to herein. Every effort has been made to make the information in this Catalog accurate at the date of publication. When a student finds that extenuating circumstances might justify the waiver of a particular regulation, the student may file a petition according to established procedures.

Other Mount Mercy publications supplement this academic Catalog. The Good Book, a guide to student life at Mount Mercy, is the official source for information, policies and procedures detailing student life, on-campus housing and co-curricular activities. Tunnel Talk, a weekly newsletter, contains announcements of events at the institution. Students are expected to keep informed through these and other occasional publications.

EQUAL OPPORTUNITY

Mount Mercy does not consider race, color, creed, religion, national origin, sex, age, marital status, or handicap unrelated to ability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Mount Mercy compliance with the regulations implementing Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, section 504 of the Vocational Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other related federal and state laws and regulations is directed to contact Equal Opportunity Officer, Mount Mercy College, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402, (319) 363-8213, who has been designated by Mount Mercy to coordinate the institution’s efforts to comply with the federal and state regulations concerning equal opportunity and affirmative action in admissions, programs, activities, and employment.
Welcome to Mount Mercy . . .

Mount Mercy Mission and Goals

Mount Mercy is a Catholic College providing student-focused baccalaureate and graduate education in the spirit of the Sisters of Mercy.

As a Catholic college founded and sponsored by the Sisters of Mercy, Mount Mercy welcomes women and men of all beliefs to join our community in the pursuit of baccalaureate education and service to those in need.

Mount Mercy promotes reflective judgment, strategic communication, the common good and purposeful living through a core curriculum, liberal arts and professional majors and student development programs.

We strive for excellence in accomplishing our mission through our four interdependent goals:

Using Reflective Judgment
The abilities to think clearly and carefully, argue coherently and evaluate competing truth claims critically are fundamental to a college education. Reflective judgment requires a knowledge of basic fact, examination and evaluation of assumptions, adequate justification for drawing a conclusion and understanding implications of drawing that conclusion. With these skills, individuals can solve problems creatively and integrate knowledge across disciplines.
1. Students will demonstrate a knowledge of content, assumptions, terminology, and methodology of a broad range of academic disciplines needed for informed and meaningful participation in society, including literature, fine arts, history, mathematics, science, philosophy, religious studies and social sciences.
2. Students will demonstrate a depth of understanding in their major field that successfully prepares them for graduate study or a career following graduation.
3. Students will evaluate their points of view by analyzing multiple perspectives.
4. Students will integrate knowledge across the disciplines.
5. Students will apply creative, logical and scholarly processes in the pursuit of truth to form reasoned judgments and explain the implications of drawing those conclusions.

**Engaging in Strategic Communication**

Strategic communication requires selecting from a range of options in order to accomplish a chosen goal in an ethical manner. These options include construction and interpretation of messages in the written, oral and aesthetic forms using appropriate technology.

1. Students will generate, collect, organize and present ideas and information in written, oral and visual modes for chosen purposes and audiences.
2. Students will meet appropriate standards of quality when they communicate.
3. Students will demonstrate respect and responsibility in communication with others.

**Serving the Common Good**

The common good is at the heart of Catholic social teaching. Because persons are social by nature, every individual’s good relates necessarily to the common good, the sum of social conditions that allows all people to reach their human potential more fully. It includes respect for and ethical interaction with every person and the natural environment and, in the spirit of the Sisters of Mercy, service for the well-being of all humanity and action in the cause of justice in the world.

1. Students will recognize the challenges and opportunities of living in a changing, complex, global society and demonstrate inclusivity and sensitivity to the diverse human conditions.
2. Students will explain the significance of personal and social responsibility and be prepared to take action in modes of service, civic participation, advocacy and system change.
3. Students will articulate an ethical framework based on a respect for all human beings and the natural environment.
4. Students will examine the core values of social justice, particularly the Mercy commitment to advocate for persons who are vulnerable and marginalized.

**Promoting Purposeful Living**

A liberal education enables persons to achieve a greater degree of freedom upon which to act purposefully. Since development of purpose entails planning for life based on a set of priorities, Mount Mercy provides opportunities for spiritual growth, intellectual engagement, vocational clarity, social development, physical well-being, emotional maturity and responsible community leadership.

1. Students will discern and clarify their vocational choices.
2. Students will recognize the services and support available to assist them and others in determining which commitments will guide their lives.
3. Students will demonstrate the ways in which their abilities and knowledge enable them to be responsible leaders or participants.
4. Students will acknowledge the importance of a healthy and balanced life including social, physical, emotional and spiritual well-being.
5. Students will recognize the importance of life-long learning.
6. Students will analyze the evolving nature of relationships in their lives, professions and communities.
STATEMENT OF VALUES

As members of the Mount Mercy community, grounded in the tradition of the Sisters of Mercy and our Catholic identity, we are committed to:

Lifelong Learning and Education of the Whole Person
We believe that education is a lifelong experience where learning empowers the whole person, intellectually, spiritually, emotionally, and physically.

Pursuit of Truth and Dignity
We foster free inquiry in a compassionate culture where our dedication to faith, truth and mercy supports the dignity of each person within the human community.

Commitment to Students
We acknowledge and affirm that our students’ needs are central to decisions that affect community life.

Justice
We advocate for equality by actively creating just and healthy relationships in our learning community and in our global society.

Gratitude
We celebrate with humility all gifts and talents bestowed by God and faithfully share these blessings with the wider community.

Hospitality
We accomplish our work in the spirit of Catherine McAuley’s graciousness and inclusion that welcomes all people and perspectives.

Service
We instill a sense of responsibility and caring that calls us to serve the common good.

Approved by Board of Trustees April 28, 2007

ACCREDITATION

Mount Mercy is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; phone: 800-621-7440), the Council on Social Work Education (1725 Duke Street, Suite 500, Alexandria, VA 22314-3457), The State Board of Nursing and the Commission on Collegiate Nursing Education (One Dupont Circle NW, Suite 530, Washington, DC 20036). Mount Mercy is approved by the Iowa Department of Education (Grimes State Office Bldg., Des Moines, IA 50319-0146) to offer programs leading to teacher certification in both elementary and secondary education and endorsements in several areas including early childhood education, Strategist I K-6 and 7-12 and Strategist II K-12.

Mount Mercy Admission Office
(319) 368-6460 or 800-248-4504
www.mtmercy.edu
HISTORY OF MOUNT MERCY

The Sisters of Mercy of Cedar Rapids, Iowa, founded Mount Mercy as a two-year college for women in 1928. Its mission is based on the heritage of its founders, a religious community of women who came to Cedar Rapids in 1875. Catherine McAuley started the order in Dublin, Ireland, in 1831. One of her concerns was the education of women and the service of human needs as they exist.

In 1957 Mount Mercy began a four-year program, awarded the first bachelor’s degrees in 1959, and was accredited by the North Central Association of College and Schools as a baccalaureate institution in 1960. Since then, Mount Mercy has become coeducational, has established new academic programs, including new graduate programs in 2008, and has tripled its enrollment, drawing its board members, faculty, staff and students from all faiths and backgrounds. Through their ongoing sponsorship, the Sisters of Mercy, through the Conference of Mercy Higher Education, continue to support Mount Mercy in carrying out Catherine McAuley’s original vision of service.

Mount Mercy has close ties with the Cedar Rapids community, placing interns and graduates in profit and non-profit institutions and using the city’s cultural, religious, political and economic resources to enhance the institution’s programs.
ADMISSION

Mount Mercy is a nationally recognized, private Catholic college founded in the spirit of the Sisters of Mercy. We seek qualified applicants who have prepared themselves academically for the rigors of a challenging liberal arts-based education, and have demonstrated leadership in their school activities and community involvement. Mount Mercy does not consider race, color, creed, religion, national origin, gender, age, marital status, or handicap unrelated to ability in admission or access to, or treatment or employment in, its programs and activities.

FRESHMAN ADMISSION — PROCESS AND STANDARDS

Admission to Mount Mercy is selective, competitive, and based upon a full review process. Admission files are reviewed on a rolling admission basis until 15 days prior to the start of the academic term. Applications may be obtained from the Admission Office, Mount Mercy College, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402, (319) 368-6460 or 800-248-4504, or online at www.mtmercy.edu. A completed admission file includes:

• Application for admission
• Personal statement
• Official standardized test scores
  Mount Mercy’s ACT code is 1340 and SAT code is 6417
• Official high school transcripts
• An official copy of any collegiate coursework taken is also required
• One letter of recommendation (as requested)

Mount Mercy evaluates all files on an individual basis. While specific courses are not required for admission, a student’s transcript will be evaluated to ensure that a well-rounded college preparatory curriculum has been taken. Students applying to Mount Mercy are encouraged to complete the following coursework in high school:

• Four years of English
• Three years of Mathematics
• Three years of Social Studies
• Three years of Science

Strong consideration will be given to applicants who have a:

• Cumulative grade point average of 2.75 (on a 4.00 scale)
• Composite score of 20 on the ACT (940 SAT) with sub-scores of 17 or higher
• Class rank in the top half of graduating class

A variety of additional factors are also considered (the quality and nature of the courses taken, the sub-scores earned on the standardized test, extracurricular and community involvement, strength of the personal statement, motivation, personal circumstances, etc.) to ensure that the students admitted to the institution are those who are the best fit for Mount Mercy and whose preparation and experiences suggest that they have the best likelihood of succeeding here.

Home Schooled Students

Students who are home schooled will be considered for admission to Mount Mercy by the Admission Committee. In lieu of high school transcripts, applicants must submit records of high school or college-level studies, either in a transcript form (if available) or a detailed account of the subjects studied and materials used. Standardized test scores (ACT or SAT) also are required and must be submitted directly to the Admission Office.
Admission Committee
The Admission Committee will review admission files for students who do not meet the minimum admission standards or who warrant any concern. Students, who demonstrate strong potential and motivation for undergraduate success, may be admitted to Mount Mercy by providing additional information to the Admission Committee for use in the evaluation process (additional grades, personal statement, additional letters of recommendation, personal interview, etc.). Some students may be admitted to the institution with conditions, which must be satisfied during their freshman year in order to remain an enrolled student of Mount Mercy. Specific conditions and recommendations will be determined on an individual basis by the Admission Committee.

Offer And Acceptance Of Admission
An offer of admission to Mount Mercy is contingent upon the student maintaining a satisfactory record and completing graduation requirements – as noted on the final high school transcript (official transcript to be sent upon completion of the diploma). Mount Mercy reserves the right to withdraw its offer of admission when information is received after the original admission decision that indicates the student will no longer be a good fit for the institution.

A $200 deposit will be required to confirm attendance at Mount Mercy. The deposit will be used to reserve the student’s place at course registration and will be credited toward tuition and housing accounts.

Residency Requirements
Mount Mercy has a two-year residency expectation. Students must live in campus housing during their first four semesters of full-time college attendance. Students may be exempt from this requirement if: living with parents; if “independent” status with regard to federal financial aid regulations; or if they turned 21 years old before July 1 preceding their second year. An exemption request must be filed with the institution, and approved, in order for the exemption to be made.

TRANSFER ADMISSION — PROCESS AND STANDARDS
A transfer applicant is considered to be anyone who has obtained a high school diploma, GED, or equivalent and who has attempted college course work beyond high school. College-level credits earned at regionally accredited institutions are evaluated and accepted as credit toward graduation from Mount Mercy. However, because some majors require a minimum grade point average, course work is evaluated according to departmental requirements. Please consult individual department information included in this Catalog.

Applications may be obtained from the Admission Office, Mount Mercy College, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402, (319) 368-6460 or 800-248-4504, or online at www.mtmercy.edu. Admission files are reviewed on a rolling admission basis until 15 days prior to the start of the academic term. A completed admission file includes:

- Application for admission
- Personal statement
- Official high school transcripts/equivalent and transcripts from all previous colleges attended (for applicants who have not earned an associates degree or higher from an accredited college or university)
- Transcripts from all previous colleges attended (for applicants who have earned an associates degree or higher from an accredited college or university). Updated copies of the transcripts need to be sent prior to actual enrollment if the student applies for admission while enrolled at another college.
In accordance with an articulation agreement with Kirkwood Community College, Associate of Arts or Associate of Science graduates, who have at least a 2.00 cumulative grade point average, will be automatically accepted for admission.

Mount Mercy reviews all files on an individual basis. While specific courses are not required for admission, the transcripts will be evaluated to ensure that a strong college curriculum has been successfully completed. Strong consideration will be given to applicants who have a cumulative transfer grade point average of 2.50 (on a 4.00 scale). Any student who is looking to transfer with 2 semesters or less will be reviewed by the Admission Committee before acceptance can be made.

However, a variety of additional factors are considered (the quality and nature of the courses taken, the strength of the personal statement, intended major, student motivation, personal circumstances, etc.) – to ensure that the students admitted to the institution are those who are the best fit for Mount Mercy and whose preparation and experiences suggest that they have the best likelihood of succeeding here.

**Admission Committee**
The Admission Committee will review all admission files for students who do not meet the admission standards or who warrant any concern. Students, who demonstrate strong potential and motivation for undergraduate success, may be admitted to Mount Mercy by providing additional information to the Admission Committee for use in the evaluation process (most recent transcripts of college-level work, personal statement, letters of recommendation, personal interview, etc.). Some students may be admitted to Mount Mercy with conditions, which must be satisfied during their first year at the institution in order to remain an enrolled student at Mount Mercy. Conditions and specific recommendations will be determined on an individual basis by the Admission Committee.
Offer and Acceptance of Admission
An offer of admission to Mount Mercy is contingent upon the student maintaining a satisfactory record and completing class requirements (official transcript to be sent upon completion of the semester). Mount Mercy reserves the right to withdraw its offer of admission when information is received after the original admission decision that indicates the student will no longer be a good fit for Mount Mercy.

A $200 deposit will be required to confirm attendance at Mount Mercy. The deposit will be used to reserve the student’s place at course registration and will be credited toward the student’s tuition account.

Residency Requirements
Mount Mercy has a two-year residency expectation. Students must live in campus housing during their first four semesters of full-time college attendance. Students may be exempt from this requirement if: living with parents; if “independent” status with regard to federal financial aid regulations; or if they turned 21 years old before July 1 preceding their second year. An exemption request must be filed with the institution, and approved, in order for the exemption to be made.

READMISSION
Students who withdraw from Mount Mercy and are interested in returning to the institution must apply for readmission. The readmission application is available in the Admission Office or online at www.mtmercy.edu. If courses have been completed at other institutions, those official transcripts must be sent directly to the Admission Office.

SPECIAL STUDENTS
Students who are interested in taking one or two courses at Mount Mercy are categorized as special students. If the student currently is pursuing a degree at another college, it is recommended that permission be obtained from the home college before enrolling at Mount Mercy. Special students must first complete the special student application available from the Admission Office or online at www.mtmercy.edu. If a prerequisite course is needed for the course, an official transcript must be sent to the Admission Office to show successful completion of that prerequisite. Any special student that wishes to continue at Mount Mercy must complete the regular transfer application process.

INTERNATIONAL ADMISSION
Applications for International Admission may be obtained from the Admission Office, Mount Mercy College, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402, (319) 368-6460 or 800-248-4504, or online at www.mtmercy.edu. Admission files are reviewed on a rolling admission basis until 15 days prior to the start of the academic term.

Freshman International Admission
For consideration as an International Freshman, a completed admission file must include:

- Application for admission with personal statement
- Official high school transcripts translated into English by a foreign credit evaluation agency or by an official English language translator
• Official scores from tests of English language proficiency. Equivalency exams considered:
  TOEFL (550 PBT, 213 CBT, 79 IBT)
  IELTS (6.5)
  STEP Eiken (Grade 1)
  ACT (20) or SAT (940)
• Certificate of Finance or letter/affidavit from the bank certifying funds are available

Transfer International Admission
For consideration as an International Transfer student, a completed file must include:
• Application for admission with personal statement
• Official high school, college and/or foreign university transcripts translated into English by a foreign credit evaluation agency
• Official scores from tests of English language proficiency. Equivalency exams considered:
  TOEFL (550 PBT, 213 CBT, 79 IBT)
  IELTS (6.5)
  STEP Eiken (Grade 1)
  ACT (20) or SAT (940)
• Certificate of Finance or letter/affidavit from the bank certifying funds are available
COllege EXPENSES

Students will receive statements monthly while they are attending Mount Mercy. Fall tuition, room and board fees must be paid in full by August 15th and spring tuition, room and board fees by January 15th, unless the student enrolls in the Mercy Payment Plan. If the student is not enrolled in the Mercy Payment Plan and their tuition, room and board is not paid in full, all future course registrations and financial aid will be cancelled. If additional financial aid is received after the full payment has been made, the student may request a refund of the credit balance of his/her account. Payments may be made by cash, check, debit or credit card (Visa, MasterCard or Discover).

Other charges, for example bookstore purchases and additional food charges, are payable in full by the due date indicated on the monthly statement (i.e. they are not eligible for the Mercy Payment Plan). If payments are not received by the due date, a service charge equal to 1% of the total balance due will be added to the student’s account.

Because of rapidly changing economic conditions, it may become necessary to alter tuition and fee structure before the next edition of this Catalog is published.

TUITION, ROOM AND BOARD AND OTHER FEES 2009-2010

Full-time students
A student is considered full-time if she or he is registered for 12 or more hours per semester. Enrollment in more than 16 credit hours will result in additional tuition being charged at a rate equivalent to the part-time tuition rate per hour.

<table>
<thead>
<tr>
<th></th>
<th>Fall semester</th>
<th>Spring semester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (12-16 hours)</td>
<td>$11,050</td>
<td>$11,050</td>
<td>$22,100</td>
</tr>
<tr>
<td>Room &amp; Board*</td>
<td>$3,490</td>
<td>$3,490</td>
<td>$6,980</td>
</tr>
<tr>
<td>Total</td>
<td>$14,540</td>
<td>$14,540</td>
<td>$29,080</td>
</tr>
</tbody>
</table>

* Blue Meal Plan (avg. 2 meals per day) and Double Occupancy Room

Mount Mercy has a two year residency requirement because it considers the residential program integral to the educational experience. Students are expected to live in campus housing during their first four semesters of full-time college attendance (typically freshmen and sophomores). These students will automatically be charged for room and board.

Students may request an exemption from this requirement if the student:

- Lives with parents
- Has “independent status” with regard to federal financial aid regulations
- Turned 21 years old before July 1 of the current year

An exemption request must be approved by the Office of the Vice President of Enrollment and Student Services. Upon approval of the exemption request, the room and board charges will be removed from the student’s account. Exemption request forms are available from the Admission, Student Services, and Business Offices. Exemption forms will be available at registration.

Winter Term Tuition
Winter term tuition for one course is included in the full-time tuition rate for all students who are enrolled full-time in both fall and spring semesters. There will be no refund of tuition or room and board for winter term if a full time student chooses not to enroll in winter term.
**Part-time Students**

A student is considered part-time if he or she is enrolled in less than 12 hours per semester. Tuition for part-time students is assessed based upon the number of hours for which a student is registered.

- **Part-time tuition (1-11.5 semester hours)**: $610/semester hour

**Advance and Accelerated Program Students**

Please refer to page 196 of this Catalog for a description of this program for non-traditional, working students.

- **Advance @ Mount Mercy**: $395/semester hour
- **PREP and TEACH Program**: $395/semester hour

**Graduate Program Students**

Please refer to page 220 of this Catalog for a description of these programs.

- **MBA**: $500/semester hour
- **MA in Education**: $390/semester hour

**Room and Board Options**

**Academic Year**:

Students have a number of options regarding both room and board. Please note that the charges below are adjustments to the room and board charges previously detailed.

**Residence Halls**:

<table>
<thead>
<tr>
<th>Room type</th>
<th>Amount per semester</th>
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</thead>
<tbody>
<tr>
<td>Double or Triple Room, Regina and McAuley</td>
<td>$1,675</td>
</tr>
<tr>
<td>Single Room, Regina</td>
<td>$2,043</td>
</tr>
<tr>
<td>Single with bath, Regina and McAuley</td>
<td>$2,132</td>
</tr>
<tr>
<td>Single-in-double, Regina and McAuley</td>
<td>$2,410</td>
</tr>
<tr>
<td>Double, Andreas House and Lower Campus*</td>
<td>$2,083</td>
</tr>
<tr>
<td>Single-in-double, Andreas House and Lower Campus</td>
<td>$3,424</td>
</tr>
</tbody>
</table>

*Students who have lived in campus housing for 4 consecutive semesters will receive the following discounted rates:

- **Double, Andreas House and Lower Campus**: $1,675
- **Single-in-double, Andreas House and Lower Campus**: $2,610

**Board Plans**:

<table>
<thead>
<tr>
<th>Board type</th>
<th>Amount per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Plan – an average of 14 meals per week</td>
<td>$1,815</td>
</tr>
<tr>
<td>Gold Plan – an average of 19 meals per week</td>
<td>$1,942</td>
</tr>
<tr>
<td>Mustang Plan – an average of 7 meals per week</td>
<td>$1,464</td>
</tr>
</tbody>
</table>

**Other Board Options**

**Summer Housing**:

Current Mount Mercy students (were enrolled spring semester) who are enrolled in summer courses or have pre-enrolled for fall semester classes may choose to live on campus in either Andreas or Lower Campus. There is no board plan for the summer. Summer housing rates:

- **Double, Andreas House and Lower Campus**: $1,108
- **Single-in-double, Andreas House and Lower Campus**: $1,342

If the student ceases enrollment during the summer, he or she will be asked to move out of
campus housing. Students new to Mount Mercy must be enrolled in summer courses in order to choose summer housing on campus.

12-month Housing:
Students may sign a 12-month housing contract. A student who elects this option is not required to be enrolled in summer courses, however, the student must have been enrolled in spring semester courses and be pre-enrolled for fall semester classes. The 12-month contract begins in May and is in effect until the end of the following spring semester in May. Students who choose this option will be able to live in their current housing until their preferred room is available. 12-month contracts receive a 5% discount on total room rates for summer and academic year, based on room type selected.

Please contact Residence Life or the Student Services Office for more information on either of these options.

**SPECIAL FEES**
*(All fees are non-refundable except where noted)*
Application fee (payable on application by all except non-degree special students) .......... $20
Assessment fee of Prior Learning Experience assessment fee ........... $25 per semester hour
Audit fee for a regular course .......................................................... $500
Audit fee for activity or lab course .................................................. $550
Challenge Exam fee .................................................................. $15 per semester hour
Course drop fee ...............
Housing damage deposit (refundable if conditions met) .................. $50
Lab course fee (applies to all lab courses except Nursing) ............. $25
Medical Technology fee ................................................................ $100
Mount Mercy I.D. replacement card fee ......................................... $15
Music lesson fee .................................................................See page 163 of this Catalog
Nursing lab course fee .............................................................. $100
Nursing clinical challenge exam .................................................. $50
Nursing clinical challenge exam recording fee .............................. $15 per semester hour
Official Transcript ................................................................... $5
Parking Fees ..........................................................See the Good Book
Replacement Diploma ................................................................ $20
Returned check ........................................................................ $25
Student Credential File set-up fee ............................................. $25
Tuition deposit for all full-time students
(paid at time of acceptance and credited to tuition) ..................... $200

Other student costs include:
Books and supplies .................................................................. est. $1,000
Transportation (full-time students living on campus) .................. est. $1,232
Transportation (full-time students living with parents) ............... est. $1,978
Transportation (full-time students living off campus) ............... est. $2,960
MERCY PAYMENT PLAN

The Mercy Payment Plan allows each semester’s tuition, room and board to be paid in 4 equal installments due on the 15th of August, September, October and November for fall semester and the 15th of January, February, March and April for spring semester. The Mercy Payment Plan can only be used for the payment of tuition, room and board. All other charges, for example bookstore purchases and additional food charges, are payable in full by the due date indicated on the monthly statement. There is a $100 enrollment charge to participate in this plan.

All enrolled students are eligible for the Mercy Payment Plan unless:
1. The student is reimbursed by their employer.
2. The student account is considered delinquent, (see below).
3. A student at anytime has declared bankruptcy in which a Mount Mercy account has been written off.

DELINQUENT ACCOUNTS

All students, except those receiving employer reimbursement, are required to have their entire account paid in full by the end of the term (November 15th for fall semester, April 15th for spring semester, and by the end of the term for all other sessions). Any balance remaining after the above dates will be considered delinquent.

Students who are reimbursed by their employers are required to have their entire account paid in full within 45 days from the end of class or their account will be considered delinquent.

Students with delinquent accounts may be subject to the following actions until the balance is paid in full.

a. All current and future registrations will be cancelled.
b. All financial aid for future terms will be cancelled.
c. All student account privileges will be revoked.
d. Student will no longer be able to reside in student housing.
e. Student will not be able to obtain official transcripts.
f. Reimbursed students will be required to have their account paid in full before class starts.
g. Interest of 18% per annum will be assessed on the unpaid balance.
h. Delinquency may be reported to a credit bureau.
i. Account may be referred to a collection agency for the full amount due plus all collection costs and legal fees.

**GRADUATION POLICY**

No diplomas will be issued and no official transcripts will be released until all financial obligations to Mount Mercy have been paid in full. Graduating seniors who have an outstanding balance will not be allowed to participate in the commencement ceremonies.

**REFUNDS**

**Tuition**

**Fall and Spring Semesters**
A student’s final bill will be determined on the last day to add classes for each semester. This is generally 7 days after the beginning of the semester and is referred to as the final bill date. Before the final bill date students may adjust their class schedules without incurring add/drop fees.

Students who withdraw from Mount Mercy after the final bill date may be eligible to receive a refund of a portion of the tuition charged for the semester. The tuition refund schedule follows the federal financial aid guidelines. Please contact the Business Office for more information regarding tuition refund amounts.

**Winter Term and Summer Sessions**
A student’s final bill will be determined on the last day to add classes for each term which is generally 3 days after the beginning of the term (final bill date). Students may adjust their class schedules without incurring add/drop fees before the final bill date.

Students who drop classes after the final bill date will not be eligible to receive a refund of any of the tuition charged for that class unless they withdraw from Mount Mercy.

**Room and Board**
The room and board terms and conditions are stated in the contract signed by the student. During the semester there may be a proportional refund of room and board charges if the student officially withdraws from Mount Mercy or moves off campus with the approval of the Director of Residence Life. There is a $500 contract cancellation fee that will be imposed on any student who doesn’t fulfill the room and board contract.
FINANCIAL AID

FINANCIAL AID AWARDS

It is the goal of the Financial Aid Office to make it financially possible for all qualified students to attend Mount Mercy. The financial aid programs at Mount Mercy are administered in conjunction with the policy that the family is the primary and responsible resource for helping students meet their educational costs. The financial aid programs are available to assist in meeting the difference between potential resources and college expenses.

FINANCIAL AID AWARD NOTIFICATION

Mount Mercy’s financial aid award letter will serve as official notification of the student’s financial aid eligibility. The award letter, while not a commitment of funds, is an initial indication of state, federal, institutional, and outside agency funds available. The award letter will include the amounts of federal, state and institutional aid for which the student is awarded, and the award period.

The award letter is extremely important. A student’s aid will not be applied to his/her billing account until the student has accepted the award. If the student wishes to accept this offer, sign on the appropriate lines within the Student’s Statement of Acceptance and return to the Financial Aid Office no later than 20 days from the receipt of the letter. Any portion of the award may be declined by drawing a line through the item and initialing it to confirm that decision. A student may reduce an item by drawing a line through it, writing in the reduced amount, and initialing. Also, the student needs to sign the accept line to confirm that he/she wishes to receive the rest of the award. Awards that are declined will not be replaced with other sources. If the financial aid award letter is not returned to the Financial Aid Office by the first day of class, the student’s financial aid will be cancelled and the student will be responsible for paying all tuition, room and board charges. If a student’s account becomes delinquent prior to the first day of class, his/her course registration will be cancelled.

Accepting the awards by the due date reserves funding in the student’s name. Mount Mercy does not guarantee that funds will be available to the student beyond the due date. Mount Mercy supports the National Candidate Reply Date, which allows admitted students to choose, without penalty, among offers of admission and financial aid until May 1.

The financial aid award letter is designed to give the student a complete summary of his/her financial assistance. Scholarships and grants listed on the award letter may be contingent on the maintenance of a specific grade point or other academic or performance benchmarks. Please be aware that the award letter may be revised if the student does not achieve specific scholarship or grant criteria.

Students who are eligible to receive 100% employer reimbursement are not eligible for Mount Mercy institutional financial aid.

Mount Mercy institutional financial aid is available for only the fall and spring semesters.

The amount of the financial aid award depends on the student’s enrollment status. The amount will vary depending on full-time (12-16 credit hours); three-quarter time (9-11 hours); half-time (6-8 credit hours); or less than half-time status (1-5 credit hours).

If there are any questions about the amount of aid to which the student is entitled, please contact the Financial Aid Office for a review of the student’s awards. The student should retain the award letter for his/her records and to use as a reference whenever there are questions about the financial aid package.
CHANGES TO THE AWARD LETTER

Any change in enrollment status could affect the financial aid award. Please contact the Financial Aid Office prior to increasing or reducing a course load. It is the student’s responsibility to notify the Financial Aid Office of any changes. Notification prior to the beginning of the term will facilitate proper disbursement of financial aid.

FUNDING

A student’s financial aid award is based on projected funding from institutional, state and federal sources and is therefore subject to change.

Pell Grant
The amount shown on an award is an estimate of the grant a student will receive. This amount can change as a result of any federal regulation.

Academic Competitiveness Grant/SMART Grant
The amount shown on an award is an estimate of the grant a student will receive. Failure to meet the necessary grade point average or enroll in a required major will result in loss of the grant.

Iowa Tuition Grant
In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

Teach Grant
The amount shown on an award is an estimate of the grant a student will receive. This amount can change as a result of any federal regulation or failure to maintain a cumulative GPA of 3.25 or higher.

VERIFICATION

Federal regulations require that designated applicants for financial aid must complete a verification process. Students may be selected for this process by the U.S. Department of Education or by Mount Mercy. If a student is selected for the verification process, the student is required to provide the Financial Aid Office with supporting documents (i.e. copies of the student’s and their parent’s, if applicable, federal tax returns, W-2’s, verification worksheet, etc.) that confirm the information reported on the Free Application for Federal Student Aid (FAFSA). It is important to provide Mount Mercy with any requested materials as soon as possible. A student’s financial aid package is not final until all requested materials have been submitted to the Financial Aid Office. The Financial Aid Office will verify the information reported and make any necessary corrections. The student will receive a new student aid report if corrections are made. The financial aid award is subject to change if verification procedures result in a different calculation of need. If the student is selected for verification, financial aid will not be posted to their billing account until the process has been completed.
TYPES OF FINANCIAL AID

Financial aid consists of two types of assistance: gift aid and self-help aid. Gift aid is in the form of scholarships, grants and awards that do not need to be repaid. The sources of gift aid are Mount Mercy, the federal government, the State of Iowa and private donors. Self-help aid refers to student employment and loans. A student assisted by employment must work a specific number of hours in order to receive the aid. Loans will need to be repaid. The following is a description of various programs that are available.

INSTITUTIONAL ASSISTANCE
(Please see page 34 for renewal criteria)

Sister Mary Ildephonse Holland Scholarship
The Holland Scholarship is a competitive four-year, full-tuition scholarship for entering freshmen. Requirements include: 26 ACT or above; 3.50 or greater high school GPA; evidence of active extracurricular participation; admission process must be completed by December 31 of the preceding year; FAFSA filed by July 1; and participation at Mount Mercy Scholarship Day. Students receiving this scholarship are automatically part of the Catherine McAuley Leadership Program. On campus residency is also required of Holland Scholarships. The scholarship applies only to the fall and spring semesters. Overloads and summer school are not covered by the scholarship.

Academic Scholarships, Grants, and Awards*
Academic scholarships and awards are awarded to accepted students on the basis of their previous academic performance and potential for achievement at Mount Mercy. These awards include the Presidential Scholarship, Distinguished Honor Scholarship, Honor Scholarship, and Collegiate Award.

Transfer students with fewer than 15 semester hours will follow the same guidelines as new freshmen.

A student must be enrolled for at least 6 semester hours to be eligible for an academic scholarship or grant.

Academic scholarships and awards are available for only fall and spring semester. A separate application is not required.

Scholarships and awards are generally available for four full-time academic years as long as the renewal criteria are met.

* A student’s Academic scholarship or award may be funded, in whole or part, by Mount Mercy’s endowed and annual funds. These funds are a result of the generous contributions made to the institution by both individuals and corporations. To encourage the continued support of these donors and to obtain funding for future students, some students may be asked to write a thank you to those that have helped fund the student’s academic award.

Art Scholarships
Art scholarships are awarded each year to entering full-time students completing their first baccalaureate degree in the art major (fine arts, graphic design, or art education concentration) or minor. The scholarship is based on students’ potential skills and interest in the visual arts as evidenced by performance in high school or college art courses. A portfolio of artwork must be submitted and presented to Art faculty. A letter of recommendation from a high school art teacher (incoming freshman) or a letter of recommendation from a college instructor (transfer students) is required. If a prospective freshman attends a high school without an art program, a
letter from an arts professional is acceptable. Scholarship application deadline is February 15th for Fall enrollment. Mid-year transfers or new starts should contact the department regarding available funding.

**Vocal Music Scholarships**
College Choir and Music Major scholarships are awarded each year to entering full-time students completing their first baccalaureate degree. The scholarship is based on students’ ability and interest in vocal music as evidenced by performance in high school and/or through private music teachers. Students must audition or submit a recording to be considered and provide a letter of recommendation from a high school music teacher or private applied teacher. Scholarship application deadline is February 15th for Fall enrollment. Mid-year transfers or new starts should contact the department regarding available funding.

**Social Work Scholarships**
Social Work scholarships are awarded to entering full or part-time students intending to complete a major in Social Work. Selection of recipients is based on academic ability, demonstrated interest in issues relevant to social work and involvement in social services. A major purpose for the scholarship is to support students from groups that have been under represented in the department, including those experiences and perspectives that can add diversity to the classroom experience. Scholarship application deadline is February 15th. However, scholarships will be awarded until funding is exhausted.

**Speech & Drama Scholarships**
Speech & Drama scholarships are awarded each year to entering full-time students completing their first baccalaureate degree. The scholarship is based on students’ skills and interest in studying speech and dramatic arts as evidenced by performance and participation in high school, college, or community activities. A letter of recommendation from a teacher or director who has had a close working relationship with the recipient is also required. Scholarship application deadline is February 15th for Fall enrollment. Mid-year transfers or new starts should contact the department regarding available funding.

**Phi Theta Kappa Transfer Scholarship**
A limited number of scholarships are awarded to incoming community college students who are members of Phi Theta Kappa national honor fraternity. Applicants must be seeking full-time enrollment at Mount Mercy, be transferring at least 45 credit hours, and have a cumulative grade point average of 3.25 or higher. To be considered for this scholarship, the student must submit a Mount Mercy Application for the Phi Theta Kappa Transfer Scholarship.

**Athletics Scholarships**
Athletic Scholarships are awarded each year to entering, full-time students who are academically eligible to compete in NAIA athletic events, based on the student’s current and potential ability. Coaches of each sport will work with the Athletic Director and Financial Aid Office to award the scholarships. Students will keep their scholarships for the length of their stay at Mount Mercy as long as they remain a member of their respective team and are in good standing. If a student chooses to leave the team or is removed from the team for disciplinary or academic reasons (as determined by NAIA by-laws) his or her athletic scholarship will be withdrawn immediately. The scholarship will be prorated at the time of dismissal. A student will have the right to appeal the decision to withdraw the Athletic Scholarship by a committee composed of the Director of Athletics, Vice President for Enrollment and Student Services, and the Faculty Athletics Representative.
Achievement Awards
The Leadership & Service and Heritage Awards are available to entering full-time students completing their first baccalaureate degree. The awards are highly selective and a student must show evidence of strong community participation, service to others and involvement in school and church. Application deadline for this award is February 15th.

Lavern T. Busse Award
The Busse Award is a need-based award available to new high school graduates with a minimum 3.00 high school GPA. Priority is given to students who file their FAFSA by March 1st and demonstrate specific financial need.

Alumni Referral Scholarships
The Alumni Referral, Sibling, and Legacy Scholarships are available to entering full-time students completing their first baccalaureate degree. The student must be nominated by an alum of Mount Mercy, have a sibling who is currently attending or an alum, or have a parent or grandparent who is an alum. Application is required.

Out-of-State Grant
Out-of-State Grants are available for students whose state of legal residency is not the state of Iowa. In order to be eligible, you must file the FAFSA by July 1st and demonstrate specific financial need. Students are required to live on campus to receive this grant.

Outstanding International Student Award
The International Grant is awarded to international students not eligible for federal financial aid.

One-Course Grant
Students enrolled for one course (3-5 hours) are eligible for a special $300 grant. This grant is available only during fall and spring semesters. Students must complete the course with a grade of “C” or better, maintain a cumulative grade point average of 2.30, and apply for fall grants by December 30th and spring grants by May 31st. Those individuals receiving employer reimbursement or other financial aid are not eligible. A letter from your employer stating you are not reimbursed must be submitted to the Financial Aid Office with the application.

Campus Employment
Employment is available to students not eligible for federal work-study. The procedural guidelines for campus employment are the same as for the federal work-study program.

McElroy Loan
The McElroy loan is designed to assist students who do not qualify for loans that are based on financial need. The amount a student can borrow is based on the amount of funds available. A typical award is $1,500. The interest rate on new loans is currently at 5%.

FEDERAL PROGRAMS

To receive aid from the major federal student aid programs, a student must:
1. Be enrolled as a regular student in an eligible program. A regular student is someone who is enrolled for the purpose of obtaining a degree.
2. Have a high school diploma or its recognized equivalent or pass a U.S. Department of Education-approved test. Home-school students are also eligible under certain circumstances.

3. Be making satisfactory academic progress as defined later in this section (pg. 32).

4. Be a U.S. citizen or eligible non-citizen.

5. Certify that he/she is not in default on any Federal Student Aid (FSA) loan or owe an overpayment on any FSA grant or loan.

6. Provide a correct Social Security number.

7. Register with Selective Service, if required.

8. File the Free Application for Federal Student Aid (FAFSA). The result yielded from this form is an Expected Family Contribution (EFC).

9. Provide federal tax returns, W-2’s verification worksheets, and any other information if requested.

10. Attend class on a regular basis.

All federally funded programs are subject to change as a result of legislative action.

**Federal Pell Grant**

This grant is available to undergraduate students who meet certain financial need qualifications and meet the other FSA requirements as stated above. Application is made by filing a FAFSA. The final amount a student receives is determined by the number of credit hours that he/she is enrolled in at the end of the refund period and the Expected Family Contribution (EFC). No repayment is required unless the student changes credit hours or withdraws from school. The maximum grant is determined by federal legislation.

**Academic Competitiveness Grant (ACG)**

ACG is awarded to eligible students of up to $750 for the first academic year of study and up to $1,300 for the second academic year of study. Eligible student must be a U.S. Citizen, a Pell grant recipient, enrolled in a full-time degree program and completed a rigorous secondary school program of study after 1/1/2007 for first year students and 1/1/2006 for second year students. A first year student must not have been previously enrolled as a regular student in an undergraduate program and a second year student must have a cumulative 3.00 grade point average at the end of their first academic year.

**National SMART Grant**

To be eligible a student must be a U.S. Citizen, a Pell grant recipient, enrolled in a full-time four-year degree program majoring in physical, life or computer science, mathematics or technology and have at least a cumulative 3.00 grade point average and be enrolled in their third or fourth year of study.

**Federal Supplemental Education Opportunity Grant (FSEOG)**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions. There is no guarantee every eligible student will be able to receive a FSEOG. Awards are based on the availability of funds at Mount Mercy.

**Federal College Work-Study (FWS)**

The Federal Work-Study program is based on need. Application is made by filing the FAFSA. The student’s eligibility depends upon the need for employment to defray educational expenses, with preference given to those with the highest financial need. Many students are offered em-
ployment as part of their financial aid award. The student is expected to work during those hours agreed upon with the supervisor and cannot work while they are scheduled for class. Every effort will be made to place the student in a job related to her/his field of interest and/or past experience. However, there is no guarantee of employment or the amount the student will earn. A student can only earn up to the amount awarded. The funds are only disbursed when the student works the required hours.

**Federal Perkins Loans**

These loans are available to students who show exceptional financial need. Application is made to Mount Mercy by filing the FAFSA. The amount of a student’s Federal Perkins Loan will depend upon the student’s financial need and the available funds. A student may not borrow more than a total of $5,500 per year with a maximum of $27,500 as an undergraduate. The borrower must begin payment no later than nine (9) months after ceasing to be enrolled at least six (6) credit hours. The interest rate is 5%. No interest accrues until nine (9) months after the student discontinues taking at least six (6) credit hours. The institution may require a repayment of no less than $40 per month. Deferments are available if the student continues to be enrolled on at least a half-time basis, demonstrate economic hardship or are unemployed. When the student enters repayment status on his/her Federal Perkins Loan, certain cancellation provisions are available. The standard repayment period is ten (10) years. Further details regarding repayment obligations can be found on the Perkins Loan promissory note.

**William D. Ford Federal Direct Loan Program**

The Direct Loan Program helps students meet their education costs. The Direct Loan Program offers both Federal Direct Subsidized and Unsubsidized Stafford Loans.

A subsidized loan is awarded on the basis of financial need. If the student qualifies for a subsidized loan, the federal government pays interest on the loan (“subsidizes” the loan) until the student begins repayment and during authorized periods of deferment thereafter.

An unsubsidized loan is not awarded on the basis of need. If the student qualifies for an unsubsidized loan, the student will be charged interest from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest or allow it to accumulate. If the student allows the interest to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of the loan and will increase the amount repaid. If the student pays the interest as it accumulates, the student will repay less during the loan repayment period.

The student can receive a subsidized and an unsubsidized loan for the same enrollment period.

If the student is a regular (degree-seeking) student enrolled in an eligible program of study at least half-time, the student may receive a Direct Loan. The student also must meet other general FSA eligibility requirements as noted previously.

The current interest rate is fixed at 5.6% for subsidized loans and 6.8% for unsubsidized loans.

The loans have a 2.5% origination fee less a 1.5% interest rate rebate that is subtracted from the loan proceeds.

A dependent student can borrow on a subsidized loan up to: $3,500 if the student is a first-year student; $4,500 if the student has completed 30 semester hours; $5,500 a year if the student has completed 60 semester hours and the remainder of the program is at least a full academic year. A dependent student may also borrow up to $2,000 per academic year on an unsubsidized loan. However, students are encouraged not to take a loan for an amount larger than necessary.

If the student is an independent undergraduate student or a dependent student whose parents are unable to qualify for a PLUS loan, the student can borrow an additional amount in
unsubsidized loan: $6,000 a year if the student has earned less than 60 semester hours; $7,000 a year if the student has earned at least 60 semester hours.

The total debt the student can have outstanding from all Direct Loans is: $31,500 for a dependent undergraduate student (no more than $23,000 of this amount may be in subsidized loans); $57,500 as an independent undergraduate student (no more than $23,000 of this amount may be in subsidized loans); $138,500 as a Professional or Graduate student (no more than $65,000 of this amount may be in subsidized loans).

The student must complete the required Master Promissory Note and entrance interview session. Information on these procedures will be sent from the Financial Aid Office. The loan proceeds will be applied to the student accounts in two or three disbursements – one each semester. The loan proceeds will first be applied to any outstanding balance on your student account. Any excess funds can be obtained by requesting a check through the Business Office.

**Federal Direct PLUS Loans**

For parent borrowers, the Direct Loan Program offers the Federal Direct PLUS loan (Direct PLUS Loan). This enables a parent with good credit history to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half-time.

To be eligible to receive a Direct PLUS loan, the student’s parent will be required to pass a credit check. If the parent does not pass the credit check, the parent might still be able to receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to co-sign the loan, promising to repay it if the student’s parent should fail to do so. The student and his/her parent must also meet other general FSA eligibility requirements.

The yearly limit on a PLUS Loan is equal to the student’s cost of attendance less any other financial aid for which the student is eligible. For example, if the student’s cost of attendance is $18,000 and the student is eligible for $15,000 in other financial aid, the student’s parent could borrow up to, but no more than $3,000.

The current interest rate is fixed at 7.9% and is subject to change.

Repayment begins within 60 days after the loan is fully disbursed, unless a deferment condition applies. More information and the application for this loan can be obtained by contacting the Financial Aid Office.

**STATE ASSISTANCE**

To be eligible for state financial aid programs, a student must be: a resident of Iowa (as defined by the State Board of Regents) and a United States citizen; or residing in the United States on a permanent visa; or a refugee (as defined by the U.S. Citizenship and Immigration Services); and currently enrolled or planning to enroll at least part-time (3 hours minimum) in an undergraduate degree program.

**Iowa Tuition Grants**

The Iowa Tuition Grant is based on financial need with priority given to the most needy applicants. The maximum grant is set annually by the State Legislature. The grant is available for up to four years of full-time undergraduate study and may be adjusted for less than full-time study. The maximum grant award is contingent on available state funds and is subject to modest across-the-board reductions. To be considered for an Iowa Tuition Grant, the Department of Education processor must receive the student’s FAFSA form no later than July 1st.
Iowa Grants
The Iowa Grant is based on financial need with priority given to the neediest applicants. The maximum grant is $1,000 per year for up to four years of full-time undergraduate study and may be adjusted for less than full-time study. The number of grants awarded each year is based on the availability of funds from the State of Iowa.

ADDITIONAL FINANCIAL AID PROGRAMS

Special Programs
The Division of Vocational Rehabilitation of the Iowa Department of Public Instruction or a similar division in other states make assistance available to physically and mentally challenged students who are residents of the state. More information is available from the Iowa Vocational Rehabilitation Services, 510 East 12th St., Des Moines, IA 50309, or the student’s home state office.

Veterans or dependents of veterans planning to enroll should contact their Regional VA office and the Registrar’s Office at Mount Mercy to ensure proper certification of status and benefits.

Outside Scholarships
An outside scholarship is one awarded by an independent grant source such as a civic organization or a foundation. This scholarship is considered a part of the student’s financial assistance award and must be reported to the Financial Aid Office.

Scholarships and grants administered and regulated by the State of Iowa and the federal government are not considered outside scholarships.

If the student’s financial aid is based on financial need and contains federal and/or state funds, the financial aid award cannot exceed the student’s financial need from any source. If a student’s financial need has not been met in full, the outside scholarship will be added to a student’s financial aid award. If the student’s need has been met in full, reductions will be made in
the Federal Direct Subsidized loan. If the financial aid award does not contain a Federal Direct Subsidized loan, but does contain federal or state funds, and the need has been met in full, the federal or state funds will be reduced by the value of the outside scholarship. This is mandatory in order that the institution not exceed the student’s financial need and stay in compliance with state and federal regulations.

A student receiving Mount Mercy scholarships or grant aid will receive the outside scholarship in addition to any financial aid offered by the institution, providing the total financial assistance award does not exceed the cost of attendance at Mount Mercy for the academic year awarded.

It is the responsibility of the student receiving the outside scholarship or the donor of the scholarship to notify the Financial Aid Office of all the details pertaining to the scholarship. At that time, the appropriate adjustments will be made in the student’s financial aid award. No student may receive financial aid in excess of the budgeted cost of attending Mount Mercy.

Private Loans
Privately-funded loans from various agencies are available to students who require additional financial aid in order to fund their education. Information and applications for these loans are available from the Mount Mercy Financial Aid Office.

Summer Financial Aid
Summer financial aid requires a separate institutional application and award letter for students in a traditional undergraduate program. This application can normally be picked up in the Financial Aid Office starting in April for the next summer term.

Summer financial aid eligibility is based on the preceding academic year’s FAFSA and aid already awarded during that academic year. Students seeking financial aid through the Federal Direct Stafford and/or Federal Direct Plus Loan programs must be enrolled in at least six credit hours, while students may be eligible for Federal Pell Grants with only three credit hours of enrollment. Mount Mercy does not award institutional or state financial aid for the summer term. However, summer campus employment opportunities are available.

STUDENT ACCOUNTS

Student accounts are maintained by the Business Office. Tuition, room and board are charged to your student account each semester. Students are also able to charge books and meals.

Applying Financial Aid to a Student’s Account
Upon completion of a student’s financial aid file, institutional, federal and state scholarships and grants are credited directly to the student’s account in two equal installments – once each semester. This happens approximately ten (10) days prior to the start of each semester.

Campus employment awards (federal work-study and institutional campus employment) reflect a student’s eligibility. Until a student secure’s a job on campus and works the assigned hours, he/she will not receive these funds. First year students will receive an award if they have indicated on their FAFSA that they are interested in working on campus. A campus employment application will be included with the student’s award letter. The application must be returned to the Financial Aid Office so that the student will be assigned a work-study position. Notification of the student’s placement will be mailed out the first week of August. For returning students, it is the student’s responsibility to secure a work-study position prior to leaving school each spring. Campus employment is earned by working 6 - 10 hours per week. Payments for campus employment are paid directly to the student by check each month for the hours the student has worked. Payment DOES NOT show as a credit on the student’s account until the
student endorses the check in the Business Office and applies it to his/her account. The first work-study check for the 2009-2010 school year will be available after October 15th.

If you are awarded a Perkins or McElroy Student Loan, a separate application needs to be completed. A promissory note must be signed and entrance interview must be completed before the loan proceeds are applied to the student’s account. The loans are disbursed in two equal installments, once each semester.

Students awarded a loan through the William D. Ford Federal Direct Loan Program must have a Master Promissory Note (MPN) on file with the Department of Education. An entrance interview must be completed prior to the first disbursement of funds. The loans are disbursed in two equal installments, once each semester.

Any outside scholarships the student has earned will not be credited to his/her account until the check is received.

Vocational Rehabilitation funds are available when the funds are received from the state. This usually occurs after the mid-point of the semester.

**Student Account Credit Balances**

Federal regulations authorize Mount Mercy to apply Title IV federal financial aid funds to allowable charges on a student’s billing account. These allowable charges include tuition, lab fees, room and board. During the year, a student may also have other non-allowable charges such as bookstore charges, library fines, parking tickets, student club charges, or dining charges added to the student’s account. Without the student’s authorization, Title IV financial aid funds can not be applied to these non-allowable charges.

Federal regulations require Mount Mercy to refund all excess Title IV financial aid funds to the student within 14 days of Title IV funds being applied to the student’s billing account. To help a student manage his/her account, the student may authorize the institution to hold the excess funds on the student’s account to pay for any future charges that may be added during the semester. This authorization means that Mount Mercy will not automatically send the student the excess amount within 14 days; instead the institution will hold the excess to be applied to future charges unless the student requests all or a portion of the funds to be paid to them. A student may make this request at any time.

**Payment Options**

If there is a portion of the student’s bill not covered by financial aid, there are several options available to the student. Cash, check, VISA, MasterCard or Discover Card can be used to pay the net amount the student owes Mount Mercy. There is also a monthly payment plan available. Contact the Business Office for details. If a student needs information on private loan programs, contact the Financial Aid Office. See the Business Office for the full description of the credit policy.

**SATISFACTORY ACADEMIC PROGRESS**

The U.S. Department of Education and the State of Iowa require students to maintain satisfactory academic progress toward their degree objectives to be eligible for federal, state and institutional aid. In compliance with prescribed regulations, Mount Mercy has established guidelines that are designed to ensure students successfully complete courses and advance toward degree objectives. These requirements serve as standards against which to evaluate student progress, grade point average and overall time period in which a student must complete their program.

Mount Mercy’s Satisfactory Academic Progress standards apply to all students who want to establish or maintain financial aid eligibility. These standards apply to a student’s entire aca-
demic transcript, including terms for which financial aid was not applied or disbursed. These standards require that students successfully complete a specific number of credit hours each academic school year and maintain a minimum grade point average as defined by the standards. These are minimum standards that must be attained. **Specific aid programs or department standards may require more than these minimum standards.**

The academic progress of financial aid recipients is monitored a minimum of once each academic year. Students should contact the Financial Aid Office with questions regarding the intent and/or interpretation of these standards.

### Completion Rate and Grade Point Average (GPA) Requirements
Full-time students (students attempting 12 or more credit hours each semester) must progress according to the following schedule:

<table>
<thead>
<tr>
<th>Year</th>
<th>Minimum Credits Successfully Completed</th>
<th>Minimum Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>24</td>
<td>1.70</td>
</tr>
<tr>
<td>Year 2</td>
<td>48</td>
<td>2.00</td>
</tr>
<tr>
<td>Year 3</td>
<td>72</td>
<td>2.00</td>
</tr>
<tr>
<td>Year 4</td>
<td>96</td>
<td>2.00</td>
</tr>
<tr>
<td>Year 5</td>
<td>123</td>
<td>2.00</td>
</tr>
</tbody>
</table>

These credit hours must be earned during the academic year (fall, winter and spring). However, if a student does not meet these required hours, they may be earned during the following summer session(s). Failure to achieve this standard by the end of the summer will result in the loss of financial aid eligibility until the completed cumulative hours meet the minimum standards. Loss of aid is not the same as academic suspension, which is handled by the Vice President of Academic Affairs.

Part-time students must successfully complete one-half of the credit hours they attempt. Combined students (students blending terms of full- and part-time enrollment) must achieve a cumulative total that satisfies the combined full- and part-time standards.

Students who do not achieve the minimum cumulative GPA are granted one probationary semester in which to raise their cumulative GPA to the minimum. Failure to achieve this standard at any point following the probationary semester results in the loss of financial aid eligibility until the cumulative GPA meets the minimum standards.

Students will be notified by letter if they fail to meet Satisfactory Academic Process.

### Incomplete Coursework
Courses with a grade of incomplete must be completed in the following semester. The Incomplete is not factored into academic progress until the faculty member assigns the grade.

### Transfer Students
Transfer students will be assumed to be maintaining satisfactory academic progress at the time of admission. Transfer credits and GPA that are accepted at Mount Mercy are counted toward the total attempted credits/cumulative GPA in determining satisfactory academic progress compliance.

### Repeated Coursework
When students repeat a course, the most recent grade received is used in the calculation of the cumulative grade point average. The credit hours for the class are not counted in the minimum credit requirement.

### Non-credit Coursework
Non-credit coursework is not counted in the minimum credit requirement.
Reestablishing Eligibility
Students who have lost financial aid eligibility due to a deficiency in completed hours or a low GPA can regain eligibility by achieving the minimums established in this policy. It is the student’s responsibility to notify the Financial Aid Office when this has been accomplished in order to request the aid to be reinstated.

Appeal Process, Probation, Suspension
Extenuating circumstances that result in a student failing to achieve the minimum completed credit hours and/or GPA requirements are evaluated by Committee. To appeal, you must request an appeal form from the Financial Aid Office, complete the form as instructed and submit it with documentation to the Financial Aid Office. You will receive written notification of the appeal decision. If a student’s appeal is approved they will be placed on Financial Aid Probation and their financial aid eligibility will be reviewed each semester for continued aid eligibility until minimum SAP requirements have been achieved. Failure to complete a minimum semester GPA of 2.00 and 12 credits each of these semesters will result in immediate suspension of future financial aid.

Maximum Timeframe
Undergraduate and graduate students will be considered for financial aid eligibility for up to 150% of their program time. At the end of each academic year, each student’s credits earned are reviewed to ensure that satisfactory academic progress is occurring at the required rate. Students will be notified when they are within two semesters of reaching the expiration of the allowable timeframe. Once the timeframe has expired, students will not be eligible for additional federal, state or institutional financial aid.

RENEWAL OF AWARDS
Each year the student must fully complete the FAFSA. Electronic filing is also available online at www.fafsa.ed.gov. The FAFSA or Renewal FAFSA must reach the processing center by MARCH 1st in order to be considered for priority funding. If the student’s FAFSA or Renewal FAFSA is received by the processing center after MARCH 1st, the student is considered a late applicant for Mount Mercy-administered funds. Late applicants are awarded on a funds-available basis. Please contact the Financial Aid Office with questions regarding completing your FAFSA or Renewal FAFSA.

By filing the FAFSA, academic scholarships are automatically renewed if the student has met the scholarship renewal criteria. If a student does not file for federal or state aid, a renewal form must be completed in the Financial Aid Office by March 15th annually to activate the student’s scholarship for the following year.

Sister Mary Ildephonse Holland
The student must maintain a minimum cumulative Mount Mercy grade point of 3.00 at the end of each year. The student is eligible to receive the scholarship for only four (4) years. If the student fails to maintain the minimum cumulative grade point average requirements but meets the Presidential grade point requirements, the student will then receive the Presidential award for which the student was initially eligible. If the student does not meet the minimum grade point or hour requirements of the Presidential Scholarship, the student will not receive the scholarship until eligibility is restored.

The student must be enrolled as a full-time student. Holland Scholarship winners must also participate in the Emerging Leaders Program and meet the renewal criteria for that por-
tion funded by the Emerging Leaders Program. Holland Scholarship winners must also reside on-campus.

**Presidential Academic Honor**
The student must maintain a minimum cumulative Mount Mercy grade point of 2.70 at the end of each year.

**Distinguished Academic Honor**
The student must maintain a minimum cumulative Mount Mercy grade point of 2.30 at the end of each year.

**Academic Honor and Collegiate Award**
The student must maintain a minimum cumulative Mount Mercy grade point of 2.00 at the end of each year.

**For All Scholarships**
The following apply to all academic scholarships:

- Scholarships only apply to fall and spring semesters.
- Each year full-time students must successfully complete 24 semester hours prior to the start of the next academic year.
- Each year part-time students must successfully complete at least 12 semester hours prior to the start of the next academic year.
- Hours completed prior to starting at Mount Mercy are not counted toward the annual hour completion requirement, but do count toward graduation.
- Hours completed prior to starting at Mount Mercy are not used when calculating the cumulative Mount Mercy grade point average for scholarship requirements.
- For all academic scholarships, other than Holland (refer to Holland section above), if a student fails to meet the minimum GPA or hours required, the student will not receive the scholarship until eligibility is restored.
- The regaining of eligibility does not enable retroactive funding of scholarships.
- A student may appeal the loss of a scholarship by writing a letter to the Director of Financial Aid. The appeal will be reviewed by the Director of Financial Aid, Vice President for Enrollment and Student Life, Vice President for Finance and Vice President for Academic Affairs.

**RENEWAL CRITERIA – OTHER SCHOLARSHIPS AND GRANTS**

The appropriate departments or committees determine the renewal of the Achievement Awards, Art, Music, Speech & Drama and Social Work Scholarships.

The Achievement Awards (Leadership & Service Award and Heritage Award) require recipients to participate in Mount Mercy clubs and organizations.

Recipients of the Art Scholarship are required to take at least two art courses during the academic year, attend two Janalyn Hanson White Gallery art receptions each year, and become regular members of the Student Art Club.

Vocal Music Scholarship and Music Major Scholarship recipients are required to participate in the college choir each fall and spring semester and remain in good academic standing. Music Major Scholarship recipients must also remain a music major. Choir does not need to be taken for credit.

To renew the Social Work Scholarship, the student is expected to maintain a minimum cumulative grade point average of 2.75 and be making progress toward the completion of the
social work major. Scholarship recipients who fall below those expectation will be reviewed on an individual basis.

Each year recipients of the Speech & Drama Scholarship must participate at a specific level in a variety of activities in the Speech & Drama program.

In addition to the specific requirements set by the department or committee, students must maintain satisfactory academic progress.

The recipients of the Alumni and Athletic Scholarships must maintain full time status and satisfactory academic progress in Mount Mercy and their area of study.

Renewal of the Out of State Grant is determined annually upon meeting the July 1st FAFSA deadline and demonstrating specific financial need. The student must meet the requirements of satisfactory academic progress as set forth above. The student is also required to reside on campus.

The Lavern T. Busse Grant renewal is determined annually by demonstrating specific financial need as determined from filing the FAFSA. The student must meet the requirements of satisfactory academic progress as set forth above.

Federal and state aid will be determined each year by filing the FAFSA. Thus, this aid can change each year depending on the family’s financial situation. A student receiving Title IV federal financial assistance and/or state funded financial assistance must maintain satisfactory academic progress as set forth above.

FINANCIAL AID REFUND POLICY

Return of Title IV Funds
A student earns aid based solely on the length of time he/she attends. Until a student has passed the 60% point in the semester, only a portion of the student’s dispersible aid has been earned. If a student completely withdraws or is expelled prior to the 60% point, then the Return of Title IV funds policy applies.

Title IV funds refer to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and include the following programs: Direct unsubsidized loans, Direct subsidized loans, Direct Plus loans, Federal Perkins loans, Federal Pell Grant, Federal Academic Competitiveness Grant, National SMART Grant and Federal SEOG. Though the Federal Work-Study Program is also included in Title IV funds, it is not included when calculating the Return of Title IV funds.

A student starts the withdrawal process in the office of Academic Affairs. This can be done either in person or over the phone. The withdrawal date is the date on which the student starts the withdrawal process or the date that the student otherwise provides official notification to Mount Mercy of his/her intent to withdraw. However, if Mount Mercy can document an academically related activity different than the date the student officially withdrew, that date may be used.

If a student leaves school and fails to follow the withdrawal process, then it is assumed the student withdrew at the midpoint of the period of enrollment. If Mount Mercy is able to document a date of academically-related activity that is later than the midpoint, this date may then be used to calculate the amount of Title IV funds that will be returned. The Director of Financial Aid is responsible for the calculation of the amount of Title IV funds a student has earned at the point of withdrawal. The software provided by the Department of Education is used and review of the software is available upon request from the Financial Aid Office.

Mount Mercy will return any unearned aid that was applied to a student’s institutional charges. The student must return any unearned funds allocated to a loan program under the terms and conditions of the promissory note. If a student owes a grant overpayment, the student must make satisfactory repayment arrangements with the Business Office at Mount Mercy.
In accordance with Federal regulations, the student (or parent for a PLUS loan) must return unearned aid for which the student is responsible by repaying funds to the following sources in order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Perkins Loan, Direct Plus, Pell Grant, Federal ACG or National SMART, FSEOG, and other Title IV programs.

Example of Return of Title IV, State, and Institutional Funds Calculation
This example is for illustration purposes only. Actual charges and refund amounts may vary. The following is an example of a return of funds for a student who totally withdrew from classes on the 42nd day of a 102 day fall term (42/102 = 41.2%).

The student would have earned 41.2% of the financial aid for the fall semester.

The remaining amount would have to be returned to the appropriate source.

<table>
<thead>
<tr>
<th>Original Financial Aid</th>
<th>Revised Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,698 Direct Stafford Loan (received amount)</td>
<td>$0</td>
</tr>
<tr>
<td>$1,000 Perkins Loan</td>
<td>$700</td>
</tr>
<tr>
<td>$700 Pell Grant</td>
<td>$700</td>
</tr>
<tr>
<td>$2,000 Iowa Tuition Grant</td>
<td>$1,176</td>
</tr>
<tr>
<td>$4,500 Honor Scholarship</td>
<td>$2,646</td>
</tr>
<tr>
<td><strong>Total Original Aid</strong></td>
<td><strong>Total Revised Aid</strong></td>
</tr>
<tr>
<td>$9,898</td>
<td>$5,222</td>
</tr>
</tbody>
</table>

Return of Mount Mercy and State Aid
In calculating the unearned Mount Mercy and State aid, the procedure for determining the withdrawal date is the same as the federal policy. Once the federal policy has been applied, the Mount Mercy and State aid will be returned using the same unearned percentage as calculated in the federal policy.

Partial Refunds
Partial refunds will be calculated during the add period each semester as posted in the academic calendar. After that time, if a student withdraws from a class, no financial aid adjustment will be made. For periods of enrollment that are less than the full semester, partial refunds will be calculated during the add period as posted in the academic calendar.

Refund of Institutional Charges
A description of the refund of institutional charges when a student withdrawals is available from the Business Office or on the Mount Mercy web site.

RIGHTS AND RESPONSIBILITIES

Student Rights
A student has the right to ask Mount Mercy:
- The names of accrediting and licensing organizations.
- About its programs; its instructional, laboratory and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects aid recipients.
• How it determines the student’s financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies and personal and miscellaneous expenses are considered in the cost of education. It also includes the resources considered in calculating need (such as parental contribution, other financial aid, assets, etc.).
• How much of a student’s financial need, as determined by the school, has been met.
• To explain each type and amount of assistance in the student’s financial aid award and how a student was selected as a recipient.
• What the interest rate is on any student loan the student has, the total amount the student must repay, the length of time the student has to repay, when the student must start repaying and what cancellation or deferment provisions apply.
• If the student is offered a Federal work-study job, what kind of job it is, what hours the student must work, what the student’s duties will be, what the rate of pay will be, and how and when the student will be paid.
• To reconsider the student’s aid package if the student believes a mistake has been made, or if the student’s enrollment or financial circumstances have changed.
• How the school determines whether the student is making satisfactory academic progress and what happens if the student is not.
• What special facilities and services are available to the disabled.
• Completion/graduation and job placement rates and how they are calculated.
• Terms and conditions of loan deferments for service in the Peace Corps and Volunteer Service.

Student Responsibilities
It is the student’s responsibility to:
• Review and consider all information about Mount Mercy’s programs before the student enrolls.
• Pay special attention to the student’s application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent the student from receiving aid.
• Know all the deadline dates for applying or reapplying for aid, and meet them.
• Provide documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the student submitted the student’s application.
• Notify Mount Mercy of any information that has changed since the student applied.
• Read, understand and keep copies of all forms the student is asked to sign.
• Submit a valid Student Aid Report or release the information electronically while still enrolled.
• Report any additional financial aid that you received, but that is not listed on your current award letter from Mount Mercy.
• Maintain good academic standing as discussed previously in this publication.
• Repay any student loans the student has received. When the student signs the promissory note, the student is agreeing to repay their loan.
• Participate in an entrance interview for Federal student loan applicants.
• Complete the financial aid exit interview if the student received a federal student loan or a McElroy Loan while attending Mount Mercy. Academic transcripts and diploma will be held until the exit interview is complete.
• Notify the school of change in the student’s name, address or attendance status (i.e. full-time to part-time attendance). If the student has a loan, the student also must notify their lender of these changes.
• Satisfactorily perform the work agreed upon in a Mount Mercy work-study job.
• Understand the Mount Mercy refund policy.
• Understand the Mount Mercy overaward policy.
**Consumer Information**
You may request a copy of any of the following Mount Mercy policies/reports by contacting the Financial Aid Office.

**Voter Registration**
You may receive voter registration forms at Busse Library.

**Drug and Alcohol Policy**
This policy will describe acceptable conduct, applicable legal sanctions for unlawful activities, health risks associated with the use of illicit drugs/alcohol and available counseling related to drug or alcohol abuse.

**Report on Athletic Program Participation Rates and Financial Support Data**
This report details items such as the number of participants in each sport, total operating expenses and revenue.

**Campus Security Report**
This report details occurrences of offenses reported to campus security personnel or local police and other security issues dealing with campus facilities and safety.

**Family Education Rights and Privacy Act (FERPA)**
This policy deals with the rights of students/parents to inspect records, procedures to request amendments to those records, rights concerning disclosure of personally identifiable information, and rights concerning filing a complaint with the Department of Education for a school’s failure to comply with FERPA requirements.

**STUDENT RIGHT-TO-KNOW ACT**

**Graduation Rate**
The Registrar’s Office calculates the graduation rates of degree seeking, first-time, full-time freshmen that complete their program 150% of the normal time for graduation.

**Job Placement Rates**
The Career Development office annually prepares the statistics on the prior year’s graduating class. The report details the profile of the students and job placement rates.

**Cleary Act**
In compliance with the Cleary Act, the Mount Mercy Community is advised that the Iowa Sex Offender Registry is available at www.iowasexoffender.com

**ADDITIONAL INFORMATION**

**Questions**
Mount Mercy’s Financial Aid Office has staff members who can assist students to understand financial aid, budgeting resources and loan management. Students are encouraged to contact the Financial Aid Office at 800-248-4504 ext. 6467, locally at 368-6467, or on campus at ext. 6467 to schedule an appointment. Students are also welcome to stop into the office at anytime.
Other services provided by the office include assessing eligibility for financial aid, awarding aid, and processing student loans.

**Financial Aid for Continuing Students at Mount Mercy**
In general, if the calculated financial need and academic standing remain consistent from year to year, a student’s financial aid package should also remain consistent from year to year. Calculation of eligibility for financial aid is based upon the information the student and his/her family provide on the FAFSA. If family situation changes, such as another sibling enters college or the family’s income or assets significantly increase or decrease, the financial aid award(s) may change. Meeting the FAFSA filing priority deadline of March 1 is important to insure the consistency of your package from year to year.

Students have the right to expect equitable treatment in the awarding of financial aid. A student’s application is individually analyzed by one of the staff in the Financial Aid Office. The award may also be changed because of changes in federal, state or institutional funding or regulations. Please call the Financial Aid Office with questions about the financial aid package.

**Study Abroad Students**
If a student is studying or planning to study abroad, he/she must visit with a staff member of the Financial Aid Office early in the process to determine what aid can be applied to the student’s study abroad program and to complete the appropriate forms. Many federal grants and loans in the package may apply to the student’s study abroad program. Mount Mercy institutional funding and state aid will not apply to the study abroad program. Whether portions of a student’s financial aid will transfer, depends upon the type of aid that has been awarded and the cost of the study abroad program. In general, enrollment in a study abroad program that is approved for credit by Mount Mercy may be considered “enrollment” for purposes of a student applying for federal financial aid.

**Office Location and Hours**
The Financial Aid Office is located in McAuley Hall, Room 101. The office is open:
- 8:00 a.m. - 5:00 p.m. Monday - Thursday
- 8:00 a.m. - 4:30 p.m. Friday
- After hours by appointment

**Affirmative Action Officer**
Mount Mercy does not consider race, color, creed, religion, national origin, sex, age, marital status, or handicap unrelated to ability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Mount Mercy’s compliance with the regulations implementing Title IX of the Educational Amendments of 1972, section 504 of the Vocational Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other related federal and state laws and regulations is directed to contact Affirmative Action Officer, Mount Mercy College, 1330 Elmhurst Drive NE, Cedar Rapids, Iowa 52402, 319-363-8213. This individual has been designated by Mount Mercy to coordinate the institution’s effort to comply with the federal and state regulations concerning equal opportunity and affirmative action in admissions, programs, activities, and employment.
ACADEMIC AND PERSONAL SERVICES

Library
Busse Center is the learning resource center for the campus, housing both print and nonprint materials and a variety of electronic resources. The library’s online catalog, Horizon, and full-text periodical indexes are available over the campus computer network. Library services include reference, interlibrary loan and library instruction. The campus media center, computer center and curriculum center also are housed in the Busse Library.

Computer Center
The Busse Computer Center is the primary computer laboratory. In the computer center, students have access to e-mail, the internet, the Microsoft Office Professional suite of software and a variety of software designed for specific courses. Workshops and handouts are available to students.

Academic Center For Excellence (ACE)
Academic assistance is available to all students to help build their capabilities in areas such as reading, writing, speaking, listening and problem solving. The faculty also teach classes in writing, speech, mathematics, and learning strategies. The Center offers assessment, advising, and academic counseling. Also, the Center houses the Services for Students with Disabilities Program, which includes alternative testing. The Student Colleague Program offers peer assistance with writing, math, and learning skills. The schedule for peer assistance or tutoring is posted each semester.

Disabilities Contact Information
Mount Mercy is committed to equality of educational opportunity for all students. The Academic Center for Excellence, located in McAuley Hall 242, houses and facilitates academic accommodations and services for students with disabilities so that they may have equal access.

Core functions include:
• Establishing and communicating criteria for disability services at Mount Mercy
• Reviewing documentation to verify eligibility for services
• Facilitating academic accommodations for qualified students with disabilities
• Supporting disability-related services and opportunities for students with disabilities

Students seeking academic accommodations first register with the Academic Center Disability Service Office and meet with the Director who reviews documentation and determines eligibility for services. Together they discuss academic needs, go over the appropriate forms and the process for working with instructors and the Center.

Students who request accommodations but have not registered with the Center need to be referred to the office to complete the registration process before accommodations are arranged. If students suspect they might have a disability but have not been evaluated previously, they should contact the Academic Center for Excellence for referrals. Accommodations are determined on a case-by-case basis.

For questions regarding services available for students with disabilities, please contact:
Mary Jean Stanton
Director for the Academic Center for Excellence
319-363-8213 ext. 1204
mstanton@mtmercy.edu
Lundy Commons Desk

The Lundy Commons Desk is an information and service area dedicated to assisting students by providing programs, services, and general information. Information and referrals are available regarding Mount Mercy programs, counseling and health services, parking, and Mount Mercy ID cards. Located in Lundy Commons.

Academic Advising

Upon entering Mount Mercy, students are assigned to faculty advisors from their major program who meet with the students individually to help facilitate the transition to Mount Mercy and the ongoing progress toward degree completion. Students are expected to meet with their advisors prior to registration to discuss course selections and to consult with them as needed. Advisors serve as the most knowledgeable resource for students in their major programs of study.

Continuing Education

Mount Mercy seeks to identify and respond to the special needs of the non-traditional student. Evening class offerings, and two back-to-back day and evening summer sessions are some of the many ways the institution serves non-traditional students. (See page 196 for the section on the Accelerated Programs for additional information).

Health Center

The Health Center is staffed by a registered nurse available for consultation and referral. The health program includes: assessment, counseling, referral, vaccinations and health education. Some health education programs are weight loss, healthy eating, and smoking cessation. The programs are available to all Mount Mercy students, faculty and staff. Most programs and services are offered free or available at a nominal fee.

Wellness Program

Mount Mercy’s Wellness Program is designed to encourage wise choices for a healthy lifestyle and is open to all students, faculty, and staff. Programs sponsored throughout the year include wellness week, walking programs, aerobics, yoga, and blood analysis. Education programs include breast cancer awareness, healthy eating habits, relaxation techniques, and massage therapy. A fitness center is located in the lower level of the Lundy Commons and is equipped with aerobic exercise machines, free weights, and weight equipment.

Residence Life

The mission of Residence Life at Mount Mercy is to enhance student success, personal development and satisfaction through the implementation of programs and services designed with the following objectives:

- To support academic success,
- To provide a safe, clean environment,
- To establish guidelines for compatible, cooperative community living,
- To encourage personal development by providing opportunities for co-curricular learning.

All residence rooms have cable TV, telephone service and long distance access, as well as computer ports linked to a state-of-the-art network system. The department currently houses students in two residence halls, an apartment area and our three-building complex of suites. Regina Hall is a traditional dormitory style residence hall housing primarily first-year students. McAuley Hall is comprised of double rooms connected by semi-private baths and generally houses second-year students. Andreas House suites complex houses 144 students in eight-person suites. The Lower Campus Apartments are comprised of four “houses,” each containing four,
four-person apartments. Full-time professional staff live in campus housing, administer the Residence Life program and assist students as needed.

**Residency Requirement**
Mount Mercy has a two-year residency expectation. Students are expected to live in campus housing during their first four semesters of full-time college attendance. Students may be exempt from this requirement if: living with parents; if "independent" status with regard to federal financial aid regulations; or if they turned 21 years old before July 1 preceding their second year. An exemption request must be filed with the Office of the Vice President for Enrollment and Student Services, and approved, in order for an exemption to be made.

**Athletics and Intramurals**
Mount Mercy has a well-rounded athletic department. Athletic opportunities for men include: golf, basketball, baseball, track, cross-country and soccer. Opportunities for women include: golf, volleyball, basketball, softball, track, cross-country and soccer. The intramural program offers many activities such as co-ed volleyball and basketball for both on-campus and off-campus students.

**Campus Ministry**
Campus Ministry highlights its commitment to the Mission of Mount Mercy by promoting purposeful and merciful living according to Gospel values. We nurture visions by which to walk and energy by which to live. As a part of a learning community of faith and reason, we support the Catholic intellectual tradition, a world view that inspires innovative thinking, probing inquiry, supportive interaction, and a strong belief in diversity – including religious diversity. We host a variety of student-generated activities that tap into people’s thirst for a healthy relationship with God, others, and oneself:

- Sunday evening and Wednesday noon celebrations of the Eucharist
- Sacramental preparation
- Reconciliation and other worship services
- Retreats and vocation discernment activities
- Service and volunteer opportunities at home and away
- Formation in social justice
- Education for growth in one’s faith
- A College Pastoral Council to prepare people for integration into parish life after graduation

Open alike to people of all faiths and of no particular belief, Campus Ministry extends to students, faculty and staff the hospitality characteristic of the Sisters of Mercy who founded Mount Mercy. We witness to authentic Catholic culture, its inclusiveness, its concern for justice and peace, and its keen awareness of the footprint of a loving Creator in the world around us.

**Counseling**
Confidential counseling is available during fall, winter and spring terms at no charge to all registered students of Mount Mercy. Counseling includes, but is not limited to, such areas as: personal and social growth, depression, interpersonal relationships, anxiety, stress, sexuality, sexual abuse and family issues. Students learn self management and coping skills. The type of counseling offered is brief in nature with referral to other professionals when deemed appropriate.

**Mail and Telephone Services**
The Public Safety Director coordinates the operation of the Mount Mercy switchboard and the McAuley reception desk. Information about campus events, faculty class/office schedules and a classroom schedule are available at the reception area. All mail services are coordinated
through the mail room located in Lundy Commons. Campus mailboxes for commuter students are available through the mail room.

Career Services
The Career Services Office provides comprehensive career development advising and programming to assist students in every major from freshman year through graduation. The office’s services also are available to Mount Mercy alumni. The approach used in the career planning process is individualized and developmental. The office serves as a clearinghouse for a wide range of employment and internship opportunities and maintains ongoing communication with employers and graduate schools from all sectors.

Services include: JobTrek, a weekly publication of employment opportunities; internet links and career development web page; assistance in searching for full-time, part-time, and summer employment; internship assistance; career resource library; career counseling; assistance in deciding on a major; administration and interpretation of career interest inventories; graduate school information and catalogs; resumé critique; interview preparation; career fairs and workshops.

International Student Services
International Student Advisor consults with international students on their immigration status and serves as a contact throughout their enrollment at Mount Mercy. U.S. students wishing to study abroad should consult with the Director of International Programs for international study opportunities. Information about studying abroad also is listed under the International Studies Major. The International Club serves as a campus organization for all students interested in learning about different cultures and nationalities around the world.

Palacky University Exchange Program
Mount Mercy has a student exchange agreement with Palacky University in Olomouc, Czech Republic. Students have the opportunity to study abroad in this particular exchange program for one or two semesters. This is an excellent opportunity for Mount Mercy students to experience life in another country and different culture. Contact the Director of International Programs for more details.
ACADEMIC POLICY INFORMATION
Assessment of Prior Experiential Learning (APEL)
Mount Mercy offers an opportunity for students to request that substantial work-related or other prior learning experiences and accomplishments be evaluated for potential academic credit. The Assessment of Prior Experiential Learning (APEL) process requires that eligible students submit a portfolio documenting specific learning outcomes attained through previous personal or professional experiences. Qualifications for students seeking APEL review include:

1. They must be at least 25 years of age. Students who do not meet the age guidelines but feel they should be considered for assessment may petition the vice president for academic affairs for consideration.
2. They must be officially enrolled in a degree program at Mount Mercy.
3. They must be able to demonstrate that the experiential learning for which they intend to seek credit is related to their educational goals at Mount Mercy.
4. They must complete the assessment process, including the credit evaluation, prior to their final semester.

Students participating in the APEL process are allowed to submit a revised portfolio for consideration just one time. The maximum number of credits to be granted through portfolio assessment is 30 semester hours, and it is possible that no credit will be granted. Faculty evaluators will recommend the amount of assessed credit, within the maximum noted above, to the vice president for academic affairs for final approval. The credit may be applied to core curriculum, electives, or majors or minors depending on: 1) the content and level of learning assessed; and 2) the approval and recommendation of the appropriate academic departments. **Credits earned through the APEL process are NOT considered part of the 30 semester hours required to be taken at Mount Mercy.**

Once the credit has been approved, it will be recorded on the transcript as credit hours in experiential learning with a title specified by the faculty evaluators. The credit will be listed on the transcript with a grade of Pass (P) and is not calculated in the cumulative GPA. Credit will not be granted when it will duplicate college credits previously earned, nor will students receive Mount Mercy credit when it will duplicate credit previously earned through an assessment or prior experiential learning.

College Level Examination Program
Credit may be earned by demonstrating academic achievement as measured by the College Level Examination Program (CLEP).

A full-course credit (three semester hours) may be earned in each of the 34 subject examinations by scoring at or above a specific score level; course credit varies in the general examinations. Information explaining the procedures and passing test scores can be obtained in the academic affairs office, 214 Warde.

Any Mount Mercy student or prospective student is eligible to earn up to a maximum of 60 semester hours through CLEP exams. In those cases where CLEP scores are 10 years old or older, students must petition the Academic Affairs Office. CLEP scores over 10 years old will be considered on a case-by-case basis. Please see CLEP guidelines available in the Academic Affairs Office for passing scores, credit awards and fees.
Challenge Examination
Various departments in Mount Mercy offer challenge examinations to validate previous college course credit work or independent learning.

The examinations are scheduled and administered through the individual departments. Students should contact the vice president for academic affairs to obtain the Challenge Examination approval form. There is a fee assessed to the student for the Challenge Exam. Please refer the Special Fees section on page 18.

Cross-Registration at Coe College
Mount Mercy has a cross-registration agreement with Coe College that permits Mount Mercy students to enroll in no more than one course per fall or spring semester at Coe College. There is no cross-registration agreement during the winter or summer terms. The cross-registration agreement enables students to take courses not offered at Mount Mercy and is dependent on course and space availability at Coe College. Mount Mercy students must be full-time; in good standing academically, financially, and behaviorally; and must have fulfilled any prerequisite or other requirements for a course at Coe College. The student will pay tuition and apply for financial aid at Mount Mercy.

The following process must be followed:
1) Seek approval of your advisor and department chair.
2) Fill out a petition form to seek approval from the provost and vice president for academic affairs to count credit toward a requirement at Mount Mercy.
3) Once approved, register for the course at Coe College.
4) Submit a copy of the registration to the Registrar’s Office at Mount Mercy to ensure you are also registered at Mount Mercy.
5) To drop a course, follow Coe College procedures and provide a copy of the Coe College drop slip to the Registrar’s Office at Mount Mercy for official course withdrawal.

If Coe College’s grade choices do not coincide with grade choices at Mount Mercy, the grade will be converted to the most appropriate grade at Mount Mercy (e.g., A+ will be converted to A).

Advanced Placement
Entering freshmen who have successfully completed college-level courses in high school and who earn a rating of three, four or five on the Advanced Placement Test of the College Entrance Examination Board will be given credit for an equivalent college-level course. Students seeking admission to Mount Mercy may be considered for advanced placement by having a report of their examination sent to the Registrar’s Office. Persons wishing information about test centers, test dates, etc., should write to College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

Military Education
Military education will be evaluated upon the receipt of an AARTS transcript, other military transcript or discharge papers.

Second Major
Mount Mercy current students: A student taking two separate majors while working toward a first baccalaureate degree at Mount Mercy earns a second major, not two degrees. Both majors shall be recorded on the student’s transcript, but only one baccalaureate degree shall be granted. If the two majors lead to separate degrees (e.g., B.A. and B.S.), the student shall make the decision of which degree to pursue and that degree shall be recorded on the transcript once the work is completed.
Mount Mercy graduates and graduates of other institutions: A person holding a baccalaureate degree from Mount Mercy or a person who holds a baccalaureate degree from an institution whose accreditation is comparable to that granted to Mount Mercy may earn a second major at Mount Mercy by fulfilling the following requirements:

1. The student must be admitted or readmitted to Mount Mercy and to a major other than his or her original major.
2. The student must complete the requirements for the major as described in this Catalog in effect at the time of admission or readmission to Mount Mercy.
3. Students must earn 12 semester hours or more, at the upper level at Mount Mercy toward the second major, not used toward a previous major.

A second major, whether taken while working toward the first degree or subsequently, is not to be confused with a second baccalaureate degree. Earning a second major is generally more economical in time and money than earning a second baccalaureate degree.

A student already possessing a Bachelor’s degree and completing a second major will not receive a diploma, will not be eligible to earn honors, nor will the student be eligible to participate in graduation ceremonies.

Second Baccalaureate Degree
Mount Mercy current students: Current students are not eligible for a second baccalaureate degree. See Second Major section preceding this section.

A Mount Mercy graduate or a person who holds a baccalaureate degree from an institution whose accreditation is comparable to that granted by Mount Mercy may earn a second baccalaureate degree at Mount Mercy by fulfilling the following requirements:

1. The student must be admitted or readmitted to Mount Mercy and to a major other than the major of the original degree.
2. The original degree must be completed and not in progress before the student begins work toward the second degree.
3. The student must earn at least 30 consecutive semester hours at Mount Mercy beyond the original degree, with a cumulative grade point average of at least 2.00 (or higher, if the designated major requires a higher average).
4. The student must fulfill all of the requirements of a major (different than the original major) as described in this Catalog in effect at the time of admission or readmission, including at least 12 semester hours numbered 200 or above, in the major earned at Mount Mercy.
5. Pass/Fail grades in courses used for completion of the second degree are unacceptable unless the course is designated in this Catalog solely as a Pass/Fail course.

Core curriculum requirements at Mount Mercy do not apply to students earning a second degree. Social Work students’ core curriculum will be reviewed in the Department of Social Work with regard to any request for a second baccalaureate degree. Teacher Education students may have additional core curriculum requirements and should consult with the Teacher Education department.

The student who earns a second baccalaureate degree will receive a Mount Mercy diploma and may participate in graduation ceremonies. The student shall not be eligible for graduation honors, with exceptions granted by petition through the academic affairs office. An important consideration in the decision will be the cumulative GPA from the previous degree.

Second-Grade Option
The second-grade option occurs when a student repeats a course previously taken at Mount Mercy or previously transferred into Mount Mercy. If the student repeats a Mount Mercy course with another Mount Mercy course, both grades stay on the permanent record, but the first grade
is not calculated into the grade point average and the last grade stands as the official grade and is the only grade calculated into the grade point average. If a student transfers in a course from another institution prior to repeating the course at Mount Mercy, both grades stay on the permanent record, but the first grade is not calculated into the grade point average and the Mount Mercy grade stands as the official grade and is calculated into the grade point average. If a student repeats a Mount Mercy course with a course from another institution, transferred in after the course was taken at Mount Mercy, both grades stay on the permanent record and the grades of the two courses are averaged for purpose of the cumulative grade point average. Approval for this action must be given by the Registrar.

Students who wish to use the second grade option must complete a form in the Registrar’s Office. If the course was taken for a grade the first time, it must be taken for a grade the second time. If the course was taken pass/fail the first time, it may be taken pass/fail or for a grade the second time.

A student may only use the second-grade option once per course. Courses that are a part of the Bachelor’s degree earned at Mount Mercy are not approved for second grade options after the degree has been awarded.

Audit
If students desire to attend a course without working for or expecting credit for the course, they may do so by audit. The audit fee is $500 for a regular class; the audit fee is $550 for a laboratory or activity-type class such as photography, graphic design, painting, play production, creative writing, etc.

New students wishing to audit a course are required to complete a special application from the Admission Office and must request an application to audit form from the vice president for academic affairs. This application must be completed and returned to the vice president’s office where approval must be given before the student will be allowed to register for the course(s).
Continuing students must also request an application to audit form from the vice president for academic affairs and upon approval must use the add form and submit it to the Registrar’s Office to register for the course.

In all cases, students auditing a course are required to have the paperwork properly approved and registration submitted to the Registrar’s Office by the end of the add period for each semester to become registered into the class as an audit. Students have the option to change a registered course to an audit or an audit course to a registered course up to the last day of the add period for a given semester. Changes will not be allowed past the last day of the add period. Students auditing a course are required to follow the normal drop procedure to officially withdraw from a course.

**GRADING SYSTEM**

**Unit of Credit**
The unit of credit is the semester hour. Most courses are three semester hours and represent approximately three hours per week in class with additional work outside of class during the regular terms. Winter term contact hours are approximately equal to that of the regular terms. Advance Program courses meet for approximately one-half the usual contact hours but require adult students to do significant additional independent work.

**Grading System**
Mount Mercy uses the letter system of grading as well as pass-fail, which is given the following interpretation:

- **A** 4.00 grade points: A grade of “A” indicates varying degrees of extraordinary achievement and intellectual initiative.
- **A-** 3.67 grade points: A grade of “B” indicates gradations of high achievement – definitely better than average.
- **B+** 3.33 grade points: A grade of “C” indicates a range of average achievement with students having grasped at least the essential objectives.
- **B-** 3.00 grade points: A grade of “D” indicates that course work is inferior in quality, but passing.
- **D+** 1.33 grade points: A grade of “D” indicates failure to meet the requirements of the course.
- **D-** 0.00 grade points: Fail in a pass/fail course.
- **F** 0.00 grade points: Non-attendance.
- **W** Withdrawal from course.
- **I** Students whose work had been satisfactory, but who for acceptable reasons have been unable to complete courses, may be given marks of I (incomplete). The courses must be completed and a new grade submitted to the registrar no later than one calendar month from the original due date for grades. If no change is reported the I becomes an F. If an extension is needed, students must obtain the permission of the instructor, who must inform the Registrar’s Office of the extension.
Changes in Course Grades
Course grades will not be changed after one full semester has elapsed following the issued grade. Students who believe that a change of their grade is warranted must initiate the appropriate steps to appeal their grade, and must complete any subsequent work the instructor agrees to consider, within this time period.

Grade Point Average
The cumulative grade point average is calculated by dividing cumulative grade points by cumulative hours graded.

Pass-Fail Policy
In order to encourage exploration into academic disciplines, Mount Mercy offers a pass-fail grade option. There are two instances in which a course may be graded pass-fail:

1. Instructor-designated, in which the course is offered pass-fail for all students in a class, (i.e. lab or field experience).
2. Student-elected, in which the student chooses pass-fail rather than a letter grade on an individual basis.

A grade of pass (P) denotes academic achievement equivalent to a grade of D- or better; a grade of fail (F*) does not increase credits. A pass or fail grade does not affect the term or cumulative grade point average for instructor-designated pass/fail. A fail (F*) grade for student-elected pass/fail does affect the term and cumulative grade point average.

Student-Elected Pass/Fail: The pass/fail option cannot be applied to courses that students must take to fulfill requirements in the major, minor or in core curriculum. Students may elect pass/fail grading for a maximum of 18 semester hours during their college career. Any transferred pass/fail hours from other institutions are considered part of this 18 semester hour total. Transferred courses with grades of pass/fail will not be applied to any requirement in the major, minor, or core curriculum.

Procedure: Students elect pass/fail through the Registrar’s Office. The instructor is not officially notified of whether a student is on regular letter grading or pass/fail. The instructor submits all grades as letter grades; the registrar transposes letter grades to a grade of pass (P) or fail (F*).

Students can elect to take a class pass/fail until the last day to add for the respective semester. Students have the option toward the end of the course, during dates posted by the Registrar’s Office which is the last week of classes (prior to finals week) for the respective semester, to take either the grade of pass (P) or fail (F*) or the letter grade submitted by the instructor. Students may not change pass/fail designation after the deadline.

Instructor-Designated Pass/Fail: A grade of pass (P) means satisfactory mastery of the expected skills, knowledge and competencies of the course; a grade of fail (F*) means failure to meet the expected skills, knowledge and competencies of the course. There is no limit on this type of pass/fail credit.

Non-Course Pass Credit: CLEP tests and Mount Mercy Challenge exams are considered instructor-designated pass/fail courses. A maximum of 60 semester hours may be earned using these options, as well as any other non-course credit awarded on a pass/fail basis.

Fresh Start Rule
Students who have been absent from Mount Mercy for three or more years may petition for the Fresh Start Rule. By this rule, only courses with grades of C or better will be counted for credit toward graduation. However, all courses, affected by the fresh start rule, (including transfer
coursework) and the grade earned for each course, will remain on the student’s permanent record but will not factor into the cumulative GPA or be counted toward graduation.

The petition is submitted to the vice president for academic affairs for a fresh start. If the petition is approved, the students resume their program with a cumulative grade point/hour ratio or grade point average consisting of C grades or better.

**ACADEMIC INTEGRITY**

Mount Mercy values integrity and honesty in all aspects of academics and campus life. As part of the academic mission, the institution provides definitions of cheating, plagiarism and academic misconduct for which all students are responsible. Specific procedures for handling alleged incidents of academic dishonesty and misconduct are available in the complete Academic Integrity Policy, which is printed in the *Good Book* and available on myCampus. The Mount Mercy community encourages all students to carefully consider these definitions, to adhere to these standards, and to ask for guidance if in doubt.

**Cheating**

Cheating is an act or an attempted act of dishonesty that includes but is not limited to the following:

- **Copying:**
  a. another person’s work, in whole or in part, in an examination or for an assignment, with or without their consent, or
  b. allowing another person to copy your work, in whole or in part, on an examination or for an assignment.

- **Using unauthorized materials or technology:**
  a. during an examination. (Examples would be answers passed to you, view of a calculator output, or text messages on a cell phone; however, other instances may apply).
  b. to complete an assignment.

- Collaboration during an assignment or during an examination when prohibited by the instructor.
• Taking an examination for another person or letting a person take an exam for you.
• Completing an assignment for another person or letting a person complete an assign-
ment for you.
• Forging needed signatures on academic work.
• Altering of grades or other official educational records.
• Obtaining a copy of an examination without permission from the class instructor.
• Fabricating or falsifying information or data; or deliberately misrepresenting informa-
tion for an assignment.

Plagiarism
Plagiarism is using somebody else’s words, expression of ideas, data, images, or other creative
products without acknowledgment or attribution. Plagiarism includes but is not limited to
the following:
• Copying, paraphrasing, or blending words, images, or ideas that are not common knowl-
dge without acknowledging the source.
• Providing false, insufficient or incomplete acknowledgment of sources.
• Claiming authorship of a work that is not one’s own or that is the result of unauthorized
joint effort, including purchasing, downloading, or otherwise acquiring the work.

Academic Misconduct
Academic Misconduct includes acts that are considered unethical, dishonest, deceitful or inap-
propriate when committed intentionally. Academic misconduct includes but is not limited to
the following:
• Attempting to gain an advantage over another individual by preventing access to needed
books, materials, or aids.
• Planning with another individual to commit any act of academic dishonesty.
• Forging signatures on official college documents.
• Breaking or entering an office or building to attempt to obtain an exam or other materials.
• Submitting the same work for different classes without disclosure to and approval from
the class instructor.
• Receiving credit on group assignments without contributing.
• Misrepresenting illness or personal crises, or otherwise intentionally misleading instruc-
tors as an excuse for missed or late academic work.

Mount Mercy reserves the right to act upon incidents of academic dishonesty that are not
explicitly defined in the above policy.

HONORS AND AWARDS

Mount Mercy awards honors to students who maintain a high academic standing and who are
distinguished for their loyalty, cooperation and service. These honors include the following:

Dean’s List
The Dean’s List is compiled at the end of the fall and spring semesters. All students with a semester
GPA of 3.60 or better and who are enrolled in six (6) or more graded semester hours are eligible
for inclusion on the Dean’s List. Note: credit hours taken as pass/fail do NOT qualify for the
Dean’s List. Students with Incomplete (I) grades are ineligible for consideration during that term.
Latin Honors
Academic honors are awarded at graduation in recognition of superior scholarship:

1. The distinction summa cum laude is given to students whose cumulative grade point average is 3.80 or above.
2. The distinction magna cum laude is given to students whose cumulative grade point average is 3.60 to 3.79.
3. The distinction cum laude is given to students whose cumulative grade point average is 3.40 to 3.59.

These honors are announced at commencement and are inscribed on the diplomas of the recipients. The diploma and transcript will bear honors based on the official, final cumulative GPA.

Students participating in the Medical Technology program will be recognized at Commencement if they have earned academic honors at the end of their junior year of studies at Mount Mercy.

Students earning second baccalaureate degrees will not be eligible for honors except by approval of petition.

The Mary Catherine McAuley Award
Mary Catherine McAuley founded the Sisters of Mercy in Ireland in 1831. This award, the highest honor given a student attending Mount Mercy for four years, is conferred upon the graduate who, in addition to a high scholastic rating (3.00 or above), has exemplified to a marked degree cooperation with administration, faculty and students; integrity in his/her personal relationships; and leadership and loyalty in furthering the ideals of Mount Mercy. This award is presented at commencement exercises held in May.

The Mary Frances Warde Award
Mary Frances Warde founded the Sisters of Mercy in America in 1843. This award, the highest honor given a student who has transferred into Mount Mercy and has acquired a minimum of 30 semester hours at the institution, is conferred upon the graduate who, in addition to a high scholastic rating (3.00 or above), has exemplified to a marked degree cooperation with administration, faculty, and students; integrity in his/her personal relationships; and leadership and loyalty in furthering the ideals of Mount Mercy. This award is presented at commencement exercises held in May.

HONORS PROGRAM
The Honors Program offers outstanding students the opportunity to go beyond traditional disciplinary boundaries. Honors courses feature small class size, hands-on learning, and high levels of interaction between students and professors. Students graduating with Distinction in Honors will be awarded honors cords to be worn at graduation and will receive recognition on their transcripts and diplomas. Freshman, sophomore, and junior students making satisfactory progress in the Honors Program will be awarded early registration privileges.

Admission to the Honors Program
The Honors Program is open to first year students with a minimum ACT composite standard score of 26, a minimum high school GPA of 3.60, and a high school class rank in the top quartile. Transfer or continuing students with a sophomore standing and a minimum GPA of 3.40 may apply for admittance to the Honors Program by contacting the Honors Director. Students who do not meet the stated criteria but feel they could do well in the Honors Program may petition the Honors Director for probationary admittance to the Honors Program.
Transferring Honors Courses from Other Colleges and Universities
Transfer students who have successfully completed honors courses at other colleges and universities may petition for the courses to apply towards Honors requirements at Mount Mercy.

Graduating with Distinction in the Honors Program
In order to graduate with distinction in the Honors Program, a student must:
1. Complete a minimum of 12 semester hours in classes designated Honors.
   At least six semester hours (two courses) must be Honors Seminars;
2. Have a minimum cumulative grade point average of 3.40; and
3. Earn a minimum 3.00 grade point in each Honor Seminar and each honors course used in the required 12 semester hours.

Core Curriculum Honors Sections:
First year students admitted to the Honors Program may enroll in honors sections of core curriculum courses. Students are encouraged to complete as many of their core curriculum requirements as they wish within the Honors Program.

Upper Division Honors Seminars
Honors seminars are unique interdisciplinary courses taught by faculty from diverse disciplines. Students participate in interactive learning and examine topics from a variety of perspectives. Continuing honors students with sophomore standing and minimum cumulative grade point average of 3.00 are eligible to enroll in honors seminars. Students must complete at least two honors seminars to graduate with Distinction in the Honors Program.

Who's Who in American Colleges
Senior students who have demonstrated outstanding academic ability and who have been active in campus and/or community life may be nominated for membership in Who's Who Among Students in American Colleges and Universities.

Honors Articulation with Kirkwood Community College
Mount Mercy College (MMC) and Kirkwood Community College (KCC) Honors Program have developed a partnership which allows a KCC Honors program student to take either one MMC Honors section course or any three-credit hours course free of charge. For specific requirements and details contact the Honors Program Director at Mount Mercy College.

Honor Societies
Alpha Kappa Delta is the national honor society for students in Sociology.
Alpha Phi Sigma is the national honor society for students in Criminal Justice.
Kappa Gamma Pi is the National Catholic College Graduate Honor Society. Membership, which is limited to not more than 10 percent of the graduating class, is based on scholarship, leadership and service. Members are selected not only for recognition of past accomplishments, but also in anticipation of future service.
Kappa Xi Chapter, Sigma Theta Tau International represents Mount Mercy’s chapter of Sigma Theta Tau International, the honor society of nursing. Founded in 1922, the society is committed to recognizing excellence in nursing education and practice. Membership is limited to senior nursing students and community nursing professionals.
Pi Sigma Alpha is the national honor society for students in Political Science.
Psi Chi is the national honor society for students in Psychology.
Awards
Recognition in specific areas is given to students for outstanding academic performance. Graduation recognitions presented at the May Honors Convocation include the following:

*The Outstanding Accounting Student Award* is given by the Iowa Society of Certified Public Accountants, Hawkeye Chapter.

*The Outstanding Economics Student Award* is given by the business department to a graduating senior for superior academic performance in economics courses.

*The Outstanding Finance Student Award* is given by the business department to a graduating senior for superior academic performance in finance courses.

*The Outstanding Honors Student Award* is given to a graduating senior who has excelled in honors classes and has made a positive contribution to Mount Mercy.

*The Outstanding Management Student Award* is given by the business department to a graduating senior for superior academic performance in management courses.

*The Outstanding Marketing Student Award* is given by the business department to a graduating senior for superior academic performance in marketing courses.

*The Outstanding SIFE Student Award* is given by the business department to a graduating senior for superior performance as a member of SIFE.

*The Sister Mary Norbert Karnik Award* is given to a senior art student who has demonstrated exceptional ability as an artist and support for the profession of art.

*The Biology Award* is given to the outstanding graduate in biology. The award is based on academic achievement and on participation in campus and/or community programs and activities.

*The Sister Immaculata Business Award* is given to the outstanding graduating senior in the business department.

*The Dale Harrison Outstanding Business Student Award* is given to the graduating senior in the business department who has compiled the most outstanding scholastic record.

*The Computer Science Award* is given to a graduating senior who has demonstrated outstanding achievement and involvement in computer science and who shows the potential for making a significant contribution to the field.

*The Criminal Justice Award* is given for outstanding performance in the criminal justice major, promise of professional competence and contribution to the Mount Mercy criminal justice program.

*The Sister Mary Xavier Award* is given to a student who has demonstrated exceptional ability in creative writing.

*The Sister Mary Ildephonse Award*, named after the first president of Mount Mercy and a long-time teacher of English, was established to recognize excellence in English. It is given annually to the graduating English major who has demonstrated talent and perception in analyzing and writing about language and literature.

*The John P. Barthel Memorial Poetry Award* was established in 1985 by Mrs. Mildred Barthel in honor of her late husband, who practiced medicine for many years in the Cedar Rapids area. It is awarded to the student who wins the Barthel poetry competition.

*The History Award* is given to a graduate in history for outstanding academic achievement in that field.

*The Mathematics Award* is given to a graduating senior who has demonstrated not only outstanding scholastic achievement in mathematics but also extraordinary insight into the nature of mathematics as an intellectual discipline.

*The Music Award* is given to the outstanding graduating senior in music. The award is based on performances, scholastic ability and personal integrity.
The Sister Mary Edward Nursing Award is given to the graduating senior who has best demonstrated high scholastic ability, professional integrity and the spirit of nursing.

The Sister Monica Ryan Philosophy Award is given to the junior or senior who has done outstanding work in the study of philosophy.

The Political Science Award is given to a major in political science for outstanding academic achievement in that field.

The Christine L. Woodruff Psychology Award is given to a major in psychology for outstanding academic achievement in that field.

The Sister Mary Agnes Hennessey Award for excellence in communication is given annually to the graduating senior who personally, academically, and practically has demonstrated, throughout the program, exceptional achievement, leadership and promise as a communication major.

The Sister Siena Davis Religious Studies Award, named in honor of Sister Siena Davis, chairperson of the department of religious studies at the time of her death in 1982, is given to a graduate majoring in religious studies who has demonstrated academic excellence by achieving above average grades in religious studies, and who has demonstrated a spirit of Christian service through participation in ministerial activities on and off campus.

The Anne K. Stenzel Social Work Award is given to a graduating senior majoring in social work for distinguished academic achievement and the promise of professional competence.

The Nancy LaMorgese Sociology Award is given to the senior graduating in sociology who has demonstrated a high level of proficiency in the development of a sociological research paper and has played an active role within the major and/or within the sociological forum and has shown a high quality of development and interest in the area of sociology.

The Sister Mary Lorenz Award is given to a graduate in speech and drama for performance and cooperation in that field.

The Sister Roseline Kos Senior Education Award honoring an esteemed educator and leader of the teacher preparation program from 1975-1985, was established to help mark her 70th anniversary as a Sister of Mercy. The award is granted to a graduating senior in education who exemplifies the spirit of the Sisters of Mercy, demonstrates commitment to the mission, and meets all department requirements for licensure recommendation.

The Artists of Dionysus Award is a special award given to a student who, though not a speech and drama major, supported and participated in the Mount Mercy drama productions over the last four years. Like the Greek theatre artists who formulated the original theatre union, the Artists of Dionysus, they kept theatre alive in the last years of Greece. It is awarded to a student who helped perpetuate and improve theatre at Mount Mercy.

The President's Award is given to the graduating senior who has demonstrated during his/her tenure years at the institution outstanding perseverance and diligence in pursuing his/her goals.

The Co-Curricular Service Award is given to those graduating seniors who have participated extensively and positively in campus and/or community programs and activities.

The Sister Mary Roberta Lyness Award is given to a graduating senior who has best demonstrated commitment to public service and volunteer projects in the community.

SGA Leadership Recognition, inspired by the contributions of D. Allan Boettger, former Student Activities Director. Underclass student who is a behind the scenes worker displaying leadership skills in their personal and extra curricular lives, actively involved in campus organization(s), and responsible for spearheading projects and/or organizing and implementing activities. (GPA of 2.00 or above.)

Who's Who in American Universities and Colleges: Seniors whose academic standing is above average (GPA of 3.00 or above) and who demonstrate outstanding leadership in college activities and community service.
Underclass Recognitions

**Scholar Recognitions:** Full-time students who have maintained a cumulative grade point average (GPA) of 4.00.

**Freshman Honors Program Recognition:** First-year, full-time students who successfully completed an honors course with excellence.

**Freshman of the Year:** Freshman student with accomplishments beyond requirements in addition to setting a positive example for his/her peers. The student should be active on campus, serve the community and display leadership. The recipient must have an annual GPA of 2.75 or above.

**Sophomore of the Year:** Sophomore student with accomplishments beyond requirements in addition to setting a positive example for his/her peers. The student should be active on campus, serve the community and display leadership. The recipient must have an annual GPA of 2.75 or above.

**Junior of the Year:** Junior student with accomplishments beyond requirements in addition to setting a positive example for his/her peers. The student should be active on campus, serve the community and display leadership. The recipient must have an annual GPA of 2.75 or above.

**SGA Service Award:** Underclass student(s) who demonstrated outstanding service to the campus or the outside community beyond requirements. The student should be active on campus, serve the community and display leadership. The recipient must have a cumulative GPA of 2.50 or above.

**SGA Organization of the Year:** Recognition given to the campus organization that most benefits the campus through its membership, community service and sponsored campus activities.

**SGA Faculty Award for Student Advocacy:** Inspired by ‘the kid, the myth, the legend’ Dale Harrison, the award is presented to the faculty member that is most committed to the Mount Mercy community and dedicates the greatest level of advocacy for students.

**SGA Most Improved Club of the Year.** Awarded to the club that has improved the most over the course of one year through; membership, community service and sponsored activities.

**SGA Leadership Recognition,** inspired by the contributions of D. Allan Boettger, former Student Activities Director. Presented to the underclass student who is a worker displaying leadership skills in their personal and extracurricular lives, actively involved in campus organization(s), and responsible for spearheading projects and/or organizing and implementing activities. Nominees considered for the recognition must be in good standing with Mount Mercy and have a cumulative GPA of 2.00 or above.

**The Freshman Chemistry Achievement Award** is given to the freshman student in recognition for outstanding achievement in the sciences.

**Nurses of Action and Vision (NOVA) Recognition for Nursing Students:** The NOVA recognition program acknowledges the efforts made by nursing students throughout their educational program and will inspire students to continue to reach for their highest level of achievement. NOVA recognition centers around five elements of vision and action: scholarship, leadership, innovation, professionalism and service. Students are notified through the department of Nursing of Opportunities to be recognized.
The academic calendar is divided into a 14-week fall semester (August–December), a four-week winter term (January), and a 14-week spring semester (February–May). Mount Mercy also offers a summer program. The summer program includes two, individual five-week sessions, that combine to make the summer semester.

Summer-school students may take up to two courses during each five-week session. Mount Mercy employs variable credit. Each course carries its own credit value. The unit of credit is the semester hour. One semester hour of credit is awarded for each 50-minute class meeting per week per term. Each two-hour laboratory session per week per semester awards one semester hour credit.

Full-time status at Mount Mercy is designated by the enrollment in 12.0 or more semester hours per semester. Part-time status at Mount Mercy is designated by enrollment in less than 12.0 semester hours in a given semester. The winter term is included with the spring semester for calculation of full-time status.

As part of the mission of liberal education at Mount Mercy, winter term and the courses offered are designed to provide students with an unusual opportunity to move outside the formal structure of the academic disciplines in order to broaden their knowledge, to explore values and interrelationships, to seek new perspectives and to develop new skills and interests.

Winter term includes courses that may meet requirements for the major, minor, core curriculum or general electives.

Full-time students are not required to enroll in winter term, but are expected to enroll in winter term in order to make progress toward graduation. Tuition for one winter term class is waived for those students who pay full-time tuition for both the fall and spring semesters. If a student chooses not to enroll in winter term, the tuition is not refunded. Students are encouraged to make good use of winter term.

**Academic Standing**
Academic standing is expressed by the cumulative grade point average. (Determined by dividing the grade points by the total number of graded semester hours). Satisfactory academic status is maintained when this ratio is 2.00, a C average or above.

**Academic Probation**
Students will be placed on probation when they have not achieved a cumulative grade point average of 2.00. Freshman students are not placed on probation until they have attempted two semesters.

**Academic Dismissal**
A student is subject to academic dismissal for either of two reasons: 1) Students on academic probation who have attempted an additional two semesters will be dismissed if the cumulative grade point average has not been raised to 2.00; or 2) students who complete any semester (after
their first semester) with a semester grade point average below .50 and a cumulative grade point average below 2.00 will be dismissed.

Students receive a letter of notification of academic dismissal from the Vice President for Academic Affairs. Students who have been dismissed may not enroll at Mount Mercy until they have been reinstated or readmitted.

Reinstatement
Dismissed students may submit a written appeal to the Vice President for Academic Affairs within two weeks of receipt of the dismissal letter. The Academic Review Committee will review the appeal. The Academic Review Committee consists of the student’s academic advisor, the academic department chairperson(s), the Registrar, the Vice President for Enrollment and Student Services, the Director of Financial Aid and the Vice President for Academic Affairs.

Readmission
Dismissed students may apply for readmission to Mount Mercy after two 14-week semesters (fall/spring) and must demonstrate to the Admission Committee a reasonable capability to raise and maintain their cumulative grade point average to at least a 2.00. The Admission Committee will either approve or deny readmission of the dismissed student based on information provided.

Dismissal From Mount Mercy
In order to safeguard its scholastic integrity and its moral atmosphere, Mount Mercy reserves the right to remove any student from a residential facility and/or suspend any student whose presence is deemed detrimental. See the Good Book for a discussion of policies governing student behavior.

Enrollment at Other Institutions
Mount Mercy students should not enroll for academic credit at other collegiate institutions without the permission of the Vice President for Academic Affairs. The procedure is as follows: 1) petition acceptance of the course, 2) list the course to be taken and attach a course description to the petition, 3) state how the course is to be applied toward the Mount Mercy degree – core curriculum, major, minor or elective credit. Petition forms are available in the Academic Affairs Office. Failure to seek prior approval may result in a course not being accepted for transfer credit.

Upon course completion, students must request an official transcript documenting the course be sent to the Registrar’s Office at Mount Mercy. Note: a minimum of 30 consecutive semester hours must be completed at Mount Mercy immediately preceding graduation.

Duration of Program
Students will be allowed 10 years to complete their initial program. The 10 year period will begin with the student’s initial start date at the institution. If a student stops out and then returns within the 10 year period, the student has the option of changing to any current program in effect or completing the original program within the original 10 year period. If the student does not complete the initial program within the 10 year period, the student will be required to complete the current program in effect at the end of the 10 year period, or the program in effect at the time the student re-admits to Mount Mercy after the 10 year period has expired. For programs leading to certification or licensure, or in cases where courses are no longer available, changes may be required earlier.

Classification
Students are classified according to the number of semester hours earned toward the degree. Those who meet the entrance requirements and have earned 29 semester hours or less toward the degree are classified as freshmen. Students must have 30 semester hours before they may
be classified as sophomores, 60 semester hours before they may be classified as juniors and 90 semester hours before they may be classified as seniors.

**Attendance**
Students are expected to attend all classes. They are responsible for work missed through any absence.

A student who appears on the class list but who has not attended the first two class meetings (or the first class session for classes meeting just once per week) and has not notified the course instructor as to the reason for his/her absence will be reported to the Registrar’s Office as a “no show”. The student will be dropped from the class. Students who do not attend the first class session in an Advance/accelerated class will be reported to the Registrar’s Office as a “no show” and will receive a grade of NA (never attend). See the Advance section of this Catalog for tuition charges involving No Shows. This is implemented in order to free up class space for students waiting to enroll in class.

Official attendance will be taken twice during the fall and spring semesters for purposes of validating class rosters and meeting Federal regulations.

**Adding and Dropping Courses**
During the add period of each semester or term, changes in registration will not result in a course change fee. After the last day to add, students dropping a course will be charged a $5.00 drop fee. No course may be added after the date posted in the class schedule as the last day to add a course. In order to add or drop a course, a student must submit to the Registrar’s Office a completed Add/Drop Form, which requires the advisor’s signature and the instructor’s signature of the class being added or dropped.
Students desiring to drop a course, but remain enrolled in other classes for the given semester, may contact the Registrar’s Office for the drop form. Students should consider the consequences of dropping a course and should adhere to deadlines for this procedure.

Enrollment in the class officially ceases when a student submits a completed Drop Form to the Registrar’s Office. A grade of “W” will appear on the student’s grade report and official transcript if the course was dropped after the last day of the add period. The official date of the drop is the date used for figuring tuition refund, if applicable.

Add/drop dates are published in the academic calendar on the inside front cover of this Catalog. See the Accelerated Programs section of this Catalog for applicable add/drop policies.

**Withdrawal From Mount Mercy**

Students who decide to leave Mount Mercy after the semester or term has begun must officially withdraw through the Academic Affairs Office. Withdrawing from all courses in a given semester constitutes a withdrawal from Mount Mercy.

Students should initiate the withdrawal process by contacting the Academic Affairs Office. The official date of the withdrawal will be the date that the student initiates the withdrawal process. Withdrawing from Mount Mercy will change the student’s status. Students should consider how the decision to withdraw will affect any of the following: tuition charges, financial aid, social security, employer reimbursement, veteran’s benefits, or scholarships. The ability to maintain athletic eligibility, to maintain a student visa (international students), or to purchase insurance as a student may also be affected as a result of the decision to withdraw.

Students withdrawing from Mount Mercy before the semester has concluded will receive “W” grades (withdraw) in their courses for the given semester. The students will be removed (deleted) from all registered courses in subsequent terms/semesters. Students that do not withdraw from the institution but quit attending all classes will receive the grade they earn in their courses.

Any student desiring to return to Mount Mercy after withdrawal will be required to re-apply for admission through the Admission Office.

**Declining to Attend**

If new to Mount Mercy, students notify the Admissions Office prior to the first day of their beginning semester or term that they will not be entering Mount Mercy (decline to attend), they will have any registrations for the beginning semester or term and any subsequent registrations for upcoming semesters or terms deleted and no tuition charge will be assessed.

**No Show**

Any student who is determined to be in non-attendance or “No Show” in all of his or her classes for a given semester (Winter term excluded) will be considered as withdrawn from Mount Mercy and subject to the withdrawal guidelines.

**Stop-Out**

A student who stops-out for a semester (meaning not enrolled for a semester but has not gone through the official withdrawal process) will be subject to the same guidelines as having officially withdrawn from the institution. Any student stopping-out for a semester will be required to re-apply for admission through the Admissions Office. Additionally, the student should consider how the decision to stop-out will affect tuition charges, financial aid, social security, employer reimbursement, veteran’s benefits, or scholarships. The ability to maintain athletic eligibility, to maintain a student visa, or to purchase insurance as a student may also be affected as a result of the decision to stop-out.

See the Accelerated Programs section of this Catalog (pg. 196) for withdrawal policies for the accelerated programs.
Midterm, Final Grade Reports and Official Transcripts
Midterm reports are mailed to freshmen and to students who are not doing satisfactory work. Final grade reports are available on-line through myCampus for viewing at the end of each academic term. Students who need a hard copy grade report for reimbursement purposes may contact the Registrar’s Office.

Official transcripts of credits will be sent by the Registrar’s Office upon written request by the student. The student’s signature is required for the release of a transcript. Fees are $5.00 for an official transcript and must be paid in advance. No transcript can be sent if the student has not paid his or her financial account in full, or has outstanding paperwork with the financial aid office. Please allow for appropriate processing time.

Veterans Services
Students eligible for educational benefits from the Veterans Administration should report to the Registrar’s Office prior to the first term of attendance. After the veteran has supplied the necessary documents, enrollment certification will be submitted to the regional VA office. It is the student’s responsibility to notify the Registrar of any changes in registration. Marking Add/Drop forms with a “VA” in the upper left-hand corner can do this. Failure to properly alert the Registrar of changes in enrollment may result in loss, delay, or repayment of educational benefits.
CURRICULUM

DEGREES AND MAJORS

Mount Mercy offers the Bachelor of Arts, the Bachelor of Science, the Bachelor of Science in Nursing, the Bachelor of Business Administration, the Bachelor of Applied Science and the Bachelor of Applied Arts degrees.

The Bachelor of Arts (BA) degree is awarded to graduates who major in:

- Applied Philosophy
- Art
- Biology*
- Communication Studies
- Criminal Justice
- English
- English – Language Arts (Teacher Education Program)
- History
- International Studies
- Journalism
- Mathematics*
- Multimedia Design
- Music
- Music – Education (Teacher Education Program)
- Political Science
- Psychology
- Public Relations
- Religious Studies
- Secondary Education**
- Social Science – American Government (Teacher Education Program)
- Social Science – Psychology (Teacher Education Program)
- Social Work
- Sociology
- Speech Communication-Theater (Teacher Education Program)
- Speech – Drama
- Visual Arts/Business
- Administration - Interdisciplinary

The Bachelor of Science (BS) degree is awarded to graduates who major in:

- Biology*
- Biology – Education (Teacher Education Program)
- Business
- Computer Science
- Early Childhood
- Elementary Education
- Health Services Administration
- Management Information Systems
- Mathematics*
- Mathematics – Education (Teacher Education Program)
- Medical Technology
- Outdoor Conservation
- Secondary Education**

The Bachelor of Business Administration (BBA) degree is awarded to graduates who major in:

- Accounting
- Business – Education (Teacher Education Program)
- Finance
- Human Resource Management
- Management
- Management Information Systems
- Marketing
- Secondary Education**
The Bachelor of Science in Nursing (BSN) degree is awarded to graduates who major in Nursing.

The Bachelor of Applied Science/Bachelor of Applied Arts degree program is designed specifically for persons with technical training who wish to broaden their specialized background to include a liberal arts education. See Transfer Credits Specific to BAA/BAS Degree on page 71.

The Bachelor of Applied Science (BAS) degree is awarded to graduates who major in:

- Accounting
- Applied Management
- Biology*
- Business
- Computer Science
- Health Services Administration
- Management
- Marketing
- Mathematics*
- Outdoor Conservation

The Bachelor of Applied Arts (BAA) degree is awarded to graduates who major in:

- Applied Management
- Art
- Biology*
- Criminal Justice
- History
- Mathematics*
- Music
- Political Science
- Psychology
- Religious Studies
- Sociology
- Speech – Drama

* Majors in Biology and Mathematics may elect either a BAA degree or a BAS degree.

** Majors in Secondary Education must major in an Original Endorsement, which determines the type of degree. Please see the Education section for further details.

MINORS

- Accounting
- Art
- Biology
- Business Administration
- Chemistry
- Communication Studies
- Computer Science
- Creative Writing
- Criminal Justice
- Early Childhood
- Economics
- English
- Film Studies
- Finance
- History
- Human Resource Management
- International Studies
- Journalism
- Management Information Systems
- Mathematics
- Multi-Media Design
- Music
- Philosophy
- Political Science
- Psychology
- Public Relations
- Religious Studies
- Social Science
- Sociology
- Speech Communication
- Special Education
- Speech – Drama
- Theater
- Writing
ORIGINAL ENDORSEMENTS


TRANSFER CREDITS

Developmental, remedial, vocational, test out, or experiential learning college credit is not transferable to Mount Mercy. A maximum of 63 semester hours (non-technical) from two-year, regionally-accredited, associate degree granting institutions will be accepted. There is no limit to the number of semester hours that will be accepted from a four-year, regionally-accredited institution. Credit earned at non-regionally accredited institutions may be accepted in transfer on a case by case basis.

Transfer courses meeting the requirements noted above and completed with a grade of D- or better will be accepted at Mount Mercy. Whether or not the D- grade counts toward the major is up to the individual department. (See department description.) Transfer course grades will be listed on the Mount Mercy transcript but will not count toward the cumulative grade point average.

Transfer courses marked with a double grade meeting the requirements noted above will have the higher grade transferred to Mount Mercy. For example, if a grade of CD has been assigned, the higher grade, C, will be placed on the Mount Mercy transcript.

TRANSFER OF TECHNICAL CREDIT

Transfer Credits Specific to BAA/BAS Degree: A maximum of 63 semester hours from regionally-accredited, postsecondary technical institutions will be transferred to Mount Mercy for students pursuing majors available under the Bachelor of Applied Arts or Bachelor of Applied Science degrees. A maximum of 16 semester hours from postsecondary technical courses will be transferred to Mount Mercy for students pursuing majors not available under the Bachelor of Applied Arts or Bachelor of Applied Science degrees.
DEPARTMENTS

Mount Mercy is organized into eight departments:
- Department of Business
- Department of Communications, Literature and Art
- Department of Politics, History and Justice
- Department of Education
- Department of Nursing
- Department of Philosophy, Religion and Campus Ministry
- Department of Psychology, Sociology and Social Work
- Department of Natural, Mathematics and Computer Science

GRADUATION REQUIREMENTS

Students need to submit the Application for Graduation to the Registrar’s Office to be considered a candidate for graduation. The Application for Graduation should be submitted at the time the student registers for the final two semesters of study. The Application for Graduation is available in the Registrar’s Office, and on the Mount Mercy web site. Requirements include:

1. A minimum of 123 semester hours credit earned toward the degree.
2. A minimum cumulative grade point average of 2.00.
3. A minimum cumulative GPA of 2.00 for all credits earned at Mount Mercy.
4. Completion of the core curriculum requirements.
5. Completion of a major program of study.
6. At least 12 semester hours, above course number of 200, in the major must be completed at Mount Mercy.
7. A minimum of 30 semester hours completed at Mount Mercy.
8. Minimum of 30 consecutive semester hours completed at Mount Mercy immediately preceding graduation.
9. If graduating with a minor, nine (9) semester hours of the minor must be taken at Mount Mercy.

Major-minor programs. The major includes 30 or more semester hours, as indicated in individual requirements by field. The minor requires fewer semester hours. The student is, in every case, responsible to see that he or she properly applies for graduation and meets the graduation requirements.

REFLECTION AND ACTION: THE CORE CURRICULUM

The Core Curriculum is the foundational piece of a Mount Mercy education. Regardless of one’s major, every student at Mount Mercy can be assured of a broad course of study in the traditional liberal arts. The courses in the Core are designed to foster inquiry, critical thinking, personal reflection, and a spirit of service and citizenship. The Core emphasizes freedom of choice as each student creates an individualized plan to complete the core requirements according to his or her needs and interests. The Core Curriculum has four components:

- An introductory Portal Course
- A comprehensive survey of the seven Domains of Liberal Study
- A culminating Capstone experience
- Multiple ways to achieve Competency in writing, math, and oral communication
The portal course has two main objectives: to introduce students to the field of liberal studies, priming them to make informed choices about their future core courses; and to foster a sense of community and service, in the class, at Mount Mercy, and in the greater Cedar Rapids area. Students will examine questions from the Mercy Critical Concerns: earth, immigration, non-violence, poverty, racism, and women.

Through an interdisciplinary approach, students will gain experience examining problems from multiple perspectives. The interdisciplinary nature of the course fosters teamwork and leadership in the students. As they encounter questions from various liberal disciplines, students will be asked to reflect, then take action, as they articulate for themselves what it means to be a citizen in their various communities. During the portal course, students will write a prospectus outlining an integrated plan for completing their course of liberal studies, as chosen from the Domains.

Transfer students who have earned 60 hours or more of college credits approved by Mount Mercy, or have used transfer courses to fulfill 7 of the 10 domain requirements, are exempt from the portal course.

THE MOUNT MERCY DOMAINS OF LIBERAL STUDIES

The Mount Mercy Domains of Liberal Studies give all students in all majors a sense of breadth and connection among traditional liberal arts disciplines. These courses are grouped according to the overall concepts covered by courses in that domain: Expressive Arts, Global Awareness, Historical Roots, Holistic Health, Self and Society and Ultimate Questions.

DOMAIN REQUIREMENTS

Domain I: Expressive Arts – Great works of art, music, drama, and literature engage us emotionally and cognitively as they interrogate the ways we perceive and understand ourselves and the world around us. Studying literature and the fine arts strengthens habits of mind – observation, the ability to entertain multiple perceptions and discern significant patterns; envisioning, the ability to imagine and think innovatively; reflection, the ability to evaluate one’s own perceptions; expression, the ability to communicate what is meaningful in the pursuit of purposeful living; and aesthetic judgment, the ability to appreciate the context in which fine art is created – that find application in every discipline of study.

Two courses, one from literature, one from fine arts. The courses included in this domain:

**Literature Courses (choose one):**
- EN 133 American Multicultural Literature
- EN 154 Major World Writers
- EN 170 Introduction to Literature
- EN 175 American Drama
- EN 178 Major American Writers
- EN 180 Literature and Gender
- FS 200 Film Adaptation

**Fine Arts Courses (choose one):**
- AR 101 Introduction to Art
- MU 189 Introduction to Music
- SD 151 Introduction to Dramatic Arts
Domain II: Historical Roots – The courses in this domain will enable students to gain a deeper understanding of the human condition and the relationship between historical developments and contemporary social and political trends. The curriculum provides opportunities for students to investigate the social, economic, political, and cultural development of diverse peoples from the beginnings of civilization to the present. Emphasis is placed on reading, writing, researching, speaking, and on critical and analytical thinking.

One course from the following:
- HI 114 History of Early America
- HI 115 History of Modern America
- HI 120 Origins of Western Traditions
- HI 130 Emergence of the West
- HI 140 History of the Western World Since 1648

Domain III: The Natural World – Courses in this domain will give students a basic understanding of the natural world and how it functions. Students will learn to employ the scientific method as they engage with specific fields of inquiry, such as the central processes of biological systems, the energetics and chemical reactions underlying all processes in living and non-living systems, the global role of geologic, hydrologic and atmospheric systems in supporting life on earth, and the impact of human activity on the environment. Students are required to take a course and an accompanying lab, but transfer students who have earned at least six hours of approved science credits do not have to meet the lab requirement.

One course and lab from the following:
- BI 123 Biology of Human Concern
- BI 143 Principles of Biology
- BI 150 Basic Microbiology
- CH 111 General Chemistry I
- PH 114 Physical Science
- PH 115 Earth Science

Domain IV: Ultimate Questions – This domain introduces students to the study of the ultimate questions of human experience. It invites consideration of possible answers to those questions through philosophical or religious reflection about the meaning of human life, ethical responsibility, and social justice. The courses engage students in critical analysis of ideas and symbols and foster a variety of skills including critical thinking, finding key concepts in the midst of complex information, evaluating ideas, and communicating effectively.

Two courses, one from Religious Studies, one from Philosophy. The courses included in this domain:

Philosophy courses (choose one):
- PL 151 Western Philosophy
- PL 161 Philosophy of Human Person
- PL 169 Ethics

Religious Studies courses (choose one):
- RS 111 Introduction to the Bible – Old Testament
- RS 113 Introduction to the Bible – New Testament
- RS 115 Introduction to World Religions
- RS 116 Introduction to Christianity: Roman Catholic Tradition
- RS 117 Introduction to Christianity: Protestant Tradition
- RS 118 Christians Divided: Conservative versus Liberal Battles
- RS 119 Christian Action
Domain V: Self and Society – This domain is designed to expose students to the study of society and the manner in which people behave and impact the world around us. It introduces students to the concepts and methods of social science, the scientific inquiry into human behavior and social, political and economic problems within institutions. Students will appreciate the interconnectedness and complexity of human interaction as represented in the various social science disciplines.

Two courses, selected from two different academic disciplines:
- EC 251  Macroeconomic Principles
- CJ 101  Introduction to Criminal Justice
- PO 111  Introduction to American Politics
- PS 101  Introductory Psychology
- SO 122  Introduction to Sociology
- SO 155  Social Problems
- SW 265  Minority Groups

Domain VI: Global Awareness – Courses in the Global Awareness Domain address the basic question of what it means to live in a globalized world. Courses in this Domain address at least one of three areas: multicultural sensitivity as individuals come in contact with cultures that are different from their own; the interconnectedness of global political and economic policies; and an understanding of ecological and resource issues that transcends national borders.

One course from the following:
- BI 210  Biology and Human Culture
- CO 260  Intercultural Communication
- HI 213  Recent China in the Global Economy
- HI 230  Modern East Asia
- HI 265  Latin American History
- PL 170  Introduction to Asian Thought
- PO 102  Introduction to Comparative Politics
- PO 112  Globalization and Human Survival
- SO 183  Cultural Anthropology
- SO 235  Social Stratification
- SO 330  Global Race Relations

Domain VII: Holistic Health – Courses in this domain explore health-related theories and research and address various aspects of the six dimensions of wellness including physical, emotional, social, environmental, intellectual, and spiritual. Courses aim to increase students’ knowledge within the dimensions of wellness to enable them to enhance health-related aspects of their own lives and perhaps the lives of others.

One course from the following:
- GS 115  Women’s Health
- GS 119  Healthy Lifestyles
- GS 120  Complementary Therapy and Wellness
- GS 179  Psychology of Eating
- PS 205  Psychology of Adjustment
- SW 250  Human Sexuality
THE MOUNT MERCY CAPSTONE

The Mount Mercy Capstone, required of all students in their senior year, will help students integrate the knowledge they have gained in the Domains of Liberal Studies. Students will experience a hands-on, interdisciplinary approach to the liberal arts, participate in active learning, demonstrate leadership and teamwork, communicate effectively in oral and written forms, and articulate a sense of citizenship and service to the community. The Capstone is considered a writing-intensive course.

Capstone Courses are open to all majors and are designed to engage students in active learning. Because the Core curriculum is new for the 2009-10 year, this catalog does not list specific Capstone courses.

COMPETENCIES

In addition to completing a Portal Course, a Capstone course and all of the Domains of Liberal Studies, students are required to demonstrate core competencies. These may be demonstrated by taking and earning at least a C- in particular courses, or a student may demonstrate competencies through previous experience and coursework. Students who think that they may be able to demonstrate a competency need to arrange assessment well in advance of beginning their Mount Mercy coursework. The competencies should be completed within a student’s first two years of college. If a student demonstrates competency and one of the course requirements listed below is therefore waived, that does not grant the student the credit hours listed. Students transferring to Mount Mercy with an AA degree from an Iowa Community College are considered to have met the competency requirements in writing, math and speech.

The competencies are:

1. **Writing Competency:** Met by successful completion of four hours of college-level English Composition.
2. **Math Competency:** Met by successful completion of one three-hour college-level math course designated by the math department.
3. **Speech Competency:** Met by successful completion of one three-hour college-level speech or speech-communication course.
4. **Technology Competency:** Met according to criteria set within the majors. This is one competency that is built into the major curricula, and is thus not waived.

INTERDISCIPLINARY MAJOR

An Interdisciplinary Major is an individualized educational plan that a student and two faculty advisors, selected from different departments, design to include coursework comparable to a single discipline major. The design must include the stated purpose and objectives of the major as well as a list of courses that assure that the objectives are met. The proposed major must include senior performance criteria and a method for how those performance criteria will be met by the student.

Students have the option of naming the interdisciplinary major. For example, a student might combine chemistry and political science for an interdisciplinary major and call it “Interdisciplinary major-chemistry/political science.”

Students should begin planning their interdisciplinary major as soon as they have completed 60 semester hours and shall have completed the first step in the process by the time they
have completed 75 semester hours. The plan should be completed and approved by departments involved in the interdisciplinary studies at this stage. The plan and title are then submitted to the Educational Policies Committee for approval and must carry the recommendation of the involved departments. Candidates must have their interdisciplinary major approved by the time they have earned 90 semester hours.

Candidates for the interdisciplinary major must have a minimum cumulative grade point average of 3.00 and a minimum Mount Mercy grade point average of 3.00 at the time they apply for the major. The interdisciplinary major must include a minimum of 30 semester hours, 21 semester hours of which must be upper division courses (200 level or above) taken at Mount Mercy, and all courses in the major must be passed with grades no lower than C. Only one core curriculum course can be included in the major.

The interdisciplinary major is not to be confused with the prestructured interdisciplinary majors of Visual Arts/Business Administration, International Studies, and Applied Philosophy.

**PRE-PROFESSIONAL CURRICULA**

The pre-professional curricula at Mount Mercy allow students to prepare for degrees not offered at Mount Mercy. Depending on the professional program, students can spend one to four years at Mount Mercy completing pre-professional requirements.

Students should be able to transfer from pre-professional study at Mount Mercy to professional study at Mount Mercy or another institution with no loss of credit. However, students should find out the specific professional curriculum requirements before they undertake a pre-professional course of study. In consultation with the departmental advisor, students should then plan a course of study that meets requirements of the professional program. The departmental information in the next section of this Catalog often contains planned pre-professional curricula.
COURSES

For purposes of reference, courses are listed alphabetically by departments. Each department description contains a statement of objectives, which the department seeks to achieve through its educational program, a statement of the requirements of a major and a minor in that department, and a list of the courses offered, together with a description of the course.

Courses numbered 200 and above are upper division. Courses numbered 100 to 199 are lower division.

The letters prefixed to the numbers are an abbreviation for the department in which the course is offered.

INDEPENDENT STUDY (IS)

Independent study courses, which are specially designed by the student and the instructor, are listed under the course numbers 440-445 and are subject to the following regulations:

1. Independent study courses are ordinarily limited to juniors and seniors.
2. Not more than 2 courses may be taken independently in the major.
3. Not more than 4 independent study courses may be taken during the four years of college and not more than 2 independent studies in any one term.
4. Independent study credit is not given for a paid job.
5. The application form, which can be obtained from the Academic Affairs Office, must fully describe the rationale and objectives of the course, the content and sources from which the content is to be obtained, methods and activities to be used, evaluation procedure and any pertinent deadlines to be met by the student. The form is to be completed by the student in conference with the instructor who has agreed to direct the study.
6. A screening committee must give approval for the course. The committee consists of the instructor supervising the course, the chairperson of the department in which the course is being offered and the academic advisor. The application also must bear the signature of the Vice President of Academic Affairs. At the option of the department, the screening committee meets to discuss the course with the student, or the student personally takes the form to be signed to each member of the committee and answers any questions that a member may have about the course.
7. The application form, with all the necessary signatures must be in the Registrar’s Office before the student registers for the course.
8. The student must register for the independent study course in the Registrar’s Office using a registration form.
9. Faculty members are not required to direct an independent study.

DIRECTED STUDY (DS)

A Directed Studies course is an individualized delivery of an existing course found in the Catalog. Course outcomes and objectives for the DS course are the same as if the course was being taken in the normal, classroom delivery mode. Contact the Academic Affairs Office for the approval form prior to registering for the class.
INTERNSHIPS

Students desiring to register for an internship will need to follow these steps:

1. During your advising session with your academic advisor, complete the Internship Approval form.
2. Submit the Internship Approval form to the Academic Affairs Office for processing and approval.
3. Upon approval by the Vice President for Academic Affairs, take a copy of the Internship Approval form and an appropriately signed Add form to the Registrar’s Office for processing of the registration.

Academic Center for Excellence (AD)

The courses offered through the Academic Center for Excellence (ACE) are designed to assist students in developing those skills essential for success in the college curriculum and beyond. Small classes and individualized attention are characteristics of these courses. Students may add these classes during the first two weeks of the semester. Proper procedures, as outlined in the section describing adding or dropping a class, must be followed and students must also consult the Director of the Academic Center for Excellence. These classes must be completed with a grade of C- or higher.

COURSE OFFERINGS:

Students may be placed in the following courses based on need according to composite ACT, sub-scores, high school performance, and/or academic screenings. The opportunity to test out of each of these classes may be given. Students enrolled in these classes are strongly encouraged to enroll in only 12 semester hours.

AD 006  Learning Strategies: 1 semester hour
This course focuses on balancing student roles and responsibilities with college demands. Content covers self analysis and meta cognitive exercises such as learning styles and study skills inventories. The course also emphasizes the development and application of academic writing and oral communication skills. (Offered spring semester only).

EN 011  Inquiry and Expression: 2 semester hours
This course offers direct experiences in exploring, formulating, and evaluating ideas through oral and written communication. The communication process, revision, and individualized instruction are emphasized throughout the semester; proofreading competence is studied in the context of student writing. The main focus is on developing the students’ abilities in writing, reading, speaking, and listening. This course is also highly recommended for returning students who may need to refresh their skills. (Offered spring semester).

EN 012  Writing and Inquiry: 4 semester hours
This course emphasizes reading and writing skills essential to college success while stressing the writing process and revision. The key focus is on learning to question, evaluate, and rethink concepts through dialogue, exploring and listening to the ideas of others. Students study, through intensive reading and writing, the factors that shape and influence a writer’s life: decisions, events, culture, media and technology. Prerequisite to EN 101-118 courses. (Offered fall semester).
MA 004 Beginning Algebra: 1 semester hour
This course is designed to provide developmental work for those students who enter college poorly prepared in mathematics. Class will focus on basic computational skills, and an introduction to basic algebra. Emphasis will be on problem solving and reading for math.

MA 006 Intermediate Algebra: 2 semester hours
The class covers the topics of intermediate algebra including inequalities, linear equations, systems of linear equations, quadratic equations, exponents, ratio, proportion, variation, and graphing. Returning students who have not been in a math class for a number of years might find this course a good choice in preparation for their statistics or core curriculum mathematics course. It offers a review of mathematics concepts.

Accounting (BC)
(See Business Administration, page 92)

Art (AR)
The art major offers courses that provide students with the technical and aesthetic instruction necessary for visual expression of all types. An environment conducive to the student’s total involvement as a developing artist is provided with offerings in art history and appreciation, studio work, and art education. There are three areas of concentration within the art major. A concentration in Fine Arts prepares students for careers involving the visual arts or for further study in graduate or professional schools. An Art Education concentration prepares students to teach art in grades K-12. The Graphic Design concentration provides a strong background for commercial or applied art careers.

The program maintains studios for sculpture, ceramics, drawing, painting, textiles and print making. Photographic darkrooms, a digital image database and a slide collection support the program. The Janalyn Hanson White Art Gallery schedules professional exhibitions and visiting artists throughout the year. Computers for graphics are available on fifth floor Warde as well as in the Busse Library and Basile Hall computer labs. The Art Sales and Rental Gallery provides students the opportunity to exhibit and sell their art work to benefit field trips.

Transfer students in Fine Arts, Graphic Design are required to submit a portfolio of work to the chairperson. This work will be reviewed by the Art faculty to determine academic standing of the student.

Transfer students in Art Education and students with a BA or BS degree returning for an art K-12 endorsement must be admitted to the program by a screening committee of Art and Education faculty who will review college transcripts, a portfolio of artwork, and recommendations from two past employers or instructors. The committee also will interview the transfer student.

CAREER OPPORTUNITIES: Professional artist; graphic designer; art teacher, grades K-12; web page designer; basis for graduate work in visual arts; preparation for work in museums and educational agencies, media, publications and various businesses; government; or public agencies requiring graphic arts. Internships and student teaching prepare students for employment.

MAJOR IN ART WITH A FINE ARTS CONCENTRATION: (31 semester hours)
AR 102, AR 103, AR 141, AR 151, AR 171, AR 202, AR 212, AR 213, AR 410, AR 415 and one of the following: AR 106, AR 109, AR 146, AR 161, AR 181. All Art majors should elect AR 101 for their core curriculum fine arts requirement. Fine Arts students are encouraged to select an area of emphasis in two- or three-dimensional studio art. This is done by electing to take three additional courses in either 2-D or 3-D classes. These should be upper-level courses.
For example, a student with a 2-D emphasis might elect to take Printmaking II, Photography II and Independent Study in Drawing. Other recommended courses for Fine Art are BK 208 Principles of Marketing; BK 305 Personal Selling; or additional History and Art History courses for students interested in museum work and graduate school.

**MAJOR IN ART WITH A GRAPHIC DESIGN CONCENTRATION:** (maximum 47 semester hours) All courses required for the fine arts concentration above, plus the following: AR 106, AR 130, AR 206, AR 220, AR 230, AR 285. All art majors should elect AR 101 for their core curriculum fine arts requirement. Though it is not required, the graphic design student should plan to take an Art Internship, AR 425. Other recommended courses for Graphic Design are AR 146 Silkscreen; C0 180 Introduction to Public Relations; BK 208 Principles of Marketing; and CS 103 Introduction to Web Site Development.

**MAJOR IN ART WITH AN ART EDUCATION CONCENTRATION:**

Original Endorsement in Art (K-6) (31 semester hours) AR 102, AR 103, AR 141, AR 151, AR 171, AR 202, AR 212, AR 213, AR 410, AR 415, and one of the following: AR 106, AR 161, AR 181 plus ED 102, ED 106, ED 166, ED 233, ED 253, ED 263, ED 370, ED 379, PS 124, student teaching: ED 364, or ED 351 and ED 356. Students must maintain a minimum 2.60 GPA in the endorsement.

Original Art Endorsement (7-12) (31 semester hours): AR 102, AR 103, AR 141, AR 151, AR 171, AR 202, AR 212, AR 213, AR 410, AR 415; plus one of the following: AR 106, AR 161, AR 181 plus ED 102, ED 106, ED 233, ED 253, ED 263, ED 323, ED 365, ED 370, ED 379, PS 124. The student will receive a Bachelor of Arts degree with majors in Art and Secondary Education.

Students planning to pursue Art Education should follow the program guidelines within the Education section of this Catalog. Art Education majors are required to contact an advisor in the Education division to ensure that all requirements for licensure are met. Additional core curriculum courses may be required. All Art majors should elect AR 101 for their core curriculum fine arts requirement.

**VISUAL ARTS/BUSINESS INTERDISCIPLINARY PROGRAM:**

Business Component Required For The Visual Arts/Business Administration-Interdisciplinary Major (34-35 semester hours): BA 250, BA 203, BC 202, BK 208, BN 204, EC 252; two of the following: BA 344, BN 304, BA 300 or BK 300; one of the following: BA 270 or MA 135; and either BA 435 or AR 410 and AR 415. It is recommended that students choosing BA 435 also complete BA 379. One internship experience, (at least 3 credit hours) in an administrative role is required.

Companion Area Components (Business Component plus 21 additional semester hours): AR 103, AR 130, AR 220, AR 285; AR 212 or AR 213; and two of the following: AR 106, AR 141, AR 151, AR 161, AR 171 or AR 290.

**MULTIMEDIA/DESIGN REQUIREMENTS:** (45 semester hours): CO 111, CO 242, CO 380, CO 480, AR 103, AR 106, AR 109, AR 130; AR 206 or AR 230; AR 220; AR 280 or AR 285; SD 112, SD 330; one of the following: CO 120, CO 180, EN 123 or EN 203.

**MINOR IN ART:** (21 semester hours) AR 102, AR 103, AR 212 or AR 213 and any other four art courses except AR 101. A portfolio of work is required for a faculty review during the sophomore year. All art minors should elect AR 101 for their core curriculum fine arts requirement.

**SOPHOMORE PORTFOLIO:** By the end of the sophomore year Art majors and minors are required to have a portfolio review to check progress and be advised on continuing in the Art Department. The portfolio will be the major consideration, but the grade point average in art courses and the grade point average in all courses also will be reviewed. By the end of the sophomore year all Art majors should have taken the five basic art curriculum courses: AR 102, Drawing, AR 103 Design, AR 141 Painting I, AR 151 Printmaking I, and AR 171 Sculpture. This will give the Art major an opportunity to assemble a varied portfolio for review.
ADMISSION TO THE INTERNSHIP: Students should apply for an internship in the spring preceding the internship desired. Deadline dates will be posted. Students should meet the requirements for the internship before making application. Application forms are available from the Art faculty. The screening committee, composed of the Art faculty, make the admission to the internship decision. Acceptance into the internship is based on the following:

1. The minimal admission prerequisite requires that the student complete the basic Fine Arts course sequence (AR 102, AR 103, AR 141, AR 151 and AR 171) with grades of no less than C (2.00) with a cumulative grade point average of no less than 2.00.
2. An internship in Fine Arts or Arts Management requires that in addition to the minimal admission prerequisites AR 202 Drawing II, AR 212 Art History I, AR 213 Art History II and one other art history course be completed or taken concurrently with the internship with grades of no less than C (2.00) with a cumulative grade point average of no less than 2.00.
3. An internship in Graphic Design requires that in addition to the minimal admissions prerequisites AR 106 Photography I, AR 130 Graphic Design I, AR 206 Photography II, AR 230 Graphic Design II, AR 220 Typography and AR 285 Computer Graphics be completed or taken concurrently with the internship with grades of no less than C (2.00) with a cumulative grade point average of no less than 2.00.
4. A brief summary stating why the students wishes to participate in the internship.
5. Written evaluations of the applicant’s academic work submitted by two Mount Mercy faculty outside the Art Department.
6. Possession of personal qualities considered necessary for a successful art professional including personal and professional integrity; a demonstrated ability to organize work and to work under the pressure of deadlines; craftsmanship in producing artwork; creativity; assertiveness; clarity in speaking, writing, and accurate spelling; and a willingness to cooperate with others and to accept as well as benefit from criticism.
7. Presentation of a professional quality portfolio that includes art work relative to the internship is desired.

Decisions of the screening committee shall be transmitted to the applicants and to other appropriate persons at Mount Mercy promptly and in writing. Students whose applications are refused may discuss the matter with the chairperson of the Art Department. Further recourse may be had by contacting the Vice President for Academic Affairs.

COURSE OFFERINGS:
Priority in art courses will be given to declared Art majors. The listing of preference for entry into certain art courses will be to: 1) continuing art majors, 2) new art majors and 3) non-art majors. Please check each individual course listing. Many studio courses require lab fees to cover course supplies and models.

AR 101 Introduction to Art: 3 semester hours
A general survey of art from a historical and aesthetic frame of reference. The course will include lecture/discussion and studio projects designed to increase understanding and appreciation for the value of art regardless of the cultures, time period, or individuals from which it may have come. One required field trip.

AR 102 Drawing I: 3 semester hours
An introduction to the concepts, materials, and techniques of drawing. Instruction and practice in basic media will increase seeing ability, visualization, communication, and personal expression. Most drawing is done from life and emphasis is placed on visual communication. Since this is a required course for Art majors the priority for acceptance in this course is: 1) declared Art majors and freshman Art majors, 2) transfer Art majors, 3) Art minors, and 4) non-Art majors. Non-Art majors will need the signature of the instructor. Lecture/critique: one hour per week. Studio: four hours per week.
AR 103 Design: 3 semester hours
A study of the elements and principles of design in two- and three-dimensional works based upon design found both in nature and human-made art, which provides the student with opportunities for creative application. The design problems cover line, value, texture, color, and space. Various traditional and non-traditional techniques are used. Lecture: one hour per week. Studio: four hours per week. Priority for entrance into the class will be given to: 1) freshmen and continuing Art and Communications majors, 2) transfer Art majors, 3) Art minors and 4) non-Art majors.

AR 106 Photography I (Introduction): 3 semester hours
An introduction to black and white photography. The course covers cameras and photographic techniques, composition, processing and darkroom printing, lighting and matting photographs and digital photography. A broad overview of the work of accomplished photographers, exploring many different styles and approaches will be presented along with the history of photography. Digital photography will be introduced. Assignments will stress composition, lighting, documentation, and experimentation. Recommended for students with little or no camera and/or darkroom experience. Students should supply their own 35mm single lens reflex camera. A lab fee is assessed. Students supply their own film and photo paper. Lecture: one hour per week. Studio: four hours per week. Priority for entering the course will be given to graphic design, public relations, and fine arts majors.

AR 109 New Genres: 3 semester hours
This interdisciplinary arts course is for both non-Art and Art majors. Students will use a variety of non-traditional media and techniques to stretch their definition of the visual arts. Emphasis will be placed on studio experimentation with the arts of time, space, and concept. Students will use found materials, video, film, sound, language, and performance art to create objects, environments, and events. Emphasis is placed on questioning the processes by which meaning is constructed. Students interested in experimental music, writing, theater, and visual arts (but have no previous experience) are encouraged to enroll. Lecture/critique: one hour per week. Studio: four hours per week. This course is offered every other year and has no prerequisites.

AR 130 Graphic Design I: 3 semester hours
An exploration into two-dimensional design beginning with conceptual foundations and continuing through to methods of practical application. A foundation of design language and space relationships is allied with creative problem-solving. Page layout, logo design, typography, computer graphics, and web page design are some of the practical areas covered. Priority for acceptance to this course is given to: 1) continuing Art majors and Public Relations majors, 2) transfer Art majors and Public Relations majors, 3) Business majors and 4) other students. Lecture/critique and studio: four hours per week.

AR 141 Painting I: 3 semester hours
An introductory course in oil and acrylic painting. Students will investigate both traditional and non-traditional solutions to compositional, technical, and aesthetic problems in painting. Lecture: one hour per week. Studio: four hours per week. No prerequisites. Priority for entrance into the class will be given to: 1) freshmen and continuing Art majors, 2) transfer Art majors, 3) Art minors and 4) non-Art majors.

AR 145 Watercolor: 3 semester hours
This course investigates the watercolor medium that includes materials, techniques, and creation of original watercolor paintings. It is an introduction to traditional and contemporary watercolor art and can be a springboard for personal expression in the medium.

AR 146 Silkscreen I: 3 semester hours
This studio course is designed to explore the possibilities of composing artwork in the various silkscreen printmaking techniques. Emphasis will be placed on the use of silkscreen as a contemporary fine arts medium and as a versatile and practical art skill. Processes such as the paper stencil, blockout resist, and direct photographic method are used. Priority will be given to Art majors for entry, but the course is open to non-Art majors as well. Non-Art majors will need signature of the instructor. Lecture/critique: one hour per week. Studio: four hours per week. No prerequisites.
AR 151  Printmaking I: 3 semester hours
Investigation of graphic processes including woodcut, collagraph, monotype and intaglio. Development of the image in black and white and color. Lecture: one hour per week. Studio: four hours per week. No prerequisites. Priority for entering the course will be given to: 1) continuing Art majors, 2) transfer Art majors and 3) non-Art majors.

AR 161  Beginning Ceramics: 3 semester hours
An introductory course in the ceramic arts providing students with an opportunity to use clay as a three-dimensional medium for self-expression. Both hand-building and wheel-throwing techniques will be taught. Major firing processes will include stoneware and raku ware. Lecture: one hour per week. Studio: four hours per week. No prerequisites. Priority for entering the course will be given to: 1) continuing Art majors, 2) transfer Art majors and 3) non-Art majors.

AR 171  Sculpture I: 3 semester hours
The study of three-dimensional art as a basis for artistic sculptural experiences in a variety of basic media. The three-dimensional works will be developed in both additive and subtractive approaches using wood, clay, plaster, wire, and other material. Since this is a required course for Art majors the priority for acceptance in this course is: 1) declared Art majors and sophomore Art majors, 2) transfer Art majors and 3) non-Art majors will need the signature of the instructor. Lecture/critique: one hour per week. Studio: four hours per week. Prerequisite: sophomore standing.

AR 181  Fiber Arts: Tie-dye, Batik, Weaving: 3 semester hours
This course includes two- and three-dimensional studio problems in tie-dye, batik, weaving, printing on fabric, and a variety of contemporary fiber art techniques. Emphasis is placed on taking both traditional and contemporary approaches to fiber media, concepts, and processes. Lecture: one hour per week. Studio: four hours per week. No prerequisites. Priority for entering the course will be given to: 1) continuing Art majors, 2) transfer Art majors and 3) non-Art majors.

AR 191  Jewelry: 3 semester hours
This course is an opportunity to create original adornment for covering head to foot. It is designed to help beginners learn how to design and make jewelry from a variety of materials including metals, woods, and handmade papers. All the processes are based on hand construction that involves a minimum of hand tools. Attention will be given to the production of jewelry by various cultures and artists throughout the world. Lecture: one hour per week. Studio: four hours per week. No prerequisites.

AR 202  Drawing II: 3 semester hours
This course is an extension of Drawing I. An exploration of various traditional and non-traditional drawing media, as well as a continuation of the student’s search for personal vision through direct observation, memory, fantasy, and media experimentation. Emphasis is placed on development of personal imagery and work from live models. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 102. Priority for acceptance into the class will be given to: 1) continuing Art majors, 2) transfer Art majors at senior level, 3) Art minors and 4) non-Art majors.

AR 206  Photography II (Advanced): 3 semester hours
This course is an extension of Photography I. It is designed to increase artistic and technical ability in the black and white photographic medium and to introduce digital photography. Photo II also includes studio lighting techniques, copywork, photographic imagery on nontraditional materials, and an investigation of non-silver photographic processes, and an introduction to Adobe Photoshop on the Macintosh computer. Studio fee required. Recommended for Art majors, Public Relations majors, and others interested in photography. Lecture and studio: 5 hours per week. Prerequisite: AR 106. Priority for entrance into the class will be given to: 1) continuing Graphic Design Art majors, 2) other Art majors 3) Public Relations majors and 4) all others.

AR 212  History of Art I: 3 semester hours
A survey of the major visual arts of the Western world from the prehistoric to the Gothic eras. Lecture: three hours per week. Prerequisite: sophomore standing.
AR 213 History of Art II: 3 semester hours
A survey of the major visual arts of the Western world from Renaissance to Modernism. Priority for entering the class will be given to Art majors of sophomore standing. Prerequisite: sophomore standing.

AR 216 History of Non-Western Art: 3 semester hours
This survey course introduces non-Western cultural perspectives and artistic practices. Students will explore the major forms, styles, and purpose in the art and architecture of the Americas, Africa, India, China, Japan, Korea, and Australia and the Pacific Islands from prehistoric to contemporary periods. More than just studying the artworks themselves, students will gain an understanding of how these artworks are situated within the philosophical, religious, and political contexts of the cultures in which they were created. As a Western culture, American society often focuses on Western influences upon other (non-Western) cultures. When these “other” influences do affect American society, they are often unrecognized because they’ve been taken out of their original context (this type of attitude, it should be pointed out, is not confined only to Western cultures but occurs everywhere). Students will take a look at these relationships of influence and their positive and/or negative effects over time. Fieldtrips are a required course component. Prerequisites: Sophomore standing and AR 101, AR 212, AR 213, or permission of the instructor.

AR 220 Typography and Production Methods: 3 semester hours
The focus of this course is on the design and use of type and reproduction methods. Type fonts, typesetting, printing methods and video generation are covered. A survey of lettering styles and type history is included. Projects designed to acquaint students with various ways of using type are an integral part of the course. Visits to a printing plant and video production studio are planned activities. No prerequisite, but priority in class registration is given to Art and Communication majors.

AR 230 Graphic Design II: 3 semester hours
An extension of Graphic Design I with emphasis on refined design sense, creative solutions to design problems, and practical applications. Artwork from conception to completion as printed work is the goal of each project. Layout techniques, computer page publication, photo-manipulation programs, illustration software, and web design are all used as vehicles to create work for the portfolio. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 130.

AR 241 Painting II: 3 semester hours
An advanced study in painting and composition with an emphasis on experimentation in media, technique, and concept. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 141. Priority will be given to: 1) continuing Art majors, 2) transfer Art majors and 3) non-Art majors.

AR 245 Relief Printmaking in Oaxaca, Mexico: 3 semester hours
Produce relief prints inspired by the rich cultural tradition and beauty of Oaxaca, Mexico. Students will observe and draw ruins at the archeological site of Monte Alban, artifacts at the regional museum and handsome handicrafts at the city markets. The drawings will be translated into relief prints by choosing from a variety of color processes including: the subtractive wood block, the multi-block linoleum, or cardboard collagraph. Students will also visit graphic arts galleries, museums and artists’ workshops. During their free time, students will have the opportunity to explore Oaxaca and the surrounding villages known for their handicrafts.

AR 246 Silkscreen II: 3 semester hours
An advanced studio course offering an opportunity to increase technical abilities and artistic concepts. The student will develop a series of prints using the various silkscreen techniques. Investigation into the history and use of silkscreen as an art form is encouraged. Individual critiques with the instructor are part of the course. Offered concurrently with AR 146. Prerequisite: AR 146.

AR 251 Printmaking II: 3 semester hours
A continuation of study and investigation of graphic processes including woodcut, collagraph, lithography, and all intaglio methods in both black and white and color. Investigation into the history and use of printmaking as an art form is required. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 151.
AR 261  Advanced Ceramics: 3 semester hours
This intermediate-level ceramics course will provide students who have had a beginning ceramics course with further opportunity to use clay as a medium of self-expression. Students may work with hand-building and wheel-throwing techniques in creating both utilitarian and non-utilitarian ceramic objects. A variety of firing processes and glaze chemistry will be available. Lecture: one hour per week. Studio: four hours per week. Prerequisite: AR 161 or permission of instructor. Priority will be given to: 1) continuing Art majors, 2) transfer Art majors and 3) non-Art majors.

AR 271  Sculpture II: 3 semester hours
A course offering students an opportunity to develop further work in three dimensions. Wood, clay, plaster, wire, hand-workable metal, cloth, and ceramics are the materials that can be used. Growth in concepts and techniques is the heart of the work. Investigation into historical and contemporary sculptural work is part of the study. There are individual critiques with the instructor. Lecture: one hour per week. Studio: Four hours per week. Prerequisite: AR 171.

AR 280  Video on the Computer: 3 semester hours
This course is designed to acquaint students with video production and translation of video material into various presentation formats. A conceptual background and practical applications are interwoven to help understanding of the process. Topics included are organization of presentation and program material, visual communication principles, screen design and typography, video camera usage, video and audio recording techniques, creating and presentation. Recommended Prerequisite: Sophomore status and any of the following courses: AR 130 Graphic Design, AR 285 Computer Graphics, BK 208 Principles of Marketing, ED 245 Ed Media, EN 123 Professional Writing, CO 180 Introduction to Public Relations or permission of instructor.

AR 285  Computer Graphics: 3 semester hours
Students learn to use computer software in several areas: illustration, publication, presentation, and allied fields such as photo manipulation, internet and the World Wide Web. Use of good design principles, typography, color interaction, scanning, storage, graphic file formats, specifications for computers and peripherals are an integral part of the course. Current and well-known software, laser and color printers are used. Emphasis is on the art and design aspect of computer graphics. Prerequisites: AR 101, AR 103, or AR 130 or permission of the instructor. Lecture/Studio: 3 hours per week.

AR 290  Visual Arts Topics: 3 semester hours
This course allows examination of a specific visual art or art history topic. The course content and subtitles will vary at each presentation. Subjects as diverse as the interaction of color, 20th Century Painting, 19th and 20th Century Architecture and Mid-Eastern and Asian Art may be offered. A course with a different content may be repeated. Prerequisites: AR 101 or AR 212 or permission of Department Chair.

AR 295  Survey of Mexican Culture Today: 3 semester hours
Despite Mexico’s proximity and its strong cultural influence on the southwestern United States, Mexico’s Indian and Spanish traditions have made it a “distant neighbor.” This course will attempt to bridge this gap between our two cultures with on-campus lectures on the history and art of Mexico followed by a 14 day travel experience to Mexico. During the Winter Term, students will travel to Mexico City, and Oaxaca. These cities represent various aspects of Spanish colonial influence and will serve as a means to contrast large metropolitan centers with smaller, scenic sites. Students will visit archaeological sites including Teotihuacan, Monte Alban and Mitla near Oaxaca. Students also will visit villages known for the production of pottery, weaving and wood carvings. Students will be responsible for the completion of a course workbook and a summary of required readings. Students also will have the opportunity to do a research paper or studio art project depending on one’s interest. No prerequisites. The course may be petitioned to fulfill a major requirement in art or history.

AR 341  Painting III: 3 semester hours
An advanced study of painting stressing independent work with an emphasis on creativity and critical thinking. Lecture: one hour per week. Studio: four hours per week. Prerequisites: AR 141 and AR 241. Priority will be given to: 1) continuing Art majors, 2) transfer Art majors and 3) non-Art majors.
AR 410 Senior Thesis Preparation: 1 semester hour
Senior Thesis Prep is required for all senior Art majors the fall semester before taking AR 415 Senior Thesis and Exhibit. This course is designed to help seniors develop their thesis concept and media. Students do research and studio experiments as well as written statements related to their developing body of work. Weekly meetings involve all-faculty critiques as well as time for individual help with conceptual and technical problems. Students also gain experience presenting and installing artwork in a gallery setting. Prerequisite: Senior standing and the major portion of required art courses completed.

AR 415 Senior Thesis and Exhibit: 3 semester hours
A course consisting of in-depth work on an aesthetic problem in the student’s area of concentration. It is the examination of a total experience that establishes the basis for the aesthetic. Work is done independently with weekly group meetings and faculty checks of progress and portfolio development culminating in a thesis project and exhibition. Opportunities for participation in shows will be offered in the course. Prerequisite: All studio courses required for the major and AR 410.

AR 425 Art Internship: 3-6 semester hours
The student intern will be placed in an art workplace. Placements will vary according to the student’s interests and Art faculty recommendations. The internship is designed to give practical, on-the-job experience to complement academic studies and will be evaluated on a pass/fail basis. Three (3) credits = 25 hours a week for five weeks or six (6) credits = 25 hours a week for ten weeks. In addition to workplace hours, weekly contact with the supervising instructor is required throughout the duration of the internship. Prerequisites: senior status, fine art requirements completed with the exception of Senior Thesis and an Art faculty review. Graphic design concentration majors must have also completed AR 106, AR 130, AR 206, AR 220, AR 230 and AR 285. Fine Arts majors must also have completed AR 202, AR 212, AR 213 and one other Art History course. Visual Arts/Business Administration-Interdisciplinary majors must have completed AR 103, AR 130, AR 220, AR 285, and AR 212 or AR 213.

AR 445 Independent Study: Credit arranged
Study topic will be arranged by the student and his/her advisor. Students should be Art majors and have had at least one course in the general area of study. Priority will be given to: 1) continuing junior and senior Art majors and 2) transfer Art majors at junior or senior level.

ED 165 Art Methods K-6 for Classroom Teachers: 1.5 semester hours
A course for the elementary teacher providing a study of the basic theories of child art as well as opportunities to experience the various media and concepts appropriate for use at the elementary level. Students meet one day a week for two hours. This course is generally taken with ED 269 Music Methods for Elementary Teachers, which also meets once a week. Recommended for elementary education majors of sophomore standing or above. This course must be completed with a minimum of a C (2.00).

ED 166 Art Methods (Art Majors K-6): 2 semester hours
A study and practicum in current theories and methods for teaching art in K-6 grade levels. Weekly observations of elementary art classes in area schools with a minimum of 40 hours is required. The course is open to art minors with the permission of the instructor. The course includes one hour of lecture, two hours of laboratory experience and three hours of school observation weekly. This course is required for art majors seeking K-6 teaching certification for art. This course must be completed the semester immediately preceding student teaching and with a minimum of a C (2.00). Prerequisite: Art major, junior standing. You need to have completed all courses for the Art major with the exception of AR 415 Senior Thesis. This course must be taken no sooner than the year before student teaching.

ED 323 Art Methods (Art Majors 7-12): 2 semester hours
A study and practicum in current theories and methods for teaching art in the secondary classroom. The course includes one hour of lecture, two hours of laboratory experience, and three hours of school observation each week. This course is required for art majors seeking teacher certification 7-12 in art. This course must be completed the semester immediately preceding student teaching and with a minimum of C (2.00). Prerequisite: Art major, junior standing. You need to have completed all courses for the Art major with the exception of AR 415 Senior Thesis.
**Biology (BI)**

The biology major aims to deepen students’ appreciation for the life sciences and to increase their concern for living things and their environment in addition to helping them develop the intellectual competence and the technical skills necessary in their chosen careers.

**CAREER OPPORTUNITIES:** Medical, teaching, research, industry, museums, park and wildlife management, environmental education, conservation, correlation with health sciences, and many other fields.

**MAJOR** (54 semester hours): BI 143, BI 143L, BI 144, BI 146, BI 303, BI 310 and any three upper division courses, one of which may be CH 302 and at least two of these major elective courses must be lab courses. Also required: CH 111, CH 112, CH 211, MA 135 (or with permission: PS 325); and one of the following courses: MA 139, MA 142 or MA 164.

To research and improve the program, all entering and graduating majors are required to take an anonymous assessment examination based upon general biological knowledge. This exam will only be used to assess major strengths, goals, and weaknesses. Results of this exam will not appear on students’ records, nor will the results be used to determine academic progress. An attitudinal survey also will be taken by first-year and senior students.

**MINOR** (33 semester hours): BI 143, BI 143L, BI 144, BI 146 and any two upper division courses, one of which must be a laboratory course. Also required: CH 111, CH 112, and MA 135 (or with permission: PS 325).

Students are expected to take all core program course work at Mount Mercy unless they transfer in having already fulfilled a given course, or have a major conflict that would hinder obtaining the degree.

Returning students who have interrupted their education at Mount Mercy and who re-enter will be held to all the requirements printed in this Catalog at the time of re-entry.

**ACADEMIC REQUIREMENTS:** A grade of C or higher in all required courses for the major and the minor. A grade of C or higher also is required in all prerequisite courses for majors and minors before enrolling in required biology, chemistry, and math courses.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

**OUTDOOR CONSERVATION MAJOR** (28.5-33 semester hours) Kirkwood Community College AAS program in Parks and Natural Resources: BI 143, BI 143L, BI 146, BI 310, MA 135; and three (3) of the following: BI 225, BI 242, BI 357 or BI 305; OR

**OUTDOOR CONSERVATION MAJOR** (31.5-36 semester hours): BI 143, BI 143L, BI 146, BI 310, BI 440 (3-6 c.h.), MA 135; and three (3) of the following: BI 225, BI 242, BI 357, BI 305. Biology Internship, or an approved course at field station, can also satisfy the BI 440 requirement.

**ACADEMIC REQUIREMENTS:** A grade of C or higher in all Mount Mercy major courses and a cumulative major GPA of 2.25 or higher.

**PRE-PROFESSIONAL PROGRAMS IN BIOLOGY:** Students interested in pre-professional programs should notify the Chair of the Pre-professional program, early, during the fall semester of the decision year.

**Pre-Medicine:** Pre-medical and pre-dental students should pursue a biology major and a chemistry minor with two courses in physics, PH 151, PH 152. Suggested biology electives are BI 273, BI 274, BI 315, BI 327, BI 337, and BI 370. Additional suggested courses are MA 164 and PS 124.

**Pre-Physician Assistant:** Students pursuing admission to physician assistant programs should follow a similar program to the pre-medical students (above), but they should take MA 142 as their mathematics, and more courses in psychology. Most physician assistant programs require a BS degree, but if a student wishes to apply for admission to a baccalaureate program after three (3) years, they should not take BI 146 or BI 310.

**Pre-Physical Therapy:** Most physical therapy programs require a BS degree, which our
biology major satisfies. Courses needed include: BI 273, BI 274, BI 327, PH 151, PH 152, and additional psychology classes. Students wishing to apply for admission to a physical therapy program after three (3) years should follow the requirements for the major, but not take BI 146 or BI 310.

Pre-Occupational Therapy: Admission requirements for occupational therapy programs differ depending on whether the degree sought is graduate or undergraduate. Graduate programs require a BS degree, preferably with a major in biology, but other majors are also a possibility. Students wishing to pursue a graduate degree in occupational therapy should carefully plan a four-year course of study with their advisor that is based upon programs to which they will apply.

Most occupational therapy programs require a BS degree, but students wishing to transfer to a baccalaureate program after two (2) years should consult the requirements of the program. It is suggested that they take BI 143, BI 143L, CH 111, MA 142, PS 101, PS 124, PS 285, PS 306, PS 325, PS 345, and complete most of their core curriculum requirements. Suggested additional classes are BI 144 and CH 112 for students potentially interested in a biology major.

COURSE OFFERINGS:

**BI 123 Biology of Human Concern: 4 semester hours**
For non-science majors. Study of the broad general principles of biology and of current environmental and ethical problems arising as our knowledge and technological competencies increase. Three hours of lecture and one two-hour lab per week. (Cannot be taken by Biology majors after successful completion of BI 143 Principles of Biology). Fulfills requirement of Natural World Domain for non-major students. (Offered each fall and spring semester).

**BI 143 Principles of Biology: 3 semester hours**
A study of the unifying concepts of modern biology. Emphasis on interrelationships between cell physiology, genetics, embryology, and evolution. No prerequisites. Three hours lecture per week. Biology majors/minors, medical technology majors and education majors must concurrently enroll in BI 143L. (Offered each fall semester).

**BI 143L Principles of Biology: 1.5 semester hours**
A laboratory course designed to provide demonstrations, experiments and discussion to supplement BI 143. Biology majors/minors, medical technology majors and education majors are required to concurrently enroll in BI 143, and the laboratory is not to be taken separately. One three-hour laboratory a week. (Offered each fall semester).

**BI 144 General Zoology: 4.5 semester hours**
A study of the invertebrates and the vertebrates by a phylogenetic approach. Emphasis on comparing and contrasting the anatomy, physiology, and ecology of these groups. Prerequisite: A grade of C or better in BI 143. Three hours lecture and one three-hour lab per week. (Offered each spring semester).

**BI 146 General Botany: 4.5 semester hours**
A study of the diversity in the Kingdoms Fungi, Prokaryota, Protoctista, and Plantae. Emphasis on anatomic, physiological, and reproductive adaptations to the environment. Prerequisite: A grade of C or better in BI 143. Three hours lecture and one three-hour lab per week. (Offered each fall semester).

**BI 150 Basic Microbiology: 4.5 semester hours**
Introduction to the study of microorganisms, with special emphasis on medically important bacteria, viruses, and fungi; includes practical applications for control of pathogens, epidemiology and diagnosis, mechanisms of infection and host resistance. Weekly 3 hours lecture and 3 hours laboratory. Prerequisite: BI 143, not for major/minor credit in biology or medical technology and may not substitute for BI 315. Fulfills requirement of Natural World Domain for nursing majors. (Offered each spring semester).

**BI 210 Biology and Human Culture: 3 semester hours**
The course will explore the interaction between culture, evolution, and biology from a variety of perspectives in a seminar format. The customs of different cultures are often determined by and/or affected by biological factors. These will be studied from a proximate and ultimate (evolutionary) standpoint in a
comparison of both non-Western and Western cultures to better understand and appreciate different cultural practices and beliefs, how they evolved, and what implications they have for the world. Students also will investigate a custom of their choice to ascertain the biological and cultural origins and significance of the custom. This course will not count for major/minor biology credit. Prerequisites: One course selected from core curriculum writing courses, sophomore standing. Fulfills requirement of Global Awareness Domain.

**BI 225  Global Environment Issues: 4.5 semester hours**
This course examines the human impacts on the global environment in a lecture, discussion and applied approach. Current research will be studied on the causes and effects of environmental change and environmental conservation. Prerequisites: A grade of C or better in BI 143 or BI 123 or equivalent or permission of instructor. Three hours of lecture and one three-hour lab per week.

**BI 242  Iowa Natural History: 4.5 semester hours**
A survey of the natural history of Iowa focusing on geological forces, plant communities, animal communities, and the impact of early humans, the first European settlers and present residents. The lab will focus on identification skills. Weekend field trips will be an important component of the course. Prerequisites: A grade of C or better in BI 143, BI 146, or permission of instructor. Three hours of lecture and one three-hour lab per week.

**BI 243  Immunology: 3 semester hours**
This course introduces students to the major basic concepts operating in the functioning of the immune system and the immunopathologies that arise due to the hyperfunction, hypofunction, or malfunction of this system. Major topics to be covered include non-specific immunity, specific immunity (cellular and humoral) hypersensitivities, immunologic deficiencies, tolerance, enhancement, immunogenetics, autoimmunity, cancer immunology, and transplantation. This introductory course gives students a basic understanding of the system as well as some basic concepts and terminology on which to build further knowledge in this area. Prerequisites: A grade of C or better in BI 143 and BI 144; or BI 143 and BI 150. (Offered winter term only).

**BI 273  Basic Human Anatomy: 6 semester hours**
A lecture and laboratory course designed to give basic information for understanding normal structure and development of the human body. A regional approach to anatomy is used, complimented with dissection and examination of preserved human cadavers, practical applications, and discussions of basic concepts. Three hours of lecture and one three-hour lab per week, plus 45 hours of supervised dissection per term. Prerequisite: A grade of C or better in BI 143 for Biology majors, and a D- or better for other majors. (Offered each fall semester).

**BI 274  Basic Human Physiology: 3 semester hours**
A lecture course designed to introduce students to the physiological systems of the human body. Emphasis is given to the interactive nature of these systems that result in normal physiological function. The medical implication of abnormalities and failure of these systems is also briefly covered. Three hours of lecture per week. A non-required option is BI 274L, Basic Human Physiology Lab in which Biology majors may concurrently enroll. Prerequisite: A grade of C or better in BI 143 for Biology and Medical Technology major, and a grade of D- or better for other majors. (Offered each spring semester).

**BI 274L  Basic Human Physiology Laboratory: 1.5 semester hours**
A laboratory course designed to provide demonstrations, experiments, and discussion to reinforce and supplement BI 274. Biology majors, especially those who intend to pursue medically-oriented programs, graduate programs, or education should take this laboratory concurrently with BI 274. Students enrolled in BI 274 are not required to take the laboratory, but students enrolled in the laboratory must take BI 274 concurrently. One three-hour laboratory a week. (Offered each spring semester).

**BI 303  Genetics: 4.5 semester hours**
An exploration of the three main branches of heredity: transmission (classical), molecular, and population genetics. Transmission genetics examines how genes and genetic traits are passed from generation to generation. Molecular genetics probes the structure, function, and regulation of genes, while population genetics investigates through mathematical models and the distribution and behavior of genes in populations. Three hours of lecture and three hours of laboratory each week. Prerequisites: A grade of a C or better in BI 143 and BI 144, or BI 143 and BI 146. (Offered each spring semester).
BI 305 **Evolution: 3 semester hours**
Analysis of the theory of evolution, evidences of organic evolution provided by the various subdisciplines of biology and its mechanisms and results. Three hours per week. Prerequisites: A grade of C or better in BI 143 and BI 144; or BI 143 and BI 146 or permission of instructor.

BI 310 **Ecology: 4.5 semester hours**
A study of the relationships of organisms to each other and to their environment from an evolutionary perspective. Aquatic and terrestrial ecosystems will be studied from the perspective of the individual, the population, and the community. Three hours of lecture and three hours of laboratory per week. Prerequisite: A grade of C or better in BI 144 or BI 146 or permission of the instructor. Statistics is recommended as is senior status. (Offered each spring semester).

BI 315 **General Microbiology: 4.5 semester hours**
This course studies the major fields of microbiology with an emphasis on bacteria and viruses. Topics include bacterial cell structure, metabolism, genetics, ecology and pathogenesis. Three hours of lecture and three hours of laboratory per week. Prerequisites: A grade of C or better in BI 143, BI 144, CH 111, and CH 112. (Offered each fall semester).

BI 327 **Histology: 4.5 semester hours**
An intensive study of the embryologic origin, the development and the structure and function of the tissues of the human body. Lecture three hours per week, lab three hours per week. Prerequisites: A grade of C or better in BI 143 and BI 144. (Offered fall semester of even-numbered years).

BI 332 **Comparative Vertebrate Anatomy and Embryology: 5 semester hours**
Phylogenetic study of the structure and function of the vertebrate animals. Lecture three hours per week. Two two-hour labs per week. Prerequisite: A grade of C or better in BI 143 and BI 144. (Offered fall semester of odd-numbered years).

BI 337 **Animal Parasitology: 4.5 semester hours**
A survey of the animal parasites. Emphasis on morphological, physiological, and ecological adaptations that allow parasites to lead a dependent life style. Anti-parasite adaptations of hosts will also be explored. Three hours lecture and one three-hour lab per week and weekend field trips. Prerequisite: A grade of C or better in BI 143 and BI 144. (Offered fall semester of odd-numbered years).

BI 357 **Animal Behavior: 4.5 semester hours**
A comparative study of the evolution of animal behavior centering on the principles and mechanisms of behavior. Three hours lecture and one three-hour lab per week. Prerequisites: A grade of C or better in BI 143 and BI 144, or PS 101 or permission of instructor. (Offered as needed).

BI 370 **Molecular Biology: 5 semester hours**
This course studies the transfer of information within the cell (DNA synthesis, RNA synthesis and processing, and translation of proteins) at the molecular level and how it relates to other areas of biology. The laboratory component will include learning to use various equipment and protocols scientists use to manipulate DNA and RNA for research experiments. Three hours of lecture and four hours of laboratory per week. Prerequisites: A grade of a C or better in BI 143 and BI 303. (Offered each fall semester).

BI 405 **Directed Readings in Biology: 1-3 semester hours**
A course initiated by a student, a group of students, or an instructor based upon a topic of interest or a special need. The course will involve readings on the topic, discussion, and projects based upon the topic. Library research and internet research may also be a component along with written summaries of research and/or projects. Under ordinary circumstances, this course cannot be used as one of the required electives for the biology major or minor. Prerequisites: Junior or Senior status, grades of C or better in appropriate background courses, and permission of instructor.

BI 440 **Biology Internship: 1-6 semester hours**
Directed educational experiences in employment situations under joint sponsorship by a faculty member and an employer. This course cannot be used as one of the three upper division electives.
BI 445  Independent Study:  Credit arranged
Readings and/or research. Course to be designed by the student in consultation with the instructor on a subject of special interest to the student. This course cannot be used as one of the three upper division electives.

BI 450  Independent Research:  3 semester hours
Independent research conducted at Mount Mercy or another recognized institution or research facility. Students will be responsible for collection, analysis, and presentation of original data. Presentation will be in both oral and written format, with the oral portion to be given at a recognized state or national scientific meeting. This course cannot be used as one of the three upper division electives.

Business Administration (BA),
And Interdisciplinary Business Program

BUSINESS ADMINISTRATION

The Business Department offers majors in accounting (BC), finance, marketing (BK), management (BN) human resource management, and business (Advance) and minors in accounting, finance, economics, human resources, and business administration (for non-business majors). While offering students the opportunity for specializing in a particular major, the program maintains a broad base that includes exposure to various phases of business and the use of computers in a business setting.

The accounting major prepares students for professional positions in all areas of accounting. Recent graduates are currently employed as staff accountants in CPA firms, financial and management accountants for corporations, controllers for small to medium-sized businesses, financial analysts, accounting managers for larger businesses, and agents for the Internal Revenue Service. The accounting major at Mount Mercy is designed to give students the necessary course work for preparation for all professional exams including the Certified Public Accountant (CPA) and Certified Management Accountant (CMA) exams. Mount Mercy has an articulation agreement with the University of Iowa's Master of Accountancy program to facilitate the admission of Mount Mercy graduates into that program. Please contact a Mount Mercy accounting faculty member regarding options for satisfying the 150-hour requirement for CPA certification in the State of Iowa.

The applied management major has been designed for students transferring to Mount Mercy from a two-year institution who have a background in a technical specialty. The major provides students the opportunity to broaden their knowledge of business environments and to understand and manage the forces of change affecting organizations in a business environment. The applied management major prepares students for a broad variety of career options by building on their previous technical training and/or work experience.

The finance major prepares students to work in any of the major areas of the field of finance. These areas include commercial banking, financial planning, investment analysis, corporate financial analysis, investment banking, etc. Many of these areas are expected to grow in demand for the foreseeable future. The coursework required for this major gives students a well rounded background in business and finance. Students will learn core financial skills and how to apply them. They will also learn to think analytically and solve problems in an uncertain environment.

The human resource management major prepares students for professional positions in leadership, as well as those who are interested in a career in the human resources field. The ability to lead and understand an organization's human resources is key to success in today's knowledge based economy. Students will learn to evaluate ethical, social, civic, legal, cultural, and politi-
cular issues, and how they impact the human resources of an organization. Students will develop effective human resource strategy for innovation in a global environment. Our human resource management major is one of only 10 undergraduate programs in the country to be endorsed by the Society for Human Resource Management (SHRM), based on the guidelines created by the Association to Advance Collegiate Schools of Business (AACSB). Thirteen major content areas prepare students to lead employees in high performance work practices.

The management major prepares students to lead in an ever more competitive and dynamic business environment. The focus is on developing those skills necessary for managerial success in for profit and nonprofit organizations: analytical, decision making, conceptual, interpersonal and communication. The major provides flexibility for students to double major in marketing or minor in economics or finance within the business division. Minors are also available outside the business division. These choices can lead to greater career opportunities.

The management information systems major prepares students for the field of managing information technology (IT) projects in the framework of the business environment. The major’s multidisciplinary approach provides students with background experience in information technologies as solutions to business problems. Students gain an understanding of how IT projects in business differ from other projects, and with this understanding, students learn to integrate new and rapidly changing computing technologies into business plans.

Marketing is the functional area of business that deals with the creation, communication and delivery of value to customers. As a marketing major students study the core marketing areas of marketing research, consumer behavior and marketing management. Major elective courses allow students to tailor the program to their individual interests. Emphasis is placed on developing communication, creative, analytical and problem solving skills. Students use their marketing knowledge and skills in decision making situations with a goal of developing effective solutions. Internships are encouraged.

Career opportunities for students earning a marketing degree include sales, product/service management, retail management, merchandising, marketing research, and promotions/marketing communications.

**CORE REQUIREMENTS FOR ALL BUSINESS MAJORS** (36 semester hours): BA 203, BA 250, BA 270, BA 379, BA 435, BC 265, BC 266, BN 204, BK 208, EC 251, EC 252; plus one of the following: MA 130, MA 132, MA 139, MA 142, MA 164.

**ACCOUNTING MAJOR** (Core business requirements plus 24 additional semester hours): BC 315, BC 325, BC 326, BC 440, BC 442, BC 444; and two courses selected from BC 316, BC 330, BC 441, BC 443. Recommended additional courses for CPA candidates: BA 304 and BN 340.

**APPLIED MANAGEMENT MAJOR** (34 semester hours): BA 203, BA 250, BA 379, BA 435, BC 202, BK 208, BN 204, BN 304, EC 251, and MA 135; one upper level business elective; completion of an AA degree or AAS degree in one of the following programs from an approved Community College – Construction Management, Information Systems Management, Restaurant Management, LAN Management, Agricultural Production Management, Legal Assistant/Paralegal, Web Design and Development, Natural Resources Management, Legal Office Assistant, Ag Business Management, Architectural and Construction.

**FINANCE MAJOR** (Core business requirements plus 18 additional semester hours): BA 344, BA 420, EC 366, one BC course numbered 300 or above and two courses selected from BA 320*, BA 350, BA 360, EC 376.

* Not open to accounting majors.

**HUMAN RESOURCE MANAGEMENT MAJOR** (Core business requirements plus 18 additional semester hours): BN 304, BN 380, BN 386, BN 392*, BA 305*, and one of the following: BA 310, BN 340, CO 250, CO 260, CO 270, PL 169, PS 221, PS 349 or SW 265.

* Can NOT double count as electives for the business, management, or marketing majors. Electives in the human resource major can NOT double count for either core curriculum requirements or the management major.
MANAGEMENT MAJOR (Core business requirements plus 18 additional semester hours):
BN 304, BN 380 and four courses (three of which must be either BA, BN, BC, EC) selected
from BA 304, BA 305, BA 310, BA 300, BA 344*, BA 350, BN 340, BN 350, BN 360, BN 364,
BN 384, BN 392, PO 326, PS 349, SO 320, BC 315, EC 366*, EC 376.
* Can NOT double count for the finance minor.
Students CAN NOT double major between the business major (Advance) and the management major.

MANAGEMENT INFORMATION SYSTEMS MAJOR (43 semester hours): BA 250,
BC 202, BN 204, BN 340, BN 350, CS 203, CS 226, CS 326, CS 426, CS 435; one of BA 270 or
MA 135; any two of MA 132, MA 139, MA 142, MA 150 or any MA course (3 hours) numbered
above 150.

MARKETING MAJOR (Core requirements plus 18 additional semester hours): BK 310,
BK 321, BK 431, and three courses (two of which must be BK) selected from BK 300, BK 301;
BK 305 or SD 365; BK 311, BK 320, BK 331, BK 340, AR 130.

ACCOUNTING MINOR (27 semester hours): BC 265, BC 266, BA 250, EC 251, EC 252,and four courses selected from BC 315, BC 316, BC 325, BC 326, BC 330, BC 440, BC 441,
BC 442, BC 443, BC 444.

BUSINESS ADMINISTRATION MINOR (28 semester hours): BA 203, BA 250, BC 202,
BK 208, BN 204, EC 251, EC 252 and two courses selected from BA 300, BK 310, BA 305,
BA 310, BA 379, BN 304, BN 340, BN 350, BN 380, BN 384. This minor is available to non-
business majors only.

ECONOMICS MINOR (21 semester hours): EC 251, EC 252, EC 366*, EC 376, BA 270
and two of the following: BA 344*, BK 321*, BK 360*, BA 370, PO 111, PO 112, PO 312, PO 326,
PO 353.
* Can NOT double count for the management, marketing or Business majors or the finance minor.

FINANCE MINOR (27 semester hours): BA 344*, BA 379, BA 420, BC 265, BC 266,
EC 251, EC 252, EC 366*, and one accounting course numbered 300 or above.
* Can NOT double count for the management or Business majors.

HUMAN RESOURCE MANAGEMENT MINOR (27 semester hours): BN 204, BA 203,
BN 304, BN 392*, BA 310*, BN 380, BA 305; and two (2) of the following: SW 265**, CO 250,
* Can NOT double count as the electives for business, management, or marketing majors.
** Can NOT double count for a core curriculum requirement.

MANAGEMENT INFORMATION SYSTEMS MINOR (28 semester hours): BA 250,
BC 202, BN 204, BN 340, CS 226, CS 326, CS 426, CS 435.

VISUAL ARTS/ BUSINESS INTERDISCIPLINARY PROGRAM

BUSINESS COMPONENT REQUIRED FOR THE VISUAL ARTS/BUSINESS ADMIN-
ISTRATION-INTERDISCIPLINARY MAJOR (34-35 semester hours): BA 250, BA 203,
BC 202, BK 208, BN 204, EC 252; two of the following: BA 344, BN 304, BA 300 or BK 300;
one of the following: BA 270 or MA 135; and either BA 435 or AR 410 and AR 415. It is recom-
meded that students choosing BA 435 also complete BA 379. One internship experience, (at
least 3 credit hours) in an administrative role is required.

COMPANION AREA COMPONENTS (Business Component plus 21 additional semester
hours): AR 103, AR 130, AR 220, AR 285; AR 212 or AR 213; and two of the following: AR 106,
AR 141, AR 151, AR 161, AR 171 or AR 290.

ACADEMIC REQUIREMENTS FOR BUSINESS ADMINISTRATION, AND
INTERDISCIPLINARY BUSINESS PROGRAMS
The following academic requirements apply to all students seeking a degree in business admin-
istration, or the interdisciplinary business programs:
• All majors and minors must achieve a minimum cumulative grade point average of 2.25 in major and minor courses taken at Mount Mercy. A transfer student must achieve a minimum cumulative grade point average of 2.25 in all major and minor courses.
• All accounting majors and minors must achieve a minimum grade of C- in all accounting courses required for the major or minor. This requirement applies equally to any course equivalents that may be accepted by transfer from other collegiate institutions.
• All accounting majors must complete a minimum of 12 semester hours of upper-level accounting coursework (accounting courses numbered BC 300 or higher) at Mount Mercy.
• All accounting minors must complete a minimum of 9 semester hours of upper-level accounting coursework (accounting courses numbered BC 300 or higher) at Mount Mercy.
• All applied management majors and minors must complete a minimum of 12 semester hours of business coursework at Mount Mercy.
• All business administration minors must complete a minimum of 9 semester hours of upper-level coursework at Mount Mercy. In addition, a minimum of 6 semester hours must be business division upper-level courses (numbered BA/BN/BK 300 or higher) completed at Mount Mercy.
• All economics minors must complete a minimum of 9 semester hours of business division coursework at Mount Mercy. In addition, a minimum of 9 semester hours must be business division upper-level courses (numbered BA/BN/BK/EC 300 or higher) completed at Mount Mercy.
• All finance majors must complete a minimum of 12 semester hours of upper-level business coursework at Mount Mercy.
• All finance minors must complete a minimum of 9 semester hours of business division coursework at Mount Mercy. In addition, a minimum of 9 semester hours must be business division upper-level courses (numbered BA/BC/EC 300 or higher) completed at Mount Mercy.
• All human resource management majors must complete a minimum of 12 semester hours of upper-level business coursework at Mount Mercy.
• All management majors must complete a minimum of 12 semester hours of upper-level coursework (business division courses numbered BA 300 or higher) or BN 300 (or higher) at Mount Mercy.
• A grade of ‘C’ or higher is required in all courses in the management information systems major and minor and all their prerequisites.
• All marketing majors must complete a minimum of 12 semester hours of upper-level marketing coursework (marketing courses numbered BK 300 or higher) at Mount Mercy.
• All visual arts/business administration-interdisciplinary majors must complete a minimum of 12 semester hours of business coursework at Mount Mercy. In addition, a minimum of 9 semester hours must be business division upper-level courses (numbered BA/BN/BK/EC 300 or higher) completed at Mount Mercy.
• An accounting, finance, management, marketing, or interdisciplinary major may not minor in business administration, but may minor in finance or economics.
• A marketing, management or interdisciplinary major may also minor in accounting.
• Mount Mercy accepts a maximum of 75 semester hours from Kirkwood Community College for all Kirkwood transfers planning to pursue either a BBA (Bachelor of Business Administration) degree, a BAS (Bachelor of Applied Science) or a BS (Business of Science) degree with a major in the business area, provided that the student has completed an AA, AS/CO (Career Option) or AAS Degree each with a major in business from Kirkwood. This is an exception to the general policy of accepting a maximum of 63 transfer hours from any community college. The courses comprising the 75 credits will count toward the total 123 semester hours required for graduation with the BBA, BAS, or BS. Kirkwood transfers into Mount Mercy’s BBA, BAS, or BS degree program will be required to meet all the graduation requirements of that degree.

BUSINESS ADMINISTRATION COURSE OFFERINGS

BA 203 Principles of Law I: 3 semester hours
This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are of general practical interest. These specific topics include contracts, torts, administrative law, and agency law. Prerequisite: sophomore standing.
BA 240  Personal Financial Planning: 3 semester hours
This course examines basic financial skills which each of us must develop over our lifetime. Personal financial statements, calculating net worth, cash management tools, wise use of credit, and managing credit card debt are explored first. Also included is an overview of the federal tax system, tips to minimize the “tax bite”, tax-deferred savings plans (IRA's and 401(k)) and personal investing strategies for stocks, bonds, and mutual funds. In addition, topics will include the benefits of home ownership (tax savings and appreciation), use of escrow accounts, the benefits of mortgage and home equity debt, and the services a real estate broker can provide. The course also explores a variety of insurance products available (term life, permanent life, auto, medical), social security and retirement benefits, the basic provisions of a will, the use of trusts, and how to minimize gift/estate/inheritance taxes. The course may not be applied to any major or minor within the Business Administration Division.

BA 250  Technology and Communication in Business: 3 semester hours
In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format and to make a professional presentation using presentation software (i.e. PowerPoint). Research using the Internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, team building, conducting a meeting and cooperative problem solving. This course is required of all business majors at Mount Mercy and must be taken at Mount Mercy. Prerequisites: Completion of the speech and freshman writing core curriculum requirements. Four-year Mount Mercy students take BA 250 during their sophomore year. All transfer students take BA 250 in their first semester at Mount Mercy or in the sophomore year if a freshman transfer.

BA 270  Business Statistics: 3 semester hours
Study of descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, and an introduction to correlation and regression. Prerequisites: one year of high school algebra or MA 008 or departmental approval.

BA 300  Entrepreneurship: 3 semester hours
This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208.

BA 304  Principles of Law II: 3 semester hours
This course builds on the understanding of the legal system developed in BA 203, to cover additional areas of civil law. The course includes a discussion of property, debtor-creditor, commercial paper, partnership and corporate law. Formerly BA 204. Prerequisite: BA 203.

BA 305  Employment Law and Labor Relations: 3 semester hours
This is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Formerly BA 205. Prerequisite: BA 203.

BA 310  Dispute Resolution: 3 semester hours
Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse, and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolution processes such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied. Formerly BA 210. Prerequisite: BA 203.
BA 320 Applied Financial Reporting: 3 semester hours
This course will teach students how to analyze financial statements in detail. The financial statements will be approached from the users’ perspective rather than the preparers’ perspective. The course will combine the case approach with the lecture approach so students can apply the concepts learned to real businesses. (This course is not open to accounting majors.) Prerequisites: BC 265 and BC 266.

BA 344 Investments: 3 semester hours
This course covers the theory of investment analysis and the development and management of an investment portfolio with attention to valuation as determined by yield and risk. Prerequisites: BC 265 and BC 266.

BA 350 Risk Management: 3 semester hours
This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker’s compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner. Prerequisite: sophomore standing.

BA 360 Securities Analysis: 3 semester hours
This course is intended to be a follow-up course to the Investments course. This course will involve a very hands-on approach to valuing entire entities. Additionally, students will learn to value both fixed income securities and equity securities from a multidimensional perspective. Finally, this will all be done within the framework of an overall portfolio so portfolio theories will be addressed as well. Prerequisite: BA 344.

BA 370 Quantitative Methods for Business: 3 semester hours
This course will expand on the material covered in the introductory course and introduce the topics of multiple regression and correlation, nonparametric methods of analysis, index numbers, time series analysis, decision making under uncertainty, and statistical quality control. Prerequisite: BA 270.

BA 379 Financial Management: 3 semester hours
This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and growth. Prerequisites: BC 265 and BC 266.

BA 420 Cases in Finance: 3 semester hours
This course will teach students how to analyze financial cases. The case method of instruction simulates the “real world” by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisite: BA 379.

BA 430 Selected Topics in Business: 3 semester hours
This course includes an examination of major issues or topics in business. Course content and subtitle will vary. The course may be repeated with consent of the instructor.

BA 435 Senior Seminar in Business: 3 semester hours
Capstone course designed to integrate knowledge of marketing, finance, economics, management, and accounting to be applied to various types of business and institutional situations. The method of instruction includes case studies, class discussion and readings. Prerequisites: BA 250, BA 379, BK 208, BN 204 and senior standing.

BA 436 Applied Business Strategy Seminar: 3 semester hours
This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting in the student’s field of interest. Students will develop strategic plans using theoretical and actual case studies. This course is the required capstone course in the Business major in the Advance program. Prerequisites: BN 204, BK 208, BA 379.
BA 445  Independent Study:  Credit arranged
If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as a supervising instructor, as well as register through and obtain consent of his/her advisor.

ACCOUNTING COURSE OFFERINGS

BC 202  Accounting: Information for Decisions:  4 semester hours
This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer’s perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. Prerequisite: none

BC 265  Principles of Accounting I:  3 semester hours
This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements – the balance sheet, the income statement, the statement of owner’s equity, and the statement of cash flows. The various asset accounts – cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills.

BC 266  Principles of Accounting II:  3 semester hours
This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder’s equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

BC 315  Cost Accounting:  3 semester hours
The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations. This course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisite: BC 315.

BC 316  Advanced Cost Accounting:  3 semester hours
This course covers a study of accounting for inventory valuation and income determination. Topics include process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315.

BC 325  Intermediate Accounting I:  3 semester hours
This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 266.

BC 326  Intermediate Accounting II:  3 semester hours
As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder’s equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The Statement of Cash Flows will be examined in detail. Students will be expected to complete a
least four complex spreadsheet assignments. Students will also be expected to participate in a few activities outside of class. Prerequisite: BC 325.

**BC 330 Government and Not-For-Profit Accounting: 3 semester hours**
This course involves the study of accounting for local governmental units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local governmental or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266.

**BC 425 Accounting Internship: Credit arranged**
Students may take advantage of internship opportunities, which become available in the area of accounting. These internships include off-campus supervision at local businesses and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for the semester spent at an outside agency up to a maximum of six semester hours).

**BC 440 Auditing Principles and Practices: 3 semester hours**
This is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include: internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, Sarbanes-Oxley financial reporting and auditing requirements and subsequent events responsibility. Prerequisite: BC 326.

**BC 441 Advanced Auditing: 3 semester hours**
This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality control standards, variables sampling, special audit reports, non-audit services, professional ethics, and auditors’ legal liability. This course is designed to supplement a student’s preparation for the auditing and law content of the CPA exam. Prerequisite: BC 440.

**BC 442 Tax Accounting: 3 semester hours**
This course involves the study of basic concepts and theory of federal income taxation applicable to individuals and sole proprietorships. Topics include: the elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in a trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266.

**BC 443 Advanced Tax Accounting: 3 semester hours**
This course involves an in-depth study of the tax laws applicable to corporations, partnerships, “S” corporations, estates, and trusts. Topics include: corporate formation and taxation, special corporate tax issues, partnership formation and taxation, “S” corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442.

**BC 444 Advanced Accounting: 3 semester hours**
This course includes a study of partnerships, business combinations, consolidated financial statements, accounting for foreign currency transactions, and translation of foreign financial statements. It also includes an introduction to governmental and nonprofit accounting. Prerequisite: BC 326.

**BC 445 Independent Study: Credit arranged**
If a student wishes to do individual study and/or research of a particular topic, he/she should contact the appropriate member of the department as supervising instructor, as well as register through and obtain consent of his/her advisor.
MARKETING COURSE OFFERINGS

**BK 208  Principles of Marketing: 3 semester hours**
This course is a general introduction to marketing and how marketers anticipate consumer/customer needs and develop appropriate marketing strategies. The course will involve an analysis of the marketing environment of an organization, marketing strategy development, marketing decision areas and buyer behavior.

**BK 300  Marketing Communications: 3 semester hours**
This course covers the examination of mass and interpersonal communication processes and their roles in the marketing mix; emphasis on creative promotional strategy and tactics which utilize advertising, sales promotion, packaging, personal selling, the Internet, and publicity. Prerequisite: BK 208.

**BK 301  Product Management: 3 semester hours**
This course examines the role of the product manager through new product idea generation, product development, research, test markets, and the stages of introduction, growth, maturity, and decline. It covers strategies and tactics required at each level. Prerequisite: BK 208.

**BK 305  Personal Selling: 3 semester hours**
This course develops a systematic approach to satisfying customer needs and solving problems. Topics also include an analysis of the ethics of sales and a critique of many techniques used by sales professionals. Students will learn selling skills by practicing with other students. Prerequisite: BK 208.

**BK 310  Consumer Behavior: 3 semester hours**
This course examines the theoretical and applied dimensions of consumer behavior and how knowledge of consumer behavior principles impact marketing strategy. Included is a study of the consumer decision process and the variables that affect that process including memory, learning, perception, life styles, culture, groups and attitudes. Emphasis is placed on applying consumer behavior concepts to marketing decisions. Prerequisite: BK 208.

**BK 311  International Marketing: 3 semester hours**
This course focuses on marketing management problems, techniques and strategies necessary to apply the marketing concept to the world market place. The necessity of understanding the impact of a country’s culture and environment on a marketing program is emphasized as well as the problems of competing in markets of different cultures. Lecture, discussion and case analysis will be used. Prerequisite: BK 208.

**BK 320  Sales Management: 3 semester hours**
This course includes the study of the management of the sales force and the nature of personal selling. It includes the study of recruiting, selection and training of sales representatives, as well as motivating and retaining good sales people; problems in the allocation of a sales effort, supervision and control. It will include lecture, discussion, role playing and case analysis. Prerequisite: BK 208.

**BK 321  Market Research: 3 semester hours**
This course includes marketing research methods and the role of marketing information as a management tool in decision-making. It includes the study of secondary data, focus groups, surveys, experiments, and observations. It addresses the problems inherent in sampling, data collection, and analysis of data. Prerequisites: BK 208 and BA 270.

**BK 331  Retail Management: 3 semester hours**
This course identifies the important economic aspects of retail business and the role of retailing in the distribution of goods and services. Emphasis is placed on strategy, planning and development for a retail operation. Prerequisites: BK 208 and BC 265.

**BK 340  Contemporary Topics in Marketing: 3 semester hours**
This is a contemporary topics course focusing on technology and marketing. Technology has changed the business model for many organizations and has had a profound impact on marketing decisions. This course will analyze and evaluate the uses of technology in developing marketing strategy and tactics. Topics covered in the course will change as the technology evolves and will reflect the issues most relevant
to marketing decisions. Current topics will include e-commerce, new media, customer generated content, mobile marketing, viral marketing, and CRM. Best practices will be identified through company research, readings and application projects. Prerequisite: BK 208.

**BK 421 Marketing Internship: 3 semester hours**

Students may take advantage of internship opportunities that become available in the area of marketing. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week per semester spent at an outside agency up to a maximum of six semester hours).

**BK 431 Marketing Management: 3 semester hours**

This course focuses on the major decisions facing a marketing manager when developing a marketing plan and carrying out the marketing process. These decisions include analyzing market opportunities, researching and selecting target markets, and developing marketing strategies. Case analysis and/or a simulation are used, requiring both tactical and strategic decisions. Prerequisites: BA 250, BK 321, BA 379, BN 204 and senior standing.

**MANAGEMENT COURSE OFFERINGS**

**BN 204 Principles of Management: 3 semester hours**

This course includes a systematic examination of the following four functions and processes within an enterprise: Planning – development of objectives and plans; Organizing – structuring work relationships; Leading – activating coordinated efforts; Controlling – measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

**BN 304 Human Resource Management: 3 semester hours**

This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite: BN 204.

**BN 340 Management Information Systems: 3 semester hours**

This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites: BN 204 and BA 250.

**BN 350 International Management: 3 semester hours**

Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

**BN 360 Business and Society: 3 semester hours**

Business exists and business people work in an environment that includes relationships with other institutions such as government, public interest groups, and unions as well as with the individuals who are customers, workers, and fellow citizens. In this course these relationships and responsibilities to society as a whole and individual ethics are explored. Prerequisites: BN 204 and EC 251.

**BN 364 Production and Operations Management: 3 semester hours**

This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites: BA 270 and BN 204.
BN 370  Advanced Topics in Management Information Systems:  3 semester hours
This course is an advanced study of contemporary and emerging management information system (MIS) issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and nonprofit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and Internet privacy and security. Prerequisite: BN 340.

BN 380  Organizational Behavior:  3 semester hours
This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories of motivation, leadership, decision making processes, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisite: BN 204 and junior standing.

BN 384  Strategic Management:  3 semester hours
This course includes a study and application of the formulation, implementation, evaluation and control of corporate strategies. Lecture, discussion, and case analysis will be used in applying the strategic management concepts. Prerequisites: BA 250, BN 204, BK 208, BA 379 and junior standing.

BN 386  Compensation, Benefits, and Evaluations:  3 semester hours
This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304.

BN 392  Advanced Topics in Human Resource Management:  3 semester hours
This course is an advance topics study of contemporary HRM practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of HRM in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by leading their employees ethically and effectively. This course includes hands-on application of the learning theories, principles, and methods involved in all phases of employment in an increasingly knowledge-based and global work environment. Topic focus will include the best people-centered practices of high performing organizations, the personal and cultural implications of mergers and acquisitions, and how to develop sustainable workforce practices for the future. Prerequisites: BN 204 and BN 304.

BN 424  Management Internship:  Credit arranged
Students may take advantage of internship opportunities that become available in the area of management. These internships include off-campus supervision at local establishments and periodic conferences with the on-campus instructor. The on-campus instructor will determine any further requirements on an individual basis. (Maximum of one semester credit for each three hours per week for a semester spent at an outside agency up to a maximum of six semester hours).

2 + 2 COOPERATIVE PROGRAMS WITH KIRKWOOD COMMUNITY COLLEGE
Mount Mercy offers the following 2 + 2 programs in cooperation with Kirkwood Community College. In all of the 2 + 2 programs, if a student completes more than 16 hours of “U” credit at Kirkwood, a BAS (Bachelor of Applied Science) Degree will be awarded by Mount Mercy.

Management Major with an emphasis in Fire Science: Students may earn a BBA (Bachelor of Business Administration Degree) with a major in management and an emphasis in fire science by earning the Associate of Science/Career Option Degree in Fire Science from Kirkwood Community College and completing the core curriculum requirements, requirements for the management major, and all other graduation requirements at Mount Mercy.
Management Major – International Business: Students may earn a BBA (Bachelor of Business Administration Degree) with a major in management by earning the Associate of Science/Career Option Degree in International Business from Kirkwood Community College and completing the core curriculum requirements, requirements for the management major, and all other graduation requirements at Mount Mercy.

Management Major – Banking and Finance Program: Students may earn a BBA (Bachelor of Business Administration Degree) with a major in management by earning the Associate of Science/Career Option Degree in Banking and Finance from Kirkwood Community College and completing the core curriculum requirements, requirements for the management major, and all other graduation requirements at Mount Mercy.

Management Major – Insurance Program: Students may earn a BBA (Bachelor of Business Administration Degree) with a major in management by earning the Associate of Science/Career Option Degree in Insurance from Kirkwood Community College and completing the core curriculum requirements, requirements for the management major, and all other graduation requirements at Mount Mercy.

Management Major – Construction Management: Students may earn a BBA (Bachelor of Business Administration Degree) with a major in management by earning the Associate of Science/Career Option Degree in Construction Management from Kirkwood Community College and completing the core curriculum requirements, requirements for the management major, and all other graduation requirements at Mount Mercy.

Management Major – Logistics Management: Students may earn a BBA (Bachelor of Business Administration Degree) with a major in management by earning the Associate of Science/Career Option Degree in Logistics Management from Kirkwood Community College and completing the core curriculum requirements, requirements for the management major, and all other graduation requirements at Mount Mercy.

Business

(See Accelerated Programs, page 207)

Career Development (CD)

CD 004 Career Exploration Through Self Discovery: 1 semester hour
Students will gain insight into personal values, interests, skills, and personality types that will assist in choosing a major or career. Participants will research careers and conduct off-campus informational interviews with area professionals. This course is recommended for students who are undecided on a major or career.

CD 007 Strategies for a Successful Job Search: 1 semester hour
This course will feature topics such as interviewing, job search correspondence, and researching companies. It will prepare students to enter a competitive employment market. This course is recommended for any student interested in increasing employment-seeking skills.
Chemistry (CH)

The chemistry minor undertakes to stimulate the acquisition of knowledge necessary to understand theories and principles governing the behavior of matter. Concepts, laboratory techniques, and skills in evaluating and reporting data are equally emphasized in introducing students to the scientific discipline; in preparing students for pre-professional programs such as pre-medicine, pre-dentistry, pre-veterinary science; and in providing students with the foundation for courses for medical technology (clinical laboratory science).

**MAJOR:** none

**MINOR** (30.5-31.5 hours with a minimum of 27.5 semester hours in chemistry courses):
CH 111, CH 112, CH 211, CH 212, CH 251; and one of the following: CH 302 and CH 303L (both); or CH 334; and MA 142 or MA 164.

**ACADEMIC REQUIREMENTS:** A grade of C or higher in each required course for the minor. To count toward the minor, required chemistry courses must have been taken within the last five (5) years. Alternatively a student may elect to take standard examinations for specific courses provided by the ACS Division of Chemical Education and pass with a minimum 60% of the total score.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

**COURSE OFFERINGS**

**CH 111 General Chemistry I: 4.5 semester hours**
An introduction to the field of chemistry, providing an understanding of the structures of atoms, molecules and ions and their interactions, and a foundation for the further study of chemistry. Three lectures and one three-hour lab weekly. Prerequisite: A Mathematics Pre-Algebra and Elementary Algebra Enhanced ACT subscore of 16 or higher; or a Mathematics score of 16 or higher on the former ACT; or completion of MA 008 with a grade of C or higher.

**CH 112 General Chemistry II: 4.5 semester hours**
Continuation of CH 111. Topics covered are: chemical kinetics; equilibrium and thermodynamics; acids and bases; electrochemistry; survey of metals, nonmetals, and transition metals; complexes; nuclear chemistry. Three lectures and one three-hour lab weekly. Prerequisite: CH 111.

**CH 113 Organobiochemistry: 4 semester hours**
Designed for nursing and non-science majors. A terminal course, not to be used as a prerequisite to further courses in chemistry, except CH 203. Basic structures, formulas, nomenclature, and reactions of organic compounds. Fundamental concepts of biochemistry and metabolism of major molecules and their roll in biological processes. Three lectures and one two-hour lab weekly. Prerequisite: high school chemistry.

**CH 203 Nutritional Biochemistry: 3 semester hours**
The study of nutrients, their metabolic roles and biochemical effects on various tissues and organs of the body; role of the diet in promoting optimal health and performance. Prerequisite: CH 111, CH 112. Offered only as a directed study.

**CH 207 Inorganic Qualitative Analysis: 3 semester hours**
The course emphasizes descriptive inorganic chemistry (properties, structures, and reactions) of common elements and their compounds. Through the process of learning descriptive chemistry in the format of a scheme of analysis in the laboratory, students are challenged to bring to bear their manipulative and observational skills as the basis for identifying substances. Theoretical and practical aspects of qualitative analysis are covered. Prerequisite: CH 111, CH 112. Offered only as a directed study.

**CH 211 Organic Chemistry I: 4.5 semester hours**
An introduction to organic chemistry; an integrated presentation with emphasis on the theoretical aspects
and mechanisms of reactions. Detailed discussion of alkanes, alkenes, alkynes, and stereochemistry. Three lectures and one three-hour lab weekly. Prerequisites: CH 111, CH 112.

**CH 212 Organic Chemistry II: 4.5 semester hours**
A continuation of CH 211. Functional groups discussed in detail. Introduction to absorption spectroscopy and qualitative identification of organic compounds; aromatic and heterocyclic compounds; macromolecules. Three lectures and one three-hour lab weekly. Prerequisites: CH 111, CH 112, CH 211.

**CH 251 Analytical Chemistry: 5 semester hours**
Theory and application of basic methods in quantitative analysis: titrimetric, gravimetric, chromatographic, potentiometric, and spectrophotometric determinations. Three lectures and one four-hour lab weekly. Prerequisites: CH 111, CH 112, MA 142 or MA 164.

**CH 302 Biochemistry: 3 semester hours**
Study of life at the molecular level. The course examines chemical reactions in living cells; central metabolic pathways; energy transformations, signal-transduction pathways; transmission of hereditary characteristics; molecular basis of certain diseases and other biological phenomena. Three hours of lecture per week. Prerequisites: CH 111, CH 112, CH 211, CH 212.

**CH 303L Biochemistry Laboratory: 2 semester hours**
Purification and characterization of proteins, nucleic acids, and lipids; enzyme kinetics; macro-molecular interactions. Four hours of laboratory per week. Prerequisites: CH 111, CH 112, CH 211, CH 212, CH 251, CH 302. (Note: CH 302 may be taken concurrently).

**CH 334 Instrumental Analysis: 4.5 semester hours**
The course teaches the underlying principles and practical aspects of using modern instruments in chemical analysis. Students will understand the chemistry relevant to sampling, sample preparation, and the chemical processes occurring in each instrument – such as electron transfer, electron emission, light scattering and absorption, gas and liquid phase equilibria. Prerequisite: CH 111, CH 112, CH 211, CH 212, CH 251.

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**Communication (CO)**

Study in the field of communication involves developing productive understandings of how humans employ widely varied media of interaction in working to achieve shared meaning (or not). Learning in the field focuses on balancing general, theoretical studies of communication functions with the critical capacity to evaluate real world practice, and adding to this the enhanced ability to perform varied communication skills.

The core of the majors emphasizes courses that enable students to encounter key concepts related to the practice of communication in the 21st century. The core courses provide vital foundations for work in the four areas of study, while the major-specific courses enable students to engage in integration, critical reflection, and application of all they have learned.

As the modes of communication are diverse, so too are the careers in the field, and the four majors allow students to choose more specialized arenas of study to better prepare them for their chosen careers.

**Communication Studies:** Using a menu approach that allows students to tailor their education to their interests and aptitudes, this major aims to accomplish the classic purpose of a Communication Studies major: to enhance students’ skills and understanding of communication in preparation for life and any career that heavily emphasizes communication practice. This major is especially useful for those who seek to complement their primary area of study through acquiring the training of Communication as a second major.

**Journalism:** This major puts communication in the context of the news media. Courses focus on the skills and background knowledge needed for a writing or editing career in a news medium, such as newspapers or magazines. Students who major in journalism can become beat
reporters, specialty reporters, media critics, copy editors, corporate writers or be involved in any number of other professional writing settings. In addition to classroom study and lab work, students gain hands-on experience through the *Mount Mercy Times* and the internship program.

**Multimedia/Design**: This major is a hybrid major drawn from the Art and Communication disciplines. It is designed to not only provide students with the competencies to understand the role of communication in organizations, groups and activities, but also to give students a firm grounding in the application of new and emerging technologies.

**Public Relations**: This major demonstrates how communication is involved in maintaining positive relationships between organizations and their publics. Students develop competence through understanding key concepts and strategic planning in public relations, and through mastering skills used in traditional public relations tactics. Real world projects and internships promote the linkage between classroom theory and everyday public relations practice.

**CAREER OPPORTUNITIES**: One strength of the four Communication majors is that they prepare the individual for a wide variety of careers. For example, students who graduate with Communication Studies are prepared for careers that focus upon communication practice, ranging from law to ministry, politics, business, and more. The Journalism major would prepare students for a career in the news media or related professional writing fields. It can open the door to working in newspapers, magazines, newsletters and/or specialized media-oriented careers in politics, government or the corporate realm. A Journalism major can also be used in new media, such as writing for Web-based e-publications. This is also the degree of choice for students who are interested in a freelance writing career. The Multimedia/Design major would prepare students for careers in the aesthetic aspects of organizations (e.g. graphic design, desktop publishing, video production, web page design, photography) as well as the design and production of corporate publications (e.g. magazines, newsletters and annual reports). Finally, students who graduate with a Public Relations major may be employed in traditional public relations positions (e.g. media relations, employee relations, community relations, event planning, fund raising, corporate communications, etc.).

**COMMUNICATION STUDIES MAJOR** (46 semester hours): CO 111, CO 230, CO 311, CO 380, CO 480, SD 112, SD 330; one of the following oral skills courses: SD 216, SD 365, SW 245, BK 305, or BA 310; one of the following visual skills courses: AR 103, AR 130, or AR 106; one of the following writing skills courses: CO 120, CO 280, EN 123 or EN 203; one of the following interpersonal theory courses: CO 270 or SW 280; one of the following group theory courses: CO 250 or SW 346; one of the following mass media theory courses: CO 242, CO 330, BK 300 or a GS course in media; one of the following interpersonal theory courses: CO 260 or SO 330.


**MULTIMEDIA/DESIGN MAJOR** (45 semester hours): CO 111, CO 242, CO 380, CO 480, AR 103, AR 106, AR 109, AR 130; AR 206 or AR 230; AR 220; AR 280 or AR 285; SD 112, SD 330; one of the following: CO 120, CO 180, EN 123 or EN 203.

**PUBLIC RELATIONS MAJOR** (48 semester hours): CO 111, CO 120, CO 180, CO 242, CO 280, CO 282, CO 290, CO 345, CO 350, CO 380, CO 480, SD 112, SD 330, AR 130.

**COMMUNICATION STUDIES MINOR** (19 semester hours): CO 111, CO 230, CO 311; two of the following: CO 242, CO 250, CO 260, CO 270, CO 330, SD 330 or a GS course in Media.

**JOURNALISM MINOR** (18 semester hours): CO 111, CO 120, CO 230, CO 242, CO 281, CO 372.

**MULTIMEDIA/DESIGN MINOR** (22 semester hours): CO 111, CO 230, CO 242, AR 106, AR 130, AR 220; one of the following: AR 206, AR 230 or AR 280.

**PUBLIC RELATIONS MINOR** (19 semester hours): CO 111, CO 180, CO 230, CO 242, CO 280, CO 350.
NOTE: Students majoring in the Communication Department can pursue an additional major or minor in the Communication Department ONLY if they also earn, at minimum, some other non-communication department minor.

ACADEMIC REQUIREMENTS: a grade of C or higher is required in each of the communication department course requirements.

COURSE OFFERINGS

**CO 111 Introduction to Communication Studies: 3 semester hours**
Introducing Communication majors and minors to the conceptual foundations and occupational parameters of the field of communication is the aim of this class. Students will review core concepts involving the common elements and diverse forms of communication, become acquainted with the areas and methods of study in the field, and explore the range of career options for those with a college education in Communications.

**CO 120 Introduction to Journalism: 4 semester hours**
This is a basic course in journalistic writing that covers the role and responsibility of the press in a free society as well as the fundamentals of news gathering and news writing for the print, broadcast, and online media. Writing assignments will progress from basic news gathering and news stories to human-interest stories, trend stories, and in-depth feature stories. In addition to class assignments, students will write stories for the Mount Mercy Times. Students majoring in English, education, speech, those working for the Mount Mercy Times, other publications, or who have career aspirations in journalism, and publishing or writing should find this course beneficial. Prerequisite: core curriculum writing course.

**CO 180 Introduction to Public Relations: 3 semester hours**
Public relations is a much misunderstood profession, and this course seeks to orient students towards an authentic understanding of the actual practice. Students will be introduced to fundamental concepts of public relations, catch a brief glimpse of past and contemporary practice, and be encouraged to choose their own emphasis from among the many types of public relations. The course serves as a foundation for all the other theory and skill classes in the major/minor. Prerequisite: one course selected from core curriculum writing course.

**CO 230 Introduction to Mass Media Industry: 4 semester hours**
This course is designed to provide students with an internal look at the professional media industry from a historical and legal perspective. The class emphasizes key legal concepts that all professional communicators should understand, such as libel, trademark and copyright. Students will also learn the internal structure of the media industry from a historical perspective, and study media ethics.

**CO 242 Media Theory: 3 semester hours**
In the 21st century we are all immersed in media, as both consumers and producers. The effective practice of both requires not just comprehension of mechanics (software, machines, etc.), but a broader understanding of how media, in all forms, works as a mode of communication and medium of culture. This class is framed with an overview of the different perspectives on the nature of theory, and proceeds through an investigation of key theories of both mass and social media. Prerequisite: CO 111.

**CO 250 Effective Group Communication: 3 semester hours**
Working in teams to analyze and solve problems is common in most careers today. In most careers it is important to learn certain skills of group communication if one is to contribute to the success of work teams. This course will utilize a core of theory in enabling students to learn such skills by putting them into practice. Prerequisite: CO 111 or SD 111.

**CO 260 Intercultural Communication: 3 semester hours**
Cross cultural contact is a fact of everyday life, and its frequency will only increase. To assist students in successfully navigating such encounters this course will introduce the theoretical background and problems involved with contemporary attempts to communicate between cultures, with a special focus on the attendant problems of interacting with specifically non-western cultures. In addition to theory, students will be exposed to certain skills necessary to make such encounters succeed in everyday life.
**CO 270 Interpersonal Communication: 3 semester hours**
This course integrates theory and practice. Students study the premise of symbolic interaction theory – it is only through our interactions with others that we define ourselves as individuals. The course deals with the basic concepts of person-to-person communication, such as the relationship between verbal and nonverbal language, the intent and result of message sharing, and the variables in communicative efforts. Students will learn and apply relational/interactional theory and perceptual, dramaturgical, and dialogic theory as they engage in practical education experiences. Knowledge of theoretical perspectives of communication enables students to create, assign meaning to and disseminate and evaluate messages as they interact in relationships. Prerequisites: SD 111 or SD 112, CO 111.

**CO 280 Writing for Public Relations: 3 semester hours**
This course covers basic writing techniques common to public relations, such as writing news releases and writing for newspapers, magazines, institutional publications; writing for broadcast and electronic media; writing features for publications. Prerequisite: core curriculum writing course. (Offered annually, fall semester.)

**CO 281 Newspaper Reporting: 3 semester hours**
This is an intensive course covering the role, functions and responsibilities of a newspaper or magazine writer. Students will gain experience with interviewing covering events and writing stories under deadline. Topics covered will include news beats, public affairs reporting, meeting and speech coverage, sports writing, obituaries, news analysis editorials and columns. Students will gain experience through classroom exercises and by writing stories for the Mount Mercy Times or other approved media outlet. Students will also be able to complete a freelance article to submit for an off-campus publication. Prerequisite: CO 120 or approval of instructor.

**CO 282 Research in Public Relations: 3 semester hours**
The PR practitioner needs to be capable of a wide variety of tactics, and in the 21st century research is fast becoming vital to the practice. The course will overview the unique role of quantitative and qualitative research work in the public relations process, focusing on research as a tool enabling the effective planning of relationship enhancement strategies between organizations and their publics. Within this framework, the course will introduce students to the construction, administration, and interpretation of surveys and focus groups. To enable the appropriate interpretation necessary for application of data to PR planning, this course will introduce students to basic features of SPSS. Prerequisites: MA 135 or BA 270 or instructor permission, CO 111, CO 180.

**CO 290 News Processing for Journalism and Public Relations: 4 semester hours**
This course covers the process of taking materials and organizing them into coherent publications. Topics include: editing, writing headlines, magazine and newsletter layout and production, processing of news and features for print and for the web, the printing process, an intensive review of Associated Style, and a review of the copy editor and copy editing roles. This course is a follow-up application course to CO 280 or CO 120. Prerequisites: CO 280 or CO 120 and AR 130. (Offered annually, spring semester.)

**CO 311 Communication Analysis: 3 semester hours**
Fully understanding the nature of communication involves being able to analyze the qualities of communication acts. This course will overview various means of examining a wide range of communication acts, with the aim of achieving competency in working critically with communication texts. Prerequisites: CO 111, CO 230.

**CO 330 Music and Communication: 3 semester hours**
Beyond its status as art or entertainment, music communicates, and in this role does different kinds of work in human affairs: from selling products, to protest, to sustaining culture, and more. This course will survey some of these functions, review the dimensions and elements of music that allow it to work as a communication medium, and develop in students the ability to discern the communicative function of a given piece of music.
CO 340 Newspaper/Magazine Copy Editing and Design: 3 semester hours
This is a detailed introduction to the functions of a copy editor and page designer on a newspaper and magazine. The role of the copy desk is to coordinate, finish and design all of the elements that comprise the editorial content of the “news hole” in a newspaper or magazine. This course builds on the experience a student gains in CO 290 by focusing on the role of copy editing specifically in a news media context. Students will learn how to recognize and correct common writing errors, how to spot sloppy reporting, how to write snappy headlines and how to design attractive newspaper pages and magazine layouts. Prerequisites: CO 120, CO 290, AR 130.

CO 345 Strategies and Tactics in Public Relations: 3 semester hours
Whether maintaining or initiating relationships with key publics, public relations professionals need to be able to creatively combine theory and skills into coherent plans that meet situational needs. Through case study and practical application, students will gain experience in devising strategies of public relations action, as well as developing their ability to utilize the specific tactic of special event planning. Prerequisites: CO 120, CO 180, CO 280, CO 282.

CO 350 Contemporary Perspectives on Public Relations: 3 semester hours
An education in Public Relations should go beyond skills and tactics to include an ability to think beneath and beyond practice – to explore why things work the way they do and what they can become. This advanced class focuses on contemporary theory and research regarding the nature and practice of PR, and includes a specific focus on PR ethics. Prerequisite: CO 345.

CO 372 Communication Practicum: 1 semester hour
This course is designed to provide Journalism Majors or other Communication Majors practical experience and leadership experience through an editing role on the Mount Mercy Times or other approved media outlet or project. This course is designed to give students a professional-level experience that will prepare them for CO 380: Internship in Communication. Students enrolled in CO 372 will undertake a specific leadership role to include planning story assignments, overseeing beats within the editorial area of responsibility overseeing the editing of pages and providing ongoing strategic planning for the Times or other approved media outlet. Besides working on the Mount Mercy Times, students may arrange a leadership or creative experience through other outlets. Prerequisites: Approval of the instructor. Normally, students should complete CO 290 before enrolling in this course.

CO 380 Internship in Communication: 3 semester hours
Placement in offices and organizations that will give students exposure to the field of communication. Examples are: public relations, corporate communication, design, multimedia positions in companies, non-profit organizations, etc. Students will spend a minimum of 10 hours per week for 12 weeks in a professional setting arranged through the Communication Department. Instructor approval is required before registration. Prerequisites: completion of all 100 and 200 level required courses in the communication major. (Offered every semester).

CO 445 Independent Study: Credit arranged
Directed readings and research in the communication discipline. Topics to be determined by the student and faculty director.

CO 480 Seminar in Communication: 3 semester hours
This is the capstone course in the Communication major, and so is typically the last class students take in the major. At that point students stand at a junction: looking back over all they’ve learned in their college years, and looking ahead at their imminent career. This course aims to assist students in developing their vision for both directions. Through discussion, a major senior project, and preparation of career materials (resume, portfolio) students will recognize and demonstrate their accumulated mix of knowledge and skills and how that orients them toward their future.
Computer Science (CS)

**COMPUTER SCIENCE MAJOR (CS)**
The computer science major prepares students to be professional computer programmers and (with the proper area of specialization) to enter graduate school in Computer Science. Students will learn both the theory and practice of the profession, how to work in groups to complete large software projects and appropriate ethical standards. Computer science is a rapidly changing profession and the Mount Mercy computer science program endeavors to teach, model and demonstrate the most modern professional practice. Students with a computer science degree find excellent employment opportunities in almost all industries.

**CAREER OPPORTUNITIES:** Graduates of the computer science program may be employed in business and industry.

**MAJOR** (48 semester hours): MA 150, CS 105, CS 106, CS 190, CS 203, CS 235, CS 435 plus one area of specialization.

**AREA OF SPECIALIZATION** (22-23 semester hours): CS electives 6-12 semester hours (1-2 courses) and specialization courses 11-16 semester hours (4-6 courses in a discipline other than CS).

The intent of the “Area of Specialization” is to allow students to create their own programs of study in Computer Science. A traditional computer science program is possible by selecting the Computational Science Specialization. Other programs of study are outlined beginning on the next page, but this list is incomplete. Potential students are encouraged to “think outside the box” as they, with the advice and approval of their advisors, create their personal computer science majors at Mount Mercy.

**Sample Areas of Specialization for the Computer Science Major**

**Computational Science** (22 semester hours): This specialization is intended for those considering graduate school in computer science. CS 302, CS 389, CS 399, MA 164, MA 202, MA 214.

**Information Security** (24 semester hours): Individuals choosing information security are encouraged to complete a mathematics minor. CS 315, CS 399, MA 164, MA 165, MA 214, CJ 297, CJ 350.

**Web Development** (23 semester hours): CS 315, CS 388, BK 208, BK 300, AR 130, AR 230, AR 285.

**Educational Software** (24 semester hours): Senior project will involve creating a piece of educational software based on methods course completed. CS 315, CS 388, CS 399, ED 102, ED 106, ED 245, ED 233, ED 253.

**Software Development** (23 semester hours): This is a more CS intensive version of MIS. CS 326, CS 388, CS 426, BA 250, BC 202, BK 208, BN 204.

**Embedded Systems** (23 semester hours): Useful for students considering further study in engineering. CS 399, CS 399, MA 164, MA 165, PH 151, PH 152.

**MINOR** (25-27 semester hours): MA 150, CS 105, CS 106, CS 190, CS 235 plus two courses in CS above CS 235.

**ACADEMIC REQUIREMENTS:** A grade of C or higher is required in all courses in the major and their prerequisites. A cumulative grade point average (all courses) of 2.00 or higher is required for graduation with a major in Computer Science.

**MANAGEMENT INFORMATION SYSTEMS MAJOR (MIS)**
The management information systems major prepares students for the field of managing information technology (IT) projects in the framework of the business environment. The major’s multidisciplinary approach provides students with background experience in information technologies as solutions to business problems. Students gain an understanding of how IT projects in business differ from other projects, and with this understanding, students learn to integrate
new and rapidly changing computing technologies into business plans.

**MAJOR** (43-44 semester hours): BA 250, BC 202, BN 204, BN 340, BN 350, CS 203, CS 226, CS 326, CS 426, CS 435; BA 270 or MA 135; 2 courses from MA 132, MA 139, MA 142 and MA 150.

**MINOR** (28 semester hours): BA 250, BC 202, BN 204, BN 340, CS 226, CS 326, CS 426, CS 435.

**ACADEMIC REQUIREMENTS:** A grade of C or higher is required in all courses in the major and in their prerequisites.

**COURSE OFFERINGS**

**CS 103  Introduction to Web Site Development:  3 semester hours**
In Introduction to Web Site Development, students will learn a wide range of web-based technologies and scripting languages that are used for the development of internet web sites. The tools discussed in the course will vary in order to stay current with the rapidly changing environment of web development. These tools could include (but are not limited to): wysiwyg html editors, html, css, xml, Flash, java script and dynamic web programming languages. The intent of the course is to give students a broad experience with a wide range of web-based technologies. This course is intended for non-majors who are interested in careers focused on the development of web sites. Computer Science majors may take the course as an elective, but it cannot be used to fulfill any CS graduation requirement or to complete an area of specialization.

**CS 105  Fundamentals of Computer Science:  4 semester hours**
This course focuses on the concepts and constructs of computer programming, including program design and decomposition, data types, interactive and file input/output, control structures, and graphical user interface development. Formerly CS 175.

**CS 106  Data Structures:  4 semester hours**
This course introduces basic concepts of software development, elementary data structures (including sets, lists, stacks, queues, trees, and graphs), recursion, and elementary algorithm analysis. Formerly CS 205. Prerequisites: CS 105, MA 150 (the latter may be taken as a co-requisite).

**CS 190  Computer Organization:  4 semester hours**
This course covers various hardware aspects of computers. Topics to be covered include number representation, digital logic, Boolean algebra, memory technologies and management techniques, interrupts, CPU structure, microprogramming, assembly language, and input/output devices. Prerequisite: CS 106.

**CS 203  Information Ethics:  3 semester hours**
In this course, students will learn to define and analyze ethical, moral, social, and professional issues related to computing and information technology. Topics to be discussed include ethical frameworks for decision making, regulation of the Internet, intellectual property, privacy, security, and codes of conduct. Prerequisite: sophomore standing or consent of instructor.

**CS 226  Programming in Visual Basic:  4 semester hours**
This course is an introduction to programming using Visual Basic and the .NET development environment. Topics to be covered include control structures, input/output, graphical user interfaces, and interface with other Microsoft Office applications. This course is for MIS majors.

**CS 235  Systems Programming Concepts:  4 semester hours**
This course explores topics related to operating systems and network programming, including shell programming, programming with operating systems calls, and programming using network sockets. Other topics include basic structure of operating systems and network software. Prerequisite: CS 190.

**CS 302  Programming Languages:  4 semester hours**
This course considers the evolution of programming languages. Topics to be discussed include language specification and analysis, syntax, semantics, parameter passing techniques, scope, binding, paradigms (including imperative, functional, and object-oriented), and translation techniques. Prerequisite: CS 190.
CS 315  Web Programming:  4 semester hours
This course explores the development of web-based applications and dynamic web pages using modern
development tools and languages. Topics to be covered include basic web site design, scripting languages,
web servers, use of databases and SQL in the development of dynamic web sites and web security. Pre-
requisite: CS 190.

CS 326  Information Systems Analysis:  3 semester hours
This course will focus on management issues in the creation and management of information systems. Broad
topics will include system investigation, system and feasibility analysis, system design, system implementa-
tion, and system maintenance. Various approaches to systems analysis and design will be considered, as
well as tools. Prerequisites: CS 106 for CS students or CS 226 and BN 204 for MIS students.

CS 388  Database Systems:  4 semester hours
This course emphasizes the concepts and structures necessary to design and implement a database manage-
ment system. Topics to be covered include the evolution of database systems, the relational database model,
query languages, triggers, constraints, views, and other advanced topics as time permits. Prerequisite: CS 326.

CS 389  Algorithm Analysis:  4 semester hours
This course is an introduction to advanced data structures and algorithm analysis techniques. Topics to
be covered include asymptotic notation, empirical and theoretical analysis techniques, complexity classes,
algorithmic approaches (divide and conquer, greedy), and advanced tree structures. Prerequisites: MA 164,
CS 190.

CS 399  Special Topics in Computer Science:  3 semester hours
This course provides students the opportunity to take electives in an area of special interest in computer
science. When possible, the course will be taught by experts from the field. Topics may include educational
software development, artificial intelligence, robotics, embedded systems, bioinformatics, and cryptography.
Prerequisite: permission of instructor.

CS 415  Field Experience:  Credit arranged
This course provides students the opportunity to take advantage of internship opportunities that become
available. The internships include off-campus supervision at local employers and periodic conferences with
the on-campus instructor. One semester hour of credit is assigned for each 45 hours of work per semester
at the outside agency.

CS 426  Project Management:  3 semester hours
This course explores tools and issues related to the management of information systems and software de-
velopment projects. Topics to be considered include PERT networks, GANTT charts, project staffing and
teamwork issues, stakeholder considerations, and software testing strategies. Prerequisite: CS 326 or CS 388.

CS 435  Senior Project:  3 semester hours
This is the capstone course for computer science majors. They will complete a real project related to their
field of specialization. Prerequisites senior standing, completion of at least two non-CS courses in the field
of specialization.

Criminal Justice (CJ)

The criminal justice major is designed to educate students to be critical thinkers, ethical problem
solvers, and effective communicators. The program offers a comprehensive study of the crim-
inal justice system, including law enforcement, criminal law and the judiciary and corrections.
Moreover, students will understand how these complex and interrelated systems relate to the
total society.

Students graduating from the program pursue diverse paths. Students have advanced to
graduate and law school. Other graduates have pursued careers in law enforcement, judicial
administration, corrections, juvenile justice, and private security. Regardless of a student’s ori-
entation to the study of criminal justice, the program provides a unique blend of required and elective courses taught by experienced faculty. Students will be provided with a balanced and broad program of study, rooted in the liberal arts and social sciences. In addition, the curriculum offers opportunity for learning about practical applications in criminal justice, particularly through field trips and internships.

Criminal Justice majors are also encouraged to supplement their education with studies in others areas. The major is structured to facilitate a student’s ability to pursue a double-major or minor, which allows students to extend their knowledge as well as their flexibility with future career options. Students have pursued additional studies in business, psychology, political science, and social work, for instance. Students interested in forensic work may want to consider a double-major or minor in biology or chemistry. Courses in computer science or accounting may be particularly relevant for students interested in careers combating white-collar crime.

The criminal justice major consists of 11 required and 3 elective courses, which provide students with a comprehensive understanding of criminal justice. All students, including transfers, must take CJ 299: Criminal Justice Information, Communication, and Ethics as a prerequisite for 300 and 400 level courses.

**CAREER OPPORTUNITIES:** Law enforcement, legal and judicial administration, corrections, juvenile justice, private security.


**MINOR** (18 semester hours): CJ 101; CJ 203; CJ 244, CJ 297, CJ 299; One additional course (3 hours) from the criminal justice major curriculum is required. (Students still must meet semester hour requirements and course prerequisites).

**ACADEMIC REQUIREMENTS:** Transfer students must take a minimum of 15 semester hours in their criminal justice major or minor at Mount Mercy. A grade of C- or better is required for each course in the major and minor. A student may enroll in and complete a maximum of 6 semester hours for CJ 428: Internship, although only 3 semester hours may be counted toward the major. Majors should follow a sequence of completion, in order: CJ 101, CJ 299, CJ 302, and CJ 410. In addition, criminal justice majors and minors must complete CJ 101 before enrolling in other criminal justice courses except CJ 112.

**COURSE OFFERINGS**

**CJ 101 Introduction to Criminal Justice: 3 semester hours**
This course is a review of the delivery of criminal justice services in the United States. Particular attention will be devoted to a modeling of the criminal process, the control of discretion within the various sub-processes, and the role of criminal justice in a democratic social order that emphasizes public accountability and the rule of law.

**CJ 112 Careers in Criminal Justice: 2 semester hours**
This course will help students explore vocational and post graduate choices in the criminal justice field. This course will cover such topics as career options for criminal justice students, unique requirements for criminal justice employment, and application processes for criminal justice careers and post-graduate education. This course will rely partly on experiential learning activities including guest speakers and field trips. No prerequisites. This course is pass or fail.

**CJ 154 Criminal Justice Theory: 3 semester hours**
This course is the study of crime control. In contrast to traditional criminal justice courses which mainly focus on the study of how crime is defined and the strategies used by the criminal justice system to control crime, this course will examine various orientations that focus on how the criminal justice system behaves instead of how it works. This course will cover such topics as the behavior of law, the behavior of criminal justice organizations, historical trends in crime control, the social construction of crime, oppression, the growth of the criminal justice system, and consequences of crime control practices.
CJ 203 Policing: 3 semester hours
This course includes an examination of the role of police and law enforcement strategies in a free society. The goals of this course include an understanding of the concept of the rule of law, police behavior and subcultures, enforcement strategies, and relevant procedures dealing with the police, including arrest, interrogation, and search and seizure of evidence. Ethical issues related to the police and law enforcement will include case histories and current events.

CJ 228 Juvenile Justice: 3 semester hours
This course includes an examination of juvenile delinquency and the juvenile justice process. The study includes an analysis of the evolution of parens patriae, and case law of the juvenile process from taking into custody through dispossession.

CJ 244 Corrections: 3 semester hours
This course is the study of the history, philosophy, and practice of corrections. The course will include an analysis of corrections history and philosophy along with an examination of jails, prisons, probation, intermediate sanctions, and parole. The course will also cover legal developments in corrections, correctional trends, management and treatment of correctional populations, and problem facing correctional systems.

CH 246 Criminal Investigation: 3 semester hours
This course includes a survey of the theory of scientific crime detection, investigation, interrogation, case presentation, and problems in criminal investigation. The content will include a coverage of recent developments in forensic investigation such as DNA fingerprinting.

CJ 297 Criminal Law: 3 semester hours
This course includes an analysis of criminal law from a social science perspective. Emphasis will be upon historical development, strictures on criminalizing in light of constitutional guarantees, and a review of the classification of crimes through an analysis of selected criminal offenses. The content includes criminal jurisprudence, the historical origins of key criminal law concepts, constitutional structures on lawmakers, relevant social scientific research on the criminal process, and a review of the traditional categories of crime.

CJ 299 Criminal Justice Information, Communication and Ethics: 3 semester hours
This course is an opportunity for students to improve and apply critical thinking skills in the criminal justice context, establishing a foundation for upper-level coursework. The course requires students to refine writing, oral presentation, and information research skills. Students will become adept at finding, evaluating, and properly crediting research materials for the field of criminal justice. Likewise, students will demonstrate their learning through writing and oral presentation, which will be refined throughout the course. Special attention will also be given to ethical issues faced in criminal justice. For Criminal Justice majors, CJ 299 is a prerequisite for all 300 and 400 level criminal justice courses. All majors, including transfer students, must receive at least a grade of C- in this course before taking criminal justice courses at the 300 level or above. Prerequisite: Grade of at least a C- in core curriculum writing course.

CJ 302 Criminal Justice Research Methods: 3 semester hours
This course will consist of an examination of qualitative and quantitative research in the field of criminal justice. Specifically, the course will include, but is not limited to research design, data collection, secondary data analysis, levels of measurement, and hypothesis testing. Students will also learn how to read and interpret empirical criminal justice articles and SPSS output. Prerequisites: CJ 154 and CJ 299. A course in basic statistics is also suggested, but not required.

CJ 305 White-Collar Crime: 3 semester hours
This course is a general survey reviewing both the nature and scope of white-color crime. This course will explore crimes upon which society has placed little focus, yet at the same time have significant physical, fiscal, and social costs. The primary emphasis of this class will consist of an examination of various forms of the “elite deviance.” Forms of elite deviance that will be covered will consist of corporate crime, occupational crime, governmental crime, and political crime. Particular attention will be given to research methodology in empirically examining elite deviance. Particular attention will also be given to applicable theories of elite deviance. Prerequisite: CJ 299.
CJ 350 Trial Evidence: 3 semester hours
This course is a study of the law governing the presentation of evidence at trial. Focus will be upon the various types of evidence, questions of competency, relevancy, and materiality, with special emphasis on the hearsay rule and its exceptions. The content will include the role of evidence in striking a theoretical balance between the defendant and the state in the pre-trial and trial adversary process. Prerequisites: CJ 297, CJ 299 and suggest CJ 355.

CJ 355 Criminal Procedure: 3 semester hours
This course is an examination of constitutional criminal procedure related to arrest, search and seizure, and pre-trial and trial processes. Special emphasis will be upon the role of criminal procedure in controlling discretion. A survey of social scientific research related to criminal procedure will be included. The content includes an analysis of the role of procedure in a democratic social order. Government accountability and the control of discretion in light of Bill of Rights guarantees are constant topics. The fourth, fifth, and sixth amendments will be analyzed in some depth. Prerequisite: CJ 299, suggest CJ 297.

CJ 365 Diversity and the Criminal Justice System: 3 semester hours
This course explores relationships between society and the criminal justice system. Particular attention is given to both past and contemporary relationships between the criminal justice system and historically marginalized groups (e.g., based upon race and ethnicity, gender, sexual orientation). Issues of dissent and divergent perspectives on the role of the criminal justice system will be explored. The changing policies and practices of criminal justice agencies in a diverse and democratic culture will also be examined. Prerequisite: CJ 299.

CJ 372 Drugs and Crime: 3 semester hours
This is a course which focuses on the relationship between legal and illegal drugs and crime. This includes an examination of different perspectives on drug use and an examination of the historical characterization of legal and illegal drugs. Students will also examine how illegal drugs, legal and illegal drug use and crime are correlated. The extent of drug use, including types of drugs and patterns of drug use within the constructs of criminal offending will also be covered in the course. Students will also learn about the enforcement of drugs and the control of drug users including correctional programs offered within the criminal justice system, specifically for drug offenders and drug users. Prerequisite: CJ 299.

CJ 390 Special Topics in Criminal Justice: 3 semester hours
This course provides the opportunity for a study of a significant topic, problem, or issue in criminal justice. This course may be repeated once for credit when content varies. Prerequisite: CJ 299.

CJ 410 Senior Thesis: 3 semester hours
This course is a study of select and highly contemporary criminal justice issues. The course format allows students to draw upon and integrate knowledge gained from previous courses and apply it in an area of individual, intensive research. The content will vary. Prerequisites: CJ 154, CJ 299, CJ 302.

CJ 420 Victims of Crime: 3 semester hours
This course focuses on the study of crime victims including the types, extent, patterns and consequences of victimization. This will include an introduction to victimology and the victim right’s movement. Students will learn about the role(s) of the victim in the criminal justice process and policies and programs designed to address the needs of crime victims. This will include a focus on local victim service agencies. Special attention will be paid to “special classes” of victims including victims of domestic violence, sexual assault, and hate crimes. Prerequisite: CJ 299.

CJ 422 Women and Crime: 3 semester hours
This course is the study of women as criminal offenders, victims of crime, and workers in the criminal justice system. The course content will include an examination of female offending patterns and explanations for those offending patterns, along with an examination of the treatment of female offenders and female crime victims by the criminal justice system. The course will also focus on women as criminal justice professionals working in law enforcement, the courts, and corrections. Prerequisite: CJ 299.
CJ 426  Media and Crime: 3 semester hours
This course will focus on the interrelationships among media, crime, and the criminal justice system. Particular attention will be given to the construction of crime in the news and entertainment media, and how those constructions affect citizens’ perceptions of crime and the criminal justice system. Policy and legal implications of these perceptions will also be considered. Prerequisite: CJ 299.

CJ 428  Internship: 3-6 semester hours
This is an academically oriented practical experience gained through supervised work assignments with various governmental and private criminal justice-related agencies. The student will have the opportunity to contrast theory and practice. The internship is open to criminal justice majors of junior or senior status and with the consent of the internship coordinator. A student may enroll in and complete a maximum of six (6) semester hours for CJ 428 although only three (3) semester hours may be counted toward the major. Applications for summer and fall semesters must be submitted to the department by February 15. Applications for winter and spring semesters must be submitted to the department by September 15. Prerequisites: CJ 112, CJ 299, junior or senior in good standing, approved application, and consent of the internship coordinator.

CJ 445  Independent Study: Credit arranged
Independent study courses are specially designed by the student and the instructor. This allows criminal justice majors to pursue research and/or study of a specific area of interest in criminal justice. Prerequisite: CJ 299 and instructor permission.

Economics (EC)

The curriculum in the economics minor is designed to provide our students with an understanding of the US economics systems of production and distribution with an emphasis on the political and social context of economics.

MINOR (21 semester hours): EC 251, EC 252, EC 366*, EC 376, BA 270; and two of the following: BA 344*, BK 321*, BN 364, BN 360*, BA 272, EC 230, PO 111, PO 112, PO 312, PO 326, PO 353.

*Can NOT double count these courses in the Management, Marketing or Business majors or in the Finance minor.

COURSE OFFERINGS

EC 230  Humanistic Economics: 3 semester hours
Initially this course will focus on an elaboration of humanistic economic principles by describing an economy based on needs, material and otherwise, and how humanistic ideas differ from the orthodox: an economy based on wants. The remainder of the course will then explore some current attempts at outlining economic systems that are neither exclusively free market or centrally planned; these will be presented and evaluated in terms of humanistic principles.

EC 251  Macroeconomic Principles: 3 semester hours
An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. Prerequisite: sophomore standing or First Year Honor Student.

EC 252  Microeconomic Principles: 3 semester hours
An analysis of the market system as it determines prices, output and employment of the individual products and resources; application of market theory to some current domestic economic issues; and international trade. While not an absolute prerequisite, EC 251 is normally taken before EC 252. Prerequisite: sophomore standing or First Year Honor Student.
EC 366  Money and Banking: 3 semester hours
A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252.

EC 376  International Economics: 3 semester hours
The course offers an introduction to the theory and practice of international trade and finance. It will evaluate the principle of comparative advantage of nations. Students will learn about International Trade Barriers, Trade Zones (such as NAFTA and the EU), Trade Agreements, The Balance of Payment and The Balance of Trade. The course will discuss the U.S. trade policy in light of the Free Trade VS Protectionism argument. The role of international trade institutions such as the IMF, WTO and foreign exchange markets will be evaluated. The course will discuss globalization and its impacts on Labor markets, Income Distribution, The Environment, and consumers, in the U.S. and abroad. Prerequisite: EC 251.

EC 445  Independent Study: 1-3 semester hours
The student will select a topic of interest for in-depth, individual study or research under the instructor’s supervision. Prerequisites: EC 251 and EC 252, junior standing and consent of the instructor.

Education (ED)

The Mount Mercy’s Education majors prepare reflective teachers and leaders informed by scholarship, grounded in best practice, enriched by caring, and committed to responsive service in the “Mercy Tradition.” In order to achieve this mission, Mount Mercy provides for each prospective teacher a program of core curriculum, concentration in a major field of learning, varied field based experience and a sequence of education courses leading to professional licensure by the State of Iowa. The curriculum for the Education majors, including endorsement areas, is under regulation and accreditation from the Department of Education in Iowa and is subject to change upon changes in regulation made by the State.

CAREER OPPORTUNITIES: Graduates may select licensure and specific endorsements allowing them to teach in a range of programs from preschool through secondary school. Public and parochial schools are the main employers of teacher education graduates. Additional career opportunities include service organizations and day care centers.

All students should enroll in ED 106, An Invitation to Teaching, during the first semester or term in which they take education courses. They will obtain a Teacher Education Program (TEP) handbook at this time along with specific information about policies and the Performance Assessment System (PAS).

FIELD EXPERIENCES: Supervised field experiences with children prior to student teaching are an integral component of the Mount Mercy Teacher Education Program. A minimum of four field experiences are required of all students in education. Field experience is done on a regular weekly basis over the course of the term at state-approved public and non-public schools in the metropolitan area with certified teachers. These experiences provide students with opportunities to observe and to implement educational activities with individual pupils, small groups, and large groups under direct supervision of a certified teacher who models professional skills. Our standard practice is to avoid placing students in a school where they are employed, where a relative works, or where their children attend. Pass/Fail grading is used for field experience. Each field experience is associated with a specific course and a passing grade is required of all field experiences. Students are to attend field experiences throughout the entire semester. Field experience expectations are specified within courses and in the Teacher Education Handbook.

Field Experience Requirements:
1. Enroll in ED 106 An Invitation to Teaching, as a corequisite with the first education course taken at Mount Mercy.
2. Comply with health and safety guidelines established by the Education Division.
3. Sign voluntary disclosure and waiver forms.

TRANSFER STUDENTS: A maximum of two field experiences will be considered for transfer to Mount Mercy for credit in the education program. Students who have had the equivalent content of ED 102 and ED 263 but lack the equivalent field experience should enroll in ED 415 or ED 416 respectively.

CORRESPONDENCE COURSES: Correspondence courses are not accepted for required education courses. Correspondence courses may only be applied toward the degree as electives.

LIFE EXPERIENCE CREDIT: The Iowa Department of Education will not accept credits awarded for “life experience” for any purpose.

GRADE CRITERIA: Students must have a 2.40 or above GPA to enroll in the following courses: ED 102, ED 106, ED 132, ED 253, and ED 263. Endorsement courses may also have prerequisite grade requirements (see course descriptions). A GPA of 2.60 or above is required before starting in ED 232/ED 233 (Principles course). Endorsement areas may require that all courses be completed with a minimum grade of C (2.00). See endorsement details that follow.

ADMISSION TO THE TEACHER EDUCATION PROGRAM (TEP): It is the responsibility of the Education faculty to admit to the teacher education program only those students who are academically capable and who have demonstrated a level of performance that indicates the ability to continue successfully in the program.

A Performance Assessment System, fully described in the Teacher Education Handbook, helps students monitor their progress in meeting established criteria for each phase of their preparation. Feedback is provided as students complete courses, field experiences, and the admission screening process.

A state mandated basic proficiency test (C-BASE) in reading, writing and math is a requirement for admission to the teacher education program. The Division will accept PPST or CAAP. See TEP Handbook for passing score requirements. Students must meet the proficiency test (C-BASE) requirements prior to their starting the ED 232/ED 233 (Principles course). Any student seeking an exception must meet with his/her education advisor and the department chair. Details of the testing procedure are provided in the Teacher Education Handbook. Test dates and registration materials are available in the Education Office. It is the student’s responsibility to obtain the necessary services/materials/coursework to remediate low scores on the C-BASE prior to retesting if necessary. The following are some resources which may be of assistance:

1. Private tutor.
2. Busse Library.
3. Kirkwood Community College offers some coursework.
4. Retaking a literature, math or writing course.
5. Mount Mercy Academic Center for Excellence.

During the Fall Semester, application forms for the teacher education program are made available to students. Students must be enrolled in ED 232/ED 233. Students who have been denied admission to the teacher education program will not be permitted to enroll in ED 166, ED 268, ED 309, ED 311, ED 319, ED 323-330, ED 333, ED 347, or ED 348.

The elementary education major grade point average is based on the following courses: ED 102, ED 106, ED 132, ED 165, ED 232/233, ED 253, ED 263, ED 269, ED 309, ED 311, ED 319, ED 347, ED 348, ED 370, ED 379, and PS 124. (Art and Music majors ED 166 or ED 268). A 2.60 cumulative GPA is required for entry, continuation and licensure.

The secondary education major grade point average is based on the following courses: ED 102, ED 106, ED 232/233, ED 253, ED 263; one of ED 323-330, ED 333; ED 370, ED 379, and PS 124. A 2.60 cumulative GPA is required for entry, continuation and licensure.

The teacher education screening committee reviews each application and notifies the student of the decision by letter.
Acceptance into the program is based on the following:

1. Pass the standardized proficiency test in reading, writing, and math with acceptable scores in each area.

2. At the time of submission of the application to the teacher education program students must have a minimum cumulative grade point average of 2.60 and a grade point average of 2.60 in the elementary and/or secondary majors and any other major or endorsement areas.

3. No grades below C (2.00) in any of the following courses: ED 102, ED 106, ED 132, ED 232/233, ED 253, ED 263 and PS 124. These courses must be completed prior to admission to the teacher education program.

4. Proficiency in composition and speech as evidenced by grades of at least C (2.00) in one core curriculum writing course, and SD 111 or SD 112. This proficiency must continue to be demonstrated in education course work.

5. Proficiency in mathematics as evidenced by a grade of at least C (2.00) in MA 125 or other college-level mathematics course. This course must be completed prior to junior level methods courses.

6. Proficiency in meeting field experience criteria. (See TEP Handbook)

7. Written recommendations from three full-time Mount Mercy instructors. One recommendation must be from the current ED 232/233 Instructor, and one must be a full-time member of another division, a third from a full-time Mount Mercy faculty (within or outside of the ED Division).

8. All students must take ED 232 or ED 233 at Mount Mercy. ED 233 includes successful completion of a thirty hour field experience for a college semester in an elementary or secondary school.

9. Demonstration of TEP performance criteria for knowledge, skills, and dispositions associated with professionalism in teaching. This includes satisfactory demonstration of the core performances designated for required courses in the program. Students receiving a score below 2.00 on a core performance are expected to initiate and receive instructor approval of a plan for demonstrating satisfactory performance by an agreed upon date, not later than the next applicable TEP screening process. Grades for the initial core performance will not be changed, but demonstration of satisfactory remediation will be noted in the Student Assessment Record. Students with two or more core performance scores that fall below 2.00 and are not satisfactorily remediated automatically will have these concerns discussed by the Teacher Education Screening Committee as it deliberates TEP admission or permission to student teach. The Performance Assessment section of the Teacher Education Program Handbook provides details.

10. Students need to demonstrate good physical and emotional health over a period of time and demonstrate the capacity to meet the demands of providing pupils with a positive and safe learning environment. They must be able to meet the demands of teaching in a classroom, including physical and emotional fitness for the job. Any condition that might result in frequent absences from the classroom and a student’s inability to meet responsibilities to pupils and the cooperating teacher, or that will interfere with the normal functioning of a classroom, may delay or prevent admission to the program.

SCREENING PROCESS FOR THE TEACHER EDUCATION PROGRAM: A screening committee may approve or deny entrance into the teacher education program and student teaching, or the screening committee may recommend that a student withdraw his/her application and resubmit at a later date. The screening committee includes full-time education faculty and two additional Mount Mercy faculty.

ADMISSION TO STUDENT TEACHING: During the Spring Semester of the junior year, application forms are made available to students. The student is given the opportunity
to state a preference of schools (public or non-public), grade and/or subjects. Placements are monitored to insure a range of field experience (grade levels, urban, rural...).

Acceptance for student teaching is based on the same requirements as for admission to the teacher education program including a minimum cumulative grade point average of 2.60 and a 2.60 in both the elementary and/or secondary majors and other major or endorsement areas at the time of application for permission to student teach. A minimum of a C (2.00) must be obtained in all methods courses. Core performance expectations outlined in number nine on previous page, must continue to be met. Secondary students must complete or be near completion of courses in their original endorsement areas prior to student teaching.

STUDENT TEACHING: Student teaching is done only in state-approved public and non-public schools in the area with certified teachers. The education program is carefully sequenced to ensure student teaching during the fall semester. Placements are based on student request, school/teacher availability, faculty judgment and supervisory responsibilities. Student teaching commences with fall in-service activities at the assigned school. Therefore, the student teaching calendar may differ from the Mount Mercy calendar. (A pass-fail grade is assigned for student teaching and a letter grade is assigned for Education Leadership Seminar).

CONTINUATION IN THE TEACHER EDUCATION PROGRAM: The Education Division reserves the right of retaining only those students who in the judgment of the faculty continue to demonstrate the standards expected of prospective members of the teaching profession.

APPEAL: A student who is not accepted into the education program or to student teaching may appeal in accordance with the Academic/Administrative Grievance Procedure (See College Grievance Policy). A student who is denied admission to the teacher education program has one additional opportunity to resubmit an application. This must occur within one year of the denial. Students who withdraw their application may resubmit at a later date.

LICENSURE: Upon successful completion of student teaching and all graduation requirements (including earning a minimum of 123.0 total semester hours), the College Certification Official recommends candidates to the State of Iowa for licensure. Applications for Licensure by the Iowa Department of Education are typically completed during the Education Leadership Seminar. A baccalaureate degree and completion of the sequence of professional education courses are not guarantees of recommendation for licensure. The student must be approved by the Education faculty, which will recommend only those who have maintained the scholastic standards required for admission to student teaching, successfully completed all student teaching requirements, and consistently have manifested a professional demeanor. Prior to initial licensure the state requires fingerprinting and criminal background checks. Students who fail Student Teaching but have met all other requirements for graduation can receive their degree, with permission of the Education Department, but cannot be recommended for licensure.

Students who are recommended by Mount Mercy may then apply to the Iowa Department of Education for licensure with the endorsements for which they are prepared; the initial license is valid for a two-year period, the substitute license is valid for a five-year period.

Mount Mercy offers programs to prepare students for the following original endorsements:
- Early Childhood (Iowa License 106)
- Elementary Education (K-6)
- Secondary Education (7-12) (specific content area)
- Elementary Art (K-8)
- Secondary Art (5-12)
- Elementary Music (K-8)
- Secondary Music (5-12)

Iowa state licensure requires courses that are already prescribed in the general core curriculum with the requirements including a college-level mathematics course, a natural science course, a history course, and a teacher education course in human relations.

If students plan to teach in a state other than Iowa, they are responsible for planning a program to meet the requirements in that other state.
NON-LICENSURE OPTION: Non-licensure options are available for students who choose or are recommended by the screening committee or education faculty to select an alternative other than state licensure. Students pursuing this path may receive their degree but will not be recommended for teaching licensure.

Students who choose the Non-licensure Option, withdraw from, or who fail student teaching may apply for subsequent permission to student teach under certain conditions. They must submit to the Education Division Chair written evidence of specific steps taken to improve in all major areas identified as interfering with prior performance, along with the outcomes of those steps. The application will be considered by the Teacher Education Program Screening Committee which will also verify that all current requirements have been met. Due to the complexity of making substantial improvements in the performance areas that must be satisfactorily demonstrated, there is a one-year waiting period from the conclusion of their first student teaching/internship semester before a new application can be submitted.

POST BACCALAUREATE: Individuals with a current Iowa teaching license who enroll at Mount Mercy to obtain additional endorsements must complete a minimum of one-third or 9 semester hours of the required course work in the desired endorsement at Mount Mercy. Students whose endorsement will include student teaching must complete applications for admission to the teacher education program and student teaching. Licensed individuals may need to complete only 6-8 weeks of student teaching in the new endorsement area.

Students with a prior bachelor’s degree need to check their personal status in relation to second degree, second major, or other special status. Completion of a second degree (which minimally requires an additional thirty hours in teacher education beyond the original baccalaureate degree) entitles the student to participate in graduation. Refer to the appropriate Catalog sections for further information on post-baccalaureate status.

PREP PROGRAM: PREP is a reduced tuition program designed for licensed teachers seeking additional endorsements or re-certification credit. PREP students are eligible for reduced tuition fees at the per credit rate currently approved for PREP Program. Teachers may apply for admittance into the program through the Mount Mercy Admissions office. Individuals participating in the PREP Program are not eligible for other forms of financial assistance from Mount Mercy. PREP students may be eligible for federal financial aid and should contact the Financial Aid Office with questions. All endorsement areas require a minimum 2.60 grade point average for entrance and recommendation for licensure.

Title II Public Disclosure Requirements
1. Program Enrollment 2008-2009: 194
2. Student Teachers in 2008-2009: 37
3. 9 supervisory faculty for student teaching (6 full-time and 3 part-time)
4. Student to faculty ratio: 4 to 1
5. 40+ hours per week of student teaching for 17 weeks

The Mount Mercy Teacher Preparation Program is accredited by the State of Iowa and is in good standing.
Early Childhood Education

MAJOR (89 semester hours) (Iowa: State Teaching Endorsement #106): ED 102, ED 106, ED 117 or ECE 103 (KCC), ED 132, ED 143 or ECE 133 (KCC), ED 233, ED 237, ED 253, ED 263, ED 270 or ECE 221 (KCC), ED 272, ED 306, ED 309, ED 319, ED 332, ED 347, ED 348, ED 370, ED 379, PS 124, ED 352 at the primary level (grades 1-3) or ED 359, ED 363 and Kirkwood Community College courses: ECE 170, ECE 243, ECE 290. Additionally, students must complete a concentration selected from the following:

1. Any Mount Mercy minor (see specific minor for requirements)
2. Early literacy concentration: ED 210, ED 135 or SD 151; 3 semester hours of Spanish or Sign Language
3. Young children with special needs concentration: ED 210, ED 371, ED 376; 3 semester hours of Spanish or Sign Language

All courses in the major must be completed with a minimum grade of C (2.00). Students accepted for student teaching and recommended for licensure must meet all TEP standards and maintain a minimum cumulative GPA of 2.60.

Elementary Education

MAJOR (55 semester hours): ED 102, ED 106, ED 132, ED 165, ED 233, ED 253, ED 263, ED 269, ED 309, ED 311, ED 319, ED 347, ED 348; ED 352 or ED 353; ED 370, ED 379, and PS 124.

Each elementary education major must select an Iowa approved endorsement from the following list. Students also may select an institutional minor. Minor requirements are listed under the specific department requirements.

Elementary Education Endorsements:

- Early Childhood Education: Teacher - Prekindergarten-Kindergarten
- Early Childhood Education: Teacher - Prekindergarten through Grade 3 including Special Education
- English/Language Arts
- Instructional Strategist I (K-8) (special education)*
- Instructional Strategist II (K-12 BD and LD) (special education)**
- Mathematics
- Middle School (5-8)
- Reading
- Science - Basic
- Social Science - History
- Social Science - Social Studies
- Speech Communication - Theater

*Instructional Strategist I (K-8) Endorsement:
This endorsement is for students wishing to teach students with mild/moderate disabilities. This endorsement requires one eight-week student teaching placement in special education and one eight-week placement in regular education. Students must maintain a minimum 2.60 GPA in this endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

**Instructional Strategist II (K-12 BD and LD) Endorsement:
This endorsement is for students wishing to teach students with moderate to severe behavior disorders and /or Autism. The endorsements requires one eight-week student teaching placement
in special education at level of endorsement (elementary or secondary), one eight-week placement in regular education and one four-week placement at the alternative level of endorsement. Students must maintain a minimum 2.60 GPA in this endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

**Early Childhood Endorsements:**
These endorsements are options for individuals seeking an Elementary Education (K-6) license
- Teacher - Prekindergarten-Kindergarten (endorsement #103)
- Teacher - Prekindergarten Through Grade 3 Including Special Education (endorsement #100)

The endorsements require one eight-week student teaching placement in a kindergarten or primary (grades 1-3) classroom, and one student teaching placement in a prekindergarten. Students must maintain a minimum 2.60 GPA in these endorsements. Courses in these endorsements must be completed with a minimum grade of C (2.00).

**ENDORSEMENT REQUIREMENTS**

**English – Language Arts Endorsement (K-8): 28-29 semester hours**
One course selected from core curriculum writing courses: ED 132, ED 309 & ED 311; SD 111 or SD 112; one of the following courses: ED 237, EN 120, EN 125; one of the following courses: SD 216, SD 265, SD 275, ED 135; one of the following courses: EN 133, EN 174, EN 175, EN 176, EN 177; and EN 123 or EN 203. Students must maintain a minimum 2.60 GPA in the endorsement.

**Instructional Strategist I (K-8): 38 semester hours**
ED 237, ED 263, ED 313, ED 350, ED 371, ED 372, ED 376, ED 380, ED 385; and student teaching courses ED 352 and ED 361. Students must maintain a minimum 2.60 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

**Instructional Strategist II (K-12): 46 semester hours**
ED 237, ED 263, ED 313, ED 350, ED 371, ED 372, ED 373, ED 374, ED 378, ED 382, ED 385; and student teaching courses: ED 352, ED 368 and ED 392. Students must maintain a minimum 2.60 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).

**Mathematics Endorsement (K-8): 24-25 semester hours**
MA 120, MA 125, MA 130, MA 135, MA 145, MA 150; MA 139, MA 142 or MA 164; and CS 174. Students must maintain a minimum 2.60 GPA in the endorsement.

**Middle School Endorsement (5-8): 36-37.5 semester hours**
PS 214, ED 311, ED 315 and work in two content areas consisting of 15 semester hours from one content area and 12 semester hours from a second. Students must maintain a minimum 2.60 GPA in the endorsement. Content areas include:
- Middle School Language Arts (5-8): SD 112, EN 125, EN 203, ED 305 and choose one from EN 176, EN 177.
- Middle School Mathematics (5-8): MA 135, MA 132 and choose from the following MA 125, MA 139, MA 142, MA 150.
- Middle School Science (5-8): PH 115, BI 143, BI 143L, PH 114 and choose from the following PH 151, CH 111.
- Middle School Social Studies (5-8): PO 111, two of the following courses: HI 114, HI 115, HI 215; choose from the following to meet credit requirements: HI 120, HI 130, HI 140, HI 213, HI 230, HI 265 and HI 100 if history courses not taken at Mount Mercy.

**Reading Endorsement (K-8): 29 semester hours**
ED 132, ED 210; ED 237; ED 309, ED 311, ED 313, ED 314 and one course from core curriculum writing courses; SD 111 or 112. Students must maintain a minimum 2.60 GPA in the endorsement. Courses in this endorsement must be completed with a minimum grade of C (2.00).
Science – Basic Endorsement (K-8): 30-31.5 semester hours
BI 143, BI 143L, BI 144; BI 146 or BI 274; CH 111; CH 112 or PH 151; PH 114, PH 115; and 3 semester hours of earth/space science. Students must maintain a minimum 2.60 GPA in the endorsement.

Social Science – History Endorsement (K-8): 24 semester hours
HI 140; one of the following: HI 115, HI 120, HI 130; three courses in American history selected from: HI 114, HI 205, HI 215, HI 225, HI 235, HI 245, HI 325; three courses in world history selected from: HI 213, HI 230, HI 250, HI 265, HI 270, HI 280, HI 360, HI 380. Students must maintain a minimum 2.60 GPA in the endorsement.

Social Science – Social Studies Endorsement (K-8): 24 semester hours
Course work from at least three of the following areas: History: HI 114, HI 115, HI 130, HI 140, HI 205, HI 215, HI 225, HI 265. American government (political science): PO 111, PO 201, PO 202, PO 203, PO 205, PO 311. Sociology: SO 122, SO 176, SO 183, SO 202, SO 251. Economics: EC 230, EC 251, EC 252. Psychology: PS 101, PS 205; PS 214 or PS 215; PS 221, PS 286, [PS 379], PS 385. Students must maintain a minimum 2.60 GPA in the endorsement.

Speech Communication – Theater Endorsement (K-8): 21 semester hours
SD 111, SD 112, SD 151, SD 216, SD 304; one of the following: SD 218, SD 330, SD 365; one of the following: SD 265 or SD 275. Students must maintain a minimum 2.60 GPA in the endorsement.

Teacher – Prekindergarten-Kindergarten: 31 semester hours
ED 117, ED 143, ED 237, ED 272, ED 306, ED 332; and student teaching courses: ED 359 or ED 352 at the primary level (grades 1-3) and ED 363. Students must complete all requirements for an Elementary Teaching License. One kindergarten field experience must be completed in association with a core course. Students must maintain a minimum 2.60 GPA in the endorsement. All courses in this endorsement must be completed with a minimum grade of C (2.00).

Teacher – Prekindergarten Through Grade 3 Including Special Education Endorsement: 40 semester hours
ED 117, ED 143, ED 237, ED 270, ED 272, ED 306, ED 332, ED 371, ED 376 and student teaching in ED 363 and ED 359 or ED 352 at the primary level (grades 1-3). The student also must demonstrate proficiency in infant-child and adult CPR, emergency procedures, and first aid by submitting copies of course completions to the Registrar prior to applying for graduation. Field experience in infant/toddler, prekindergarten, kindergarten and primary levels required. Students must complete all requirements for an Elementary Teaching License. Students must maintain a minimum 2.60 GPA in the endorsement. All courses in this endorsement must be completed with a minimum grade of C (2.00).

Original Endorsement in Art (K-8): 31 semester hours
AR 102, AR 103, AR 141, AR 151, AR 171, AR 202, AR 212, AR 213, AR 410, AR 415, and one of the following: AR 106, AR 161, AR 181; plus ED 102, ED 106, ED 166, ED 233, ED 253, ED 263, ED 370, ED 379, PS 124, student teaching: ED 364, or ED 351 and ED 356. Students must maintain a minimum 2.60 GPA in the endorsement.

Original Endorsement in Music (K-8): 38-44 semester hours
MU 100, MU 101, MU 102, MU 105, MU 107, MU 202, MU 203, MU 251; MU 257 or MU 315 or MU 322; MU 324, MU 332, MU 333; plus ensemble and applied music every semester enrolled except when student teaching (6-12 semester hours); plus ED 102, ED 106, ED 233, ED 243, ED 253, ED 263, ED 268, ED 366, ED 370, ED 379, and PS 124, and student teaching: ED 366, or ED 357 and ED 358. Students must maintain a minimum 2.60 GPA in the endorsement.

Early Childhood Minor: 23 semester hours * Insufficient hours for licensure/endorsement
ED 117, ED 143, ED 237, ED 272, ED 306, ED 332, PS 124; ED 270.

Special Education Minor (K-8): 19-21 semester hours * Insufficient hours for licensure/endorsement
ED 263, ED 350, ED 371, ED 385; ED 332 or ED 372; and choose two of the following: ED 313, ED 373, ED 374, ED 380.
Secondary Education

Each secondary teacher must have an original endorsement of at least 30 semester hours in an academic field. The original endorsement is listed as major for degree and transcript purposes as specified below. In addition, the student must complete the secondary education major. A second teaching endorsement (minor area) is not required but highly recommended. Students must maintain a minimum 2.60 GPA in the original endorsements, the second teaching endorsements (minor areas) and in the Secondary Education Major.

**MAJOR** (38 semester hours): ED 102, ED 106, ED 233, ED 253, ED 263, one of ED 323-330, ED 354 or ED 355, ED 370, ED 379 and PS 124.

**ORIGINAL ENDORSEMENTS (5-12):**
- Art - Education
- Biology - Education
- Business - Education
- English - Language Arts
- History
- Mathematics - Education
- Music - Education
- Social Science - American Government
- Social Science - American History
- Social Science - Psychology
- Social Science - Sociology
- Social Science - World History
- Speech Communication - Theater

**Original Endorsement in Art (5-12): 31 semester hours**
AR 102, AR 103, AR 141, AR 151, AR 171, AR 202, AR 212, AR 213, AR 410, AR 415; plus one of the following: AR 106, AR 161, AR 181; plus ED 102, ED 106, ED 233, ED 253, ED 263, ED 325, ED 365, ED 370, ED 379, PS 124. The student will receive a Bachelor of Arts degree with majors in Art and Secondary Education.

**Original Endorsement in Business (5-12): 36 semester hours**
BC 265, BC 266, BA 203, BA 250, BA 379, BN 340, BN 204, ED 251, ED 252, plus one of the following: BK 300, BK 301, BK 305, BK 310, BK 311, BK 331; plus the major in secondary education, including ED 325. The student will receive a Bachelor of Arts Degree with majors in Business and Secondary Education.

**Original Endorsement in English – Language Arts (5-12): 40 semester hours**
ED 305, EN 125, EN 176, EN 203, EN 210, EN 215, EN 234, EN 278, EN 303, EN 325; three of the following: EN 225, EN 236, EN 243, EN 254, EN 265, EN 300, EN 309; plus the major in secondary education. Must also have a course selected from the core curriculum writing courses; SD 111 or SD 112; and ED 326 (reading included). The student will receive a Bachelor of Arts degree with majors in English-Language Arts and Secondary Education.

**Original Endorsement in Mathematics (5-12): 36 semester hours**
MA 150, MA 164, MA 165, MA 166, MA 202, MA 214, MA 323, MA 364, MA 380, three (3) semester hours of electives in mathematics and three (3) semester hours of electives in computer programming. At least one elective must be chosen in computer programming, plus the major in secondary education, including ED 327. The student will receive a Bachelor of Science degree with majors in Mathematics-Education and Secondary Education.

**Original Endorsement in Music (5-12): 38-44 semester hours**
MU 100, MU 101, MU 102, MU 105, MU 107, MU 202, MU 203, MU 251; MU 257 or MU 315 or MU 322; MU 324, MU 332, MU 333; plus ensemble and applied music every semester enrolled except when student
teaching; plus ED 102, ED 106, ED 233, ED 253, ED 263, ED 324, ED 367, ED 370, ED 379, and PS 124. The student will receive a Bachelor of Arts degree with majors in Music-Education and Secondary Education.

Original Endorsement in Science – Biological (5-12): 34.5-36 semester hours
BI 143, BI 143L, BI 144, BI 146, BI 303, BI 310, CH 111, CH 112, plus one of the following: BI 225, BI 242, BI 274, BI 315, CH 211; plus the major in secondary education, including ED 328. (BI 305 and a statistics course are also recommended). The student will receive a Bachelor of Science degree with majors in Biology-Education and Secondary Education.

Original Endorsement in Social Sciences – Combining three (3) Social Science areas (5-12): 5-49 semester hours
Choose three (3) of the social science areas below. For students choosing History, both American and World History must be completed. With the major in secondary education (including ED 329) the student will be eligible for Iowa Licensure in the three (3) areas completed. The student will receive a Bachelor or Science degree with majors in Secondary Education and Social Science-Education.

Social Sciences – American History: 15 semester hours
HI 115, HI 215, HI 300; plus two (2) of the following:
HI 205, HI 225, HI 235, HI 245, HI 285, HI 306.

Social Sciences – World History: 15 semester hours
HI 140; plus two (2) of the following: HI 250, HI 260, HI 270, HI 280; plus two (2) of the following:
HI 120, HI 130, HI 213, HI 230, HI 265, HI 360, HI 380.

Social Sciences – American Government: 15 semester hours
PO 111; plus four (4) of the following:
PO 201, PO 202, PO 203, PO 204, PO 205, PO 311, PO 326, PO 335, PO 342, PO 353, PO 445.

Social Sciences – Psychology: 19 semester hours
PS 101, PS 325; plus three (3) of the following:
PS 205, PS 221, PS 286, PS 306, PS 319, PS 371, PS 385; plus one (1) of the following:
PS 214, PS 215.

Social Sciences – Sociology: 15 semester hours
SO 122, SO 235, SO 251; plus two (2) of the following:
SO 155, SO 176, SO 202, SO 320, SO 330.

Social Sciences – Economics: 15 semester hours
EC 251, EC 252; plus three (3) of the following:
EC 230, EC 366, EC 376, EC 445, HI 235, PO 312, PO 253.

Original Endorsement in Social Science – American Government (5-12): 30 semester hours
PO 111; plus four courses in American government to be selected from the following:
PO 201, PO 202, PO 203, PO 204, PO 205, PO 311, PO 326, PO 335, PO 342, PO 353, PO 445; plus 15 semester hours selected from one of the following content areas: psychology, sociology or economics; plus the major in secondary education, including ED 329. The student will receive a Bachelor of Arts degree with majors in Social Science-American Government and Secondary Education.

Original Endorsement in Social Science – American History (5-12): 33 semester hours
18 semester hours in American history: HI 115, HI 215, HI 300, and three of the following:
HI 205, HI 225, HI 235, HI 245, HI 285, HI 306; plus 15 semester hours in world history: HI 140 and two of the following:
HI 250, HI 260, HI 270, HI 280; and two of the following:
HI 120, HI 130, HI 213, HI 230, HI 265, HI 360, HI 380; plus the major in secondary education, including ED 329. At least seven history courses must be numbered 100 or above. Also qualifies for World History endorsement. The student will receive a Bachelor of Arts degree with majors in History and Secondary Education.

Original Endorsement in Social Science – Psychology (5-12): 34 semester hours
PS 101, PS 325, plus three (3) of the following:
PS 205, PS 221, PS 286, PS 306, PS 319, PS 371, PS 385; plus PS 214 or PS 215 (not both); plus 15 semester hours to include the following:
SO 122, SO 235, SO 251, and two (2) of the following:
SO 155, SO 176, SO 202, SO 320, SO 330; plus the major in secondary education, including ED 329. The student will receive a Bachelor of Arts degree with majors in Social Science-Psychology and Secondary Education.

Original Endorsement in Social Science – Sociology (5-12): 30 semester hours
SO 122, SO 235; SO 251, plus two (2) of the following:
SO 155, SO 176, SO 202, SO 320, SO 330; plus 15 semester hours selected from one (1) of the following content areas: American government, economics, or psychology; plus the major in secondary education, including ED 329. The student will receive a Bachelor of Arts degree with majors in Social Science-Sociology and Secondary Education.
Original Endorsement in Social Science – World History (5-12): 33 semester hours
HI 140, HI 300, two (2) of the following: HI 250, HI 260, HI 270, HI 280; and two of the following: HI 120, HI 130, HI 213, HI 230, HI 360, HI 380; plus 15 semester hours in American History: HI 115, HI 215; three (3) of the following: HI 205, HI 225, HI 235, HI 245, HI 285, HI 306; plus the major in Secondary Education, including ED 329. The student will receive a Bachelor of Arts degree with majors in History and Secondary Education.

Original Endorsement in Speech Communication – Theatre (5-12): 30 semester hours
SD 111, SD 112, SD 151, SD 216, SD 304, SD 330, SD 365, SD 445, EN 175; one of the following: SD 218, SD 265, SD 275; plus the major in secondary education, including ED 330. SD 365 includes argumentation and debate. Note: an independent study in a deficient area may be substituted for a required course. This decision will be made by the Speech/Drama department chairperson and will be based on the petition of the individual student. The student will receive a Bachelor of Arts degree with majors in Speech Communication-Theater and Secondary Education.

SECONDARY EDUCATION MINOR ENDORSEMENTS (5-12)
Mount Mercy offers the following minor endorsement areas for 5-12; these differ from original endorsements in that they must accompany an original endorsement:
- English - Language Arts
- Instructional Strategist I (5-12) (Special Education - must be paired with a subject area endorsement)
- Instructional Strategist II (K-12 BD and LD) (Special Education - must be paired with a subject area endorsement)
- Journalism
- Mathematics
- Middle School (5-8) (must be paired with a subject area endorsement)
- Science - Chemistry
- Science - General Science
- Science - Physical Science
- Social Science - American Government
- Social Science - American History
- Social Science - Economics
- Social Science - Psychology
- Social Science - Sociology
- Social Science - World History
- Speech Communication - Theater

Endorsement in English – Language Arts (5-12) second teaching area: 28 semester hours
EN 125, EN 176, EN 203, EN 210, EN 215, EN 278, ED 305; plus two of the following: EN 225, EN 234, EN 236, EN 243, EN 254, EN 265, EN 300, EN 309. Must also have SD 111 or SD 112, and ED 326 (reading included).

Instructional Strategist I (5-12): 33 semester hours
ED 263, ED 350, ED 371, ED 372, ED 377, ED 378, ED 380, ED 385, and student teaching courses: ED 354 and ED 362. All coursework in this endorsement must be completed with a grade of C (2.00) or above.

Instructional Strategist II (K-12): 46 semester hours
ED 237, ED 263, ED 313, ED 350, ED 371, ED 372, ED 373, ED 374, ED 378, ED 382, ED 385; and student teaching courses: ED 354, ED 369 and ED 391. All coursework in this endorsement must be completed with a grade of C (2.00) or above.

Endorsement in Journalism (5-12) second teaching area: 15 semester hours
CO 120, CO 281, CO 290, CO 372 and AR 130; plus methods course. Also recommended (but not required) to take AR 106 and CO 230.

Endorsement in Mathematics (5-12) second teaching area: 24 semester hours
MA 150, MA 164, MA 165, MA 202, MA 214, MA 323; plus one computer programming course.
Endorsement in Middle School (5-8): 36-37.5 semester hours

PS 214, ED 311, ED 315 and work in two content areas consisting of 15 semester hours from one content area and 12 semester hours from a second. Students must maintain a minimum 2.60 GPA in the endorsement. Content areas include:

- Middle School Language Arts (5-8): SD 112, EN 125, EN 203, ED 305 and choose one from EN 176, EN 177. Students may substitute EN 278 for EN 177.
- Middle School Mathematics (5-8): MA 135, MA 132 and choose from the following MA 125, MA 142, MA 150, MA 139. Students may substitute MA 323 for MA 132, MA 214 for MA 135 and MA 164 for MA 139.
- Middle School Science (5-8): PH 115, BI 143, PH 114 and choose from the following PH 151, CH 111. Students may substitute PH 151 or CH 111 for PH 114.
- Middle School Social Studies (5-8): PO 111, two of the following courses: HI 114, HI 115, HI 215; choose from the following to meet credit requirements: HI 120, HI 130, HI 140, HI 213, HI 230, HI 265 and HI 100 if history courses not taken at Mount Mercy.

Endorsement in Science – Chemistry (5-12) second teaching area: 24-25.5 semester hours

CH 111, CH 112, CH 203, CH 211, CH 212; and CH 207 or a Chemistry elective.

Endorsement in Science – General Science (5-12) second teaching area: 27 semester hours

CH 111, CH 112, BI 143, BI 143L, PH 151, PH 152; plus BI 144 or BI 146; One course in analytical chemistry is strongly recommended.

Endorsement in Science – Physical Science (5-12) second teaching area: 24-25.5 semester hours

PH 115, PH 151, PH 152, CH 111, CH 112 and one elective course in Astronomy, Physical Science (Not PH 114) or Chemistry. Students are recommended (not required) to take a course in Astronomy.

Endorsement in Social Science – American Government (5-12) second teaching area: 24 semester hours

PO 111; plus seven courses (21 hours) in American government selected from the following: PO 201, PO 202, PO 203, PO 204, PO 205, PO 311, PO 314, PO 326, PO 335, PO 342, PO 353, PO 445.

Endorsement in Social Science – American History (5-12) second teaching area: 24 semester hours

HI 115, HI 215; plus six (6) courses (18 hours) from the following: HI 205, HI 225, HI 235, HI 245, HI 285, HI 300, HI 306, HI 445.

Endorsement in Social Science – Economics (5-12) second teaching area: 30 semester hours

EC 251, EC 252, plus nine (9) semester hours selected from the following: EC 230, EC 366, EC 376, EC 445, HI 235, PO 312, PO 353; plus 15 semester hours in American government, sociology or business.

Endorsement in Social Science – Psychology (5-12) second teaching area: 25 semester hours

PS 101, PS 325, plus five (5) of the following: PS 205, PS 221, PS 286, PS 306, PS 319, PS 371, PS 385; plus one of the following courses: PS 214 or PS 215.

Endorsement in Social Science – Sociology (5-12) second teaching area: 24 semester hours

SO 122, SO 155, SO 235, SO 251, SO 330; plus nine (9) hours selected from the following: SO 176, SO 202, SO 285, SO 290, SO 320, [SO 378].

Endorsement in Social Science – World History (5-12) second teaching area: 24 semester hours

HI 140; HI 120 or HI 130; plus six (6) courses (18 hours) selected from the following: HI 213, HI 230, HI 250, HI 260, HI 265, HI 270, HI 280, HI 360, HI 380, HI 445.

Endorsement in Speech Communication – Theater (5-12) second teaching area: 24 semester hours

SD 111, SD 216, SD 265, SD 275, SD 330, SD 365, plus two courses (6 hours) selected from the following: SD 112, SD 151, SD 218, SD 304. SD 365 includes argumentation and debate. SD 275 includes K-12.

SPECIAL EDUCATION MINOR (5-12): 18 semester hours

* Insufficient hours for licensure/endorsement
ED 263, ED 350, ED 371, ED 372, ED 378, ED 385, and one of the following: ED 373, ED 374 or ED 380.
COURSE OFFERINGS

Courses with an asterisk (*) include a field experience component that may require separate registration.

ED 100 Reading Tutor: 2 semester hours
This course is designed for individuals with little or no experience in teaching reading or writing but who have a strong desire to help others become literate. It provides students with an opportunity to tutor in a school setting. As part of a federal literacy initiative, it may be possible to receive work-study funding to act as a tutor. Please contact the course instructor(s) for more information. Open to all students.

*ED 102 Foundations of Education: 3 semester hours
A basic historical, philosophical, and sociological orientation to the whole field of American education, including a study of contemporary issues and problems; a field experience of thirty hours in an elementary or secondary school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Cumulative grade point average of 2.40. (Spring semester, freshman year or fall or spring semester, sophomore year).

ED 106 An Invitation to Teaching: 1 semester hour
This course provides an orientation to the Teacher Education Program (TEP) at Mount Mercy. Required training in mandatory reporting and blood borne pathogens is included. This course is required for all education majors. Enrollment along with the first education course at Mount Mercy is recommended. This course must be completed with a minimum grade of C (2.00).

ECE 107 Foundations in Early Childhood – Kirkwood Community College:
(See Kirkwood Community College Catalog for course description).

ED 117 Instructional Programs and Methods in Early Childhood Education: 3 semester hours
A basic course for early childhood teachers designed to present the history, philosophy and purposes of early childhood education; introduction to procedures in observing, recording, and interpreting behavior of young children; study of various contemporary programs including comparison of theoretical foundations, methods of implementation, and evaluative data; a broad overview of all aspects of setting up and managing a program for young children. This course must be completed with a minimum grade of C (2.00). This course can be taken at Kirkwood Community College as ECE 107: Foundations in Early Childhood. (Fall semester, sophomore year).

ED 132 Children's Literature: 3 semester hours
This course provides a broad survey of children’s literature (birth-12 years). Students will be exposed to a wide variety of genres, authors, illustrators and teaching techniques, and literature response appropriate to the elementary school. This course must be completed with a minimum grade of C (2.00). Prerequisite: minimum cumulative grade point average of 2.40. (Fall or spring semester, sophomore year).

ECE 133 Child Health, Safety and Nutrition – Kirkwood Community College:
(See Kirkwood Community College Catalog for course description).

ED 135 Storytelling: 3 semester hours
This course will investigate the history and universal nature of storytelling. Through wide reading the students will explore contemporary and traditional literature and a variety of ways to share stories. Students will refine their skills in storytelling and oral interpretation by sharing stories and poetry in area schools/libraries.

ED 143 Child and Family Nutrition: 3 semester hours
Examination of the function of nutrition in the child's development and in maintaining good health; study of factors influencing family eating patterns and the formation of eating habits of the young child; review of government funded nutrition programs affecting young children and their families; exploring techniques for planning group eating experiences and nutrition education for young children. This course must be completed with a minimum grade of C (2.00). This course can be taken at Kirkwood Community College as ECE 133: Child Health, Safety and Nutrition the fall semester of freshman, sophomore or junior year.
ED 165  Art Methods K-8 for Classroom Teachers (K-6):  1.5 semester hours
A course for the elementary teacher providing a study of the basic theories of child art as well as opportuni-
ties to experience the various media and concepts appropriate for use at the elementary level. Students meet
one day a week for two hours. Recommended for elementary education majors of sophomore standing or
above. This course must be completed with a minimum grade of C (2.00).

*ED 166  Art Methods Majors (K-8 with reading):  2 semester hours
A course for art majors who wish to teach art in the elementary school. Special emphasis will be on planning
the program, setting up the classroom, and examining current methods of teaching. A field experience in an
elementary art classroom is required. This course is open to art minors with the permission of the instruc-
tor. The course includes one hour of lecture, two hours of laboratory experience and three hours of school
observations each week. This course is required for art majors seeking K-8 teaching certification for art.
This course must be completed with a minimum grade of C (2.00). Prerequisites: Art major, junior standing.

ECE 173  Early Childhood Development – Kirkwood Community College:
(See Kirkwood Community College Catalog for course description).

ED 203  Theory and Development of Multiple Intelligences:  3 semester hours
This course will focus upon Howard Gardner’s research surrounding the eight intelligences, as distinct,
unique but interrelated in nature. Using research in this new area as a basic working framework, classroom
exploration of teaching strategies, application techniques and evaluation methods will be the major emphases.
Prerequisite: Sophomore standing.

*ED 210  English Language Learner: Reading/Writing Tutor:  3 semester hours
This course provides students with an overview of working with English Language Learners (ELL). The
emphasis is identification of effective strategies for teaching reading/writing to ELL, as well as to develop
awareness and sensitivity to their academic needs. Students must complete 20-26 hours of tutoring with
individuals experiencing difficulties with reading/writing based on cultural and/or language differences.
(It might be possible to receive financial aid from Reading First – Federal Initiative grant). Prerequisites:
ED 106 and PS 124, or permission of the instructor. Cumulative GPA of 2.40. This course must be completed
with a minimum grade of C (2.00).

*ED 233  Principles of Early Childhood, Elementary and Secondary Education:  4 semester hours
This course must be taken at Mount Mercy. This course includes a study of instructional planning, patterns,
and strategies. In-class practice will be provided for writing goals and objectives, designing learning activi-
ties, and peer teaching. A field experience of thirty hours in kindergarten, elementary or secondary school is
required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 102, ED 253
and ED 233 may be taken concurrently. Cumulative grade point average of 2.60. (Fall semester, junior year).

ED 237  Language Development and Learning Experiences for Young Children:  3 semester hours
An examination of current research and theories related to speech and language development and relationship
of language and thought processes, consideration of children’s conceptual development in relation to their
direct experiences; exploration of current programs and curricula designed to foster language acquisition
and cognitive development; emphasis on creating an environment where language is encouraged, includ-
ing design and implementation of language stimulation activities. This course must be completed with a
minimum grade of C (2.00) prior to early childhood student teaching. Prerequisites: PS 124 or equivalent.
Cumulative GPA of 2.40. (Spring semester, sophomore or junior year).

ECE 243  Early Childhood Guidance – Kirkwood Community College:
(See Kirkwood Community College Catalog for course description).

ED 245  Educational Media/Technology:  2 semester hours
Lecture/demonstration combined with open laboratory experience provides students the opportunity to learn
the practical application of media equipment operation, materials production, and selection of software. The
student will produce instructional media software and present instructional packages using various media
formats. Each class period will consist of a lecture and lab activity designed to illustrate effective use of
the variety of technology available to teachers. (Fall or spring semester educational elective).
ED 253  Educational Psychology: 3 semester hours  
This course examines the psychological conditions and research underlying educational practice. A developmental approach is taken in introducing theories of learning, motivation, pupil variability, assessment, and classroom management. No formal field experience is required, but students will be expected to complete assignments involving up to 10 hours in the schools during the semester. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 101, PS 124 prior to or in conjunction with ED 253. Cumulative grade point of 2.40. (Fall or spring, sophomore year).

*ED 263 Educating the Exceptional Person: 3 semester hours  
An introductory course for students to acquire a general knowledge of each type of exceptionality and available support systems. Emphasis on identification, assessment, and programming for children in a regular classroom. A field experience in a special education setting is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 101, PS 124. ED 102 or ED 253 prior to or in conjunction with ED 263, and cumulative GPA of 2.40.

ED 267 Introduction to Gifted Learners: 3 semester hours  
This course is an introduction to the unique issues related to teaching high ability students. Emphasis will be on cognitive and affective characteristics of this population, appropriate programming for those needs, and the differentiated integration of such programming into the regular school format.

*ED 268 Music Methods Majors (K-8, with reading): 2 semester hours  
Procedures, materials, and methods in teaching music in the elementary school. Lesson planning and practical teaching demonstrations by students. A widely-used textbook series will be surveyed, and music appreciation material suitable for children will be presented. This course includes a field experience in an elementary music classroom. Content area reading component included. This course must be completed with minimum grade of C (2.00). (Spring semester).

ED 269 Music Methods K-8 Classroom Teachers (K-8, with reading): 1.5 semester hours  
A course for elementary school teachers who are not majoring in music. Students will be assisted in increasing their ability to sing and play classroom instruments. Methods and content appropriate for the various grades will be studied. Content area reading component included. This course must be completed with minimum grade of C (2.00). (Fall and spring semesters).

*ED 270 Care and Education of Infants and Toddlers: 3 semester hours  
This course will provide students with a basic understanding of infant and toddler development and of principles for establishing appropriate programs for this age group. Emphasis will be placed on cooperation with parents, the caregiver’s role, use of routines, and developmental issues as key elements in effective home and group-based programs. The class will include a field experience component. This course can be taken at Kirkwood Community College as ECE 221: Infant/Toddler Care and Education. This course must be completed with minimum grade of C (2.00). (Winter term, sophomore or junior year).

ECE 221 Infant/Toddler Care and Education – Kirkwood Community College:  
(See Kirkwood Community College Catalog for course description). This course is taken at Kirkwood Community College in the spring semester of freshman, sophomore or junior year.

*ED 272 Creative Experiences for Young Children: 4 semester hours  
A review of young children’s physical, intellectual, social, emotional, and spiritual growth with implications for instructional procedures, assessments, and guidance practices; study of the value of play and creative activities in facilitating children’s development; using evidence based practice in planning, implementing, managing and evaluating learning experiences to meet individual and group needs of children ages three through six with emphasis on Iowa Early Learning Standards 7, 8, 9, and 12. Weekly field experience in a prekindergarten setting. This course must be completed with minimum grade of C (2.00) prior to early childhood student teaching. Prerequisite: ED 117 and PS 124 (or equivalent), prior to or in conjunction with ED 272; cumulative GPA of 2.40. (Spring semester, sophomore or junior year).

ECE 290 Early Child Program Administration – Kirkwood Community College:  
(See Kirkwood Community College Catalog for course description).
**ED 305  Adolescent Literature: 3 semester hours**
This course emphasizes the role of the classroom teacher in the selection of appropriate literature for middle and high school learners. Students will be exposed to a variety of teaching techniques for reading and responding to literature. Class assignments will provide the opportunity to read and evaluate contemporary as well as classical literature for adolescents. (Alternating spring semesters).

**ED 306  Learning Environments for Young Children: 3 semester hours**
A review of history, theory, research, policies, organizational practices, and contemporary curriculum models impacting preschool and kindergarten programs; employing developmentally appropriate assessments and early learning standards to plan and implement challenging learning experiences with application to literacy, mathematics, and science for children ages three to six (Iowa Early Learning Standards 8, 10, and 11); supporting key cognitive skills and positive approaches to learning that acknowledge individual differences, support competence, and promote school success of young children. Emphasis on evidence-based practice as a foundation for professional decision making and on identified dispositional qualities of effective educators. This course must be completed with a minimum grade of C (2.00) prior to student teaching. Prerequisites: PS 124, ED 117 required, ED 237 recommended. Cumulative GPA of 2.40.

*ED 309  Reading and Language Arts in the Primary Classroom: 3 semester hours*
This course is designed to offer the prospective Early Childhood teacher a developmental overview of methods, assessments and instructional techniques to support and develop early literacy and the teaching of reading and language arts in an integrated manner. Emphasis is given to both theoretical and practical development as students work in a primary classroom applying various methods and instructional techniques. A field experience of thirty hours in a primary classroom is required. This course must be completed with a minimum grade of a C (2.00) prior to student teaching. Prerequisites: ED 132. Cumulative GPA of 2.60 prerequisite or corequisite of ED 233. (Fall semester, junior year).

*ED 311  Reading & Language Arts in the Intermediate Classroom (4-8): 3 semester hours*
This course is designed to offer the prospective teacher an overview of methods, assessments, and techniques of teaching content area reading and the language arts in an integrated manner. Emphasis is given to both theoretical and practical developments as students work in the classroom applying various techniques. A field experience in an intermediate or middle school is required. This course must be completed with a minimum grade of C. Prerequisites: ED 233, acceptance into the Teacher Education Program.

*ED 313  Prescriptive Reading Instruction (with Reading Clinic): 4 semester hours*
This course deals with the nature and causes of reading disability and remedial treatment of reading difficulties. Current techniques as well as research in the field will be discussed. Students will use remedial reading techniques in tutoring children in the schools. A field experience in an elementary reading classroom is required. This course must be completed with a minimum grade of a C (2.00). Prerequisites: ED 237, ED 309, ED 311 prerequisite or corequisite; ED 314 recommended. Cumulative GPA of 2.60. (Junior or senior year).

**ED 314  Diagnostic Assessment of Reading and Writing: 3 semester hours**
The major emphasis in this course is on diagnosis of reading difficulties. Tests, testing procedures, and informal diagnostic techniques are examined and discussed. Students will have practice administering and interpreting test results. Current research in the area of diagnostic reading will be studied. This course must be completed with a minimum grade of a C (2.00). Prerequisites: ED 237 and ED 309 prior to or in conjunction with ED 314. Cumulative CPA of 2.60. (Spring semester, junior or senior year).

**ED 315  Middle School Methods: 3 semester hours**
The middle school educational philosophy focuses on meeting the unique developmental needs of the early adolescent. This course will prepare the student to implement the middle school philosophy through the study of innovative curricula design and appropriate teaching methods and strategies. This course includes a middle school field experience. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 233 or permission of the instructor. Recommend PS 214, characteristics unique to the middle school student, prior to ED 315. (Every other winter term).

**ED 319  Social Studies Methods for Elementary Teachers: 3 semester hours**
This course concerns the objectives, concepts, and procedures of teaching social studies in the elementary and middle school. Emphasis is given to problems involved in developing and implementing a social studies
program as well as considering recent trends in social studies education. This course must be completed with a minimum of a C (2.00). Prerequisite: ED 233 and GPA of 2.60.

*ED 323 Art Methods Art Majors (5-12, with reading): 2 semester hours
A study and practicum in current theories and methods for teaching art in the secondary classroom. This course includes one hour of lecture, two hours of laboratory experience and field experience. Content area reading component included. This course is required for art majors seeking teacher certification 5-12 in art. This course must be completed with minimum grade of C (2.00). Prerequisites: Art major, junior standing. (Spring semester).

*ED 324 Music Methods Music Majors (5-12, with reading): 2 semester hours
A study and practicum in current theories and methods for teaching music in the secondary classroom. This course includes a field experience. Content area reading component included. This course is required for music majors seeking teacher certification 5-12, music. This course must be completed with a minimum grade of C (2.00). Prerequisites: Music major, junior standing. (Spring semester).

ED 325 Methods – Business (5-12 with reading): 4 semester hours
This course provides prospective secondary school business teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program.

ED 326 Methods – English Language Arts (5-12 with reading): 4 semester hours
This course provides prospective secondary school English/Language Arts teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program.

ED 327 Methods – Mathematics (5-12 with reading): 4 semester hours
This course provides prospective secondary school mathematics teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program.

ED 328 Methods – Science (5-12 with reading): 4 semester hours
This course provides prospective secondary school science teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program.

ED 329 Methods – Social Sciences (5-12 with reading): 4 semester hours
This course provides prospective secondary school social science teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program.

ED 330 Methods – Speech/Theatre (5-12 with reading): 4 semester hours
This course provides prospective secondary school speech communication and theatre teachers with instruction in recommended methods and content standards pertinent to the academic subject area. Content area reading skills and teaching techniques are also examined. A field experience in a middle school or high school is required. This course must be completed with a minimum grade of C (2.00). Prerequisite: Acceptance into the teacher education program.
**ED 331 Parent – School Relationships: 3 semester hours**
Study of factors within the home setting which may influence a child’s development and behavior with an emphasis on the importance of parent involvement in early childhood and elementary programs; a study of factors affecting parent-school interaction and the need for cooperative effort in encouraging and guiding the learning experiences of children with and without disabilities; examination of techniques for parent involvement and methods of working with home and community resources to enhance development of the child’s potential. An elective for elementary education students, offered concurrently with ED 332 but does not include a field experience. Prerequisites: PS 124, senior status or consent of instructor. (Spring semester, senior year).

*ED 332 Parent – School Relationships: 3 semester hours*
Study of factors within the home setting which may influence a child’s development and behavior with an emphasis on the importance of parent involvement in early childhood and elementary programs; a study of factors affecting parent-school interaction and the need for cooperative effort in encouraging and guiding the learning experiences of children with and without disabilities; examination of techniques for parent involvement and methods of working with home and community resources to enhance development of the child’s potential. Required for the Teacher-Prekindergarten Through Grade 3 Including Special Education endorsement and for the Teacher-Prekindergarten endorsement. Includes a field experience. This course must be completed with a minimum grade of C (2.00). Prerequisites: PS 124, senior status or consent of instructor. (Spring semester, senior year).

**ED 333 Methods – Journalism (5-12): 2 semester hours**
This course provides prospective secondary school journalism teachers with instruction in recommended methods pertinent to the subject area. Field work will be included. This course must be completed with a minimum grade of C (2.00). Students must also complete one (1) of ED 325 to ED 330. Prerequisite: Acceptance into the teacher education program.

**ED 347 Science Methods for Elementary Teachers: 3 semester hours**
This course examines the instructional methods and associated science content, skills, and attitudes needed in the elementary classroom. Inquiry and technology opportunities as well as science education issues are explored. Enrollment concurrent with the methods field experience is required. This course must be completed with a minimum grade of C (2.00) prior to student teaching. Prerequisite: ED 233 and a GPA of 2.60.

*ED 348 Math Methods for Elementary Teachers: 3 semester hours*
This course is designed to enable students to develop an understanding of the concepts, materials, and skills necessary for teaching mathematics in the elementary school. Techniques for promoting effective learning and integration of mathematical ideas, as drawn from current research and literature, will be stressed. A field experience of thirty hours is required. This course must be completed with a minimum grade of C (2.00) prior to student teaching. Prerequisite: ED 233 and a GPA of 2.60.

**ED 350 Classroom Management: Behavior Strategies: 2 semester hours**
This course will provide students with a basic understanding of principles of effective classroom management and preventive approaches. Observation techniques will be taught as a basis for analyzing and addressing special needs. Classroom observations will be required. This course is an elective course for students majoring or minoring in Education. It is a required course for students seeking a special education endorsement. This course must be completed with a minimum of a C (2.00) for endorsement consideration. Prerequisites: ED 102, ED 253 (ED 253 can be taken concurrently).

**STUDENT TEACHING**

Student teaching consists of directed observation and supervised teaching; group and individual conferences; weekly seminars; attendance and participation in professional meetings; and involvement in other school activities. Student teaching placements occur in area schools at the elementary, middle or secondary levels. Students will teach for 16 full-day weeks. Student teaching begins prior to the start of Mount Mercy academic calendar. Students will follow the calendars of the specific schools to which they are assigned. Prerequisites: ED 233 and required methods classes with a minimum grade of C (2.00) and a 2.60 GPA in major(s) and endorsement areas and cumulatively. Acceptance into student teaching required. (Fall semester, senior year).
ED 340  Education Internship Non-Licensure: 6 semester hours
Supervised internship in school or community agency working in an education capacity with children. This option does not lead to Iowa teaching license.

ED 341  Education Internship Non-Licensure: 12 semester hours
Supervised internship in school or community agency working in an education capacity with youth. This option does not lead to Iowa teaching license.

ED 342  Education Internship: Non-Licensure: 3 semester hours
Supervised internship in school or community agency working in an education capacity with youth. This option does not lead to Iowa teaching license.

ED 351  Student Teaching – Art (K-6): 6 semester hours

ED 352  Student Teaching in the Elementary School: 6 semester hours

ED 353  Student Teaching in the Elementary School: 12 semester hours

ED 354  Student Teaching in the Secondary School: 6 semester hours

ED 355  Student Teaching in the Secondary School: 12 semester hours

ED 356  Student Teaching – Art (7-12): 6 semester hours

ED 357  Student Teaching – Music (K-6): 6 semester hours

ED 358  Student Teaching – Music (7-12): 6 semester hours

ED 359  Student Teaching in Kindergarten: 6 semester hours

ED 360  Student Teaching in Prekindergarten: 3 semester hours
(Winter term) Concurrent weekly seminar

ED 361  Student Teaching – Instructional Strategist I (K-6): 6 semester hours
Prerequisite: ED 376

ED 362  Student Teaching – Instructional Strategist I (7-12): 6 semester hours
Prerequisite: ED 377

ED 363  Student Teaching in Kindergarten: 6 semester hours

ED 364  Student Teaching in Art (K-6): 12 semester hours

ED 365  Student Teaching in Art (7-12): 12 semester hours

ED 366  Student Teaching in Music (K-6): 12 semester hours

ED 367  Student Teaching in Music (7-12): 12 semester hours

ED 368  Student Teaching – Instructional Strategist II (K-6): 6 semester hours

ED 369  Student Teaching – Instructional Strategist II (7-12): 6 semester hours

ED 391  Student Teaching – Instructional Strategist II (K-6): 3 semester hours

ED 392  Student Teaching – Instructional Strategist II (7-12): 3 semester hours

ED 393  Student Teaching – Art (K-6): 3 semester hours
ED 394  Student Teaching – Art (7-12):  3 semester hours

ED 395  Student Teaching – Music (K-6):  3 semester hours

ED 396  Student Teaching – Music (7-12):  3 semester hours

ED 370  Education Leadership Seminar:  2 semester hours
This course focuses on topics of special importance to students culminating their undergraduate preparation and assuming leadership roles in classroom and school settings. Key topics include: classroom management techniques; participating in professional meetings; managing and supervising adults as well as students; conducting parent conferences; developing a professional portfolio; interviewing and resume development; and understanding professional contracts and licensure. This is the capstone seminar in the Teacher Education program, and it is required in conjunction with the appropriate student teaching course(s). Prerequisites: ED 233 and ED methods courses with at least a grade of C (2.00) in each. Acceptance into student teaching required. (Fall semester, senior year).

ED 371  Special Education Foundations:  3 semester hours
This course will focus on current trends and issues facing teachers who work in multicategorical programs. Theory and practice and the importance of multidisciplinary teams in special education will be examined. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 263 or permission of instructor, cumulative GPA of 2.40.

ED 372  Collaborating with Parents and Professionals:  2 semester hours
Emphasis will be on the development of methods and techniques for working with parents, professionals and paraprofessionals using a team approach. An understanding of the needs of families raising children with special needs and partnership strategies will be stressed. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 263 or permission of instructor, cumulative GPA of 2.40.

ED 373  Teaching the Learning Disabled Student:  3 semester hours
This course focuses on specific strategies and methods to use with students who are learning disabled. Students will have opportunities to examine and develop appropriate curricular materials for the learning disabled student in the areas of reading, language arts, social studies, science and math. Strategies to help students develop appropriate social skills also will be explored. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 263 and ED 371 or permission of instructor.

ED 374  Teaching the Student with a Behavioral Disorder:  3 semester hours
This course focuses on the characteristics and treatment of students with behavior disorders. Curriculum and techniques appropriate for students with behavioral disorders will be examined. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 263 and ED 371 or permission of instructor.

*ED 376  Methods for Instructional Strategist I (K-8):  3 semester hours
Curriculum and instructional techniques for working with the mildly handicapped will be studied. Environmental considerations, teaching methods, and instructional variables will be considered. Ways to design, implement and adapt lessons for the K-8 student with learning problems will be examined. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 371, ED 380 and ED 233, cumulative GPA of 2.40.
* This course is a prerequisite for Student Teaching ED 361.

*ED 377  Methods for Instructional Strategist I (5-12):  3 semester hours
Curriculum and instructional techniques for working with the mildly handicapped will be studied. Goals, content, materials, and teaching strategies for specific subject matter at the 5-12 level will be emphasized. Ways to adapt subject materials will be analyzed. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 371, ED 380 and ED 233, cumulative GPA of 2.40.
* This course is a prerequisite for Student Teaching ED 362.

ED 378  Special Education: Planning for Post-School Years:  2 semester hours
This course will explore various models used for training students with special needs as they move from
school to adulthood. Career assessment, transition planning, supported employment, and interagency services will be examined. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 371.

**ED 379 Human Relations: 3 semester hours**
This course must be taken at Mount Mercy or an approved 4-year college. A study of cultural diversity in America with emphasis on the development of sensitivity to and appreciation of the ethnic, religious, and socio-economic backgrounds of persons and groups found in our pluralistic society. Methods include lectures, discussions, case studies, interviews, and field experiences. The course is designed to satisfy the human relations requirement for teacher certification in Iowa. The Iowa Department of Education will not recognize a letter grade of less than C (2.00) in human relations. Prerequisites: ED 233. (Spring semester, junior or senior year).

**ED 380 Characteristics of Learners with Mild/Moderate Disabilities: 3 semester hours**
This course will introduce students to those common traits and characteristics of students with disabilities that would typically be found in the Level I special education programs in the state of Iowa. Students will develop an understanding of the etiologies of these disabilities, be given an overview of current trends in educational programming for individuals with mild and moderate disabilities, and explore the characteristics of individuals with mild and moderate disabilities. This course is the general informational course toward the endorsement for Instructional Strategist I. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 263 and ED 371 or permission of instructor.

*ED 382 Methods for Instructional Strategist II (K-12): 3 semester hours*  
Curriculum and instructional techniques for working with students in Instructional Strategist II programs will be studied. Environmental considerations, teaching methods, management, and instructional variables will be considered during this course. In addition, ways in which to adapt curriculum, implement instruction at the Level II setting, and materials available for use at this level will be examined. Students will be exposed to a functional curriculum. A field experience component is required. This course must be completed with a minimum grade of C (2.00). Prerequisites: ED 263, ED 233 and ED 371, cumulative GPA of 2.40.

**ED 385 Tests, Measures, and Assessment: 3 semester hours**
This course will introduce students to topics in the field of psychological testing and assessment. Topics will include the criteria by which tests are judged, discussion of ethical concerns in testing, and a review of norm referenced and criterion referenced tests used to assess students in special education programs. Students also will explore other diagnostic measures. Classroom assessment will be examined, especially as it relates to the special education process. In addition, students will administer practice tests. This course must be completed with a minimum grade of C (2.00). Prerequisite: ED 263 and ED 371 or permission of instructor.

**ED 415 Field Experience Foundations: 1 semester hour**
This course is designed primarily for transfer students who may need a course to satisfy one of the field experience requirements. This course would fulfill the field experience requirement for ED 102 Foundations of Education. Students desiring additional field experience also may enroll in this course with permission of the instructor. Students enrolling in this class will receive placement to work in a community school during the semester. This placement will be in an elementary, middle school or secondary school classroom.

**ED 416 Field Experience Exceptional Persons: 1 semester hour**
This course is designed primarily for transfer students who may need a course to satisfy one of the field experience requirements. This course would fulfill the field experience requirement for ED 263 Educating the Exceptional Person. Students desiring additional field experience also may enroll in this course with permission of the instructor. Students enrolling in this class will receive a placement to work in a special education classroom during the semester.

**ED 430 Special Topics: 1-3 semester hours**
This course will focus on important topics and issues in education.

**ED 441 Independent Study: 1 semester hour**
**ED 442 Independent Study: 2 semester hours**
**ED 443 Independent Study: 3 semester hours**
Study topics will be designed by the student in consultation with the instructor.
English (EN)

An English major and minor, and minors in creative writing and writing are offered.

The core curriculum courses in English introduce students to the basics of writing clearly and concisely and to an appreciation and understanding of literature.

Other courses emphasize 1) the study of literature by major British, American, and world writers; 2) the research and writing process; and 3) the student’s own creative use of language. Majoring in English should enable the student to understand and appreciate language and literature as well as to grasp principles by which to evaluate and to use this knowledge.

CAREER OPPORTUNITIES: English majors find employment in many professional areas, including education, business, publishing, communications, and government. They also continue their education in graduate and professional schools, majoring in English, journalism, creative writing, education, law, or other related studies.

ADMISSION TO THE ENGLISH MAJOR OR MINOR: The student wishing to major or minor in English must have a cumulative grade point average of at least 2.00 and no grades below C- in any required English course.

MAJOR (41 semester hours): One course selected from EN 101, EN 106, EN 107, EN 108, EN 111, EN 112, EN 114, EN 115, EN 116, EN 117, EN 118; EN 125 (before the senior year); EN 176, EN 203; EN 210 and EN 215 (both before the senior year); EN 234, EN 278, EN 303, EN 325; three of the following courses: EN 225, EN 236, EN 243, EN 254, EN 265, EN 300, EN 309.

MINOR (Other than those in secondary education, a minimum of 23 semester hours): One course selected from EN 101, EN 106, EN 107, EN 108, EN 111, EN 112, EN 114, EN 115, EN 116, EN 117, EN 118; EN 203, EN 210 and EN 215 (both before the senior year); one of the following courses: EN 174, EN 175, EN 176, EN 177; and two of the following courses: EN 225, EN 236, EN 243, EN 254, EN 265, EN 300, EN 309.

CREATIVE WRITING MINOR: (23 semester hours): EN 203, EN 210, EN 215, EN 320, EN 321; One course selected from EN 101, EN 106, EN 107, EN 108, EN 111, EN 112, EN 114, EN 115, EN 116, EN 117, EN 118; EN 203, EN 210 and EN 215 (both before the senior year); one of the following courses: EN 174, EN 175, EN 176, EN 177.

WRITING MINOR (21 semester hours): EN 123, EN 125, EN 203, EN 210 (before the senior year), CO 120; and any additional English course numbered 200 or above.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

COURSE OFFERINGS

EN 012 Inquiry and Expression: 1-2 semester hours
The main focus of this course is developing the student’s abilities in writing, reading, speaking, and listening with an emphasis on individualized instruction. For students placed in this course, it is a prerequisite to the core curriculum writing courses.

EN 012 Writing and Inquiry: 4 semester hours
The course emphasizes reading and writing skills essential to college success while stressing the writing process and revision. The key focus is on learning to question, evaluate, and rethink concepts through dialogue, exploring and listening to the ideas of others. Students study, through intensive reading and writing, the factors that shape and influence a writer’s life: decisions, events, culture, media and technology. Prerequisite to EN 101-118 courses. (Offered fall semester).

The following writing classes EN 101 to EN 118 fulfill the competency requirement in writing. Each course concentrates on the student’s own writing but uses a different thematic content as a basis for the reading, writing, and research assignments. All courses use a workshop format, require several individual conferences with the instructor, and require the same number and
scope of assignments. Students are advised to take one of these courses as early in their studies as possible because the courses stress writing and research skills needed for other competency courses. Students also may take these courses as electives.

EN 101 Writing and History: 4 semester hours
By examining a period or historical topic, students will have the opportunity to discover how history is relevant to contemporary life. The course will focus on a different topic each semester such as the Vietnam War, the Holocaust, or the American Frontier, using it as a focus for writing and research. Fulfills the competency requirement in writing.

EN 106 Writing and the Environment: 4 semester hours
Our national culture is firmly rooted in the ways we treat the land and wildlife. Many writers have responded to our changing environment in a multitude of ways. This course will examine that literature in order to stimulate student writing and research. Fulfills the competency requirement in writing.

EN 107 Writing and Popular Culture: 4 semester hours
This course will study how television, movies, and music influence our everyday lives and shape our values, showing how popular culture has increasingly been used in fiction and poetry. Assignments will allow students to examine different perspectives about popular culture. Fulfills the competency requirement in writing.

EN 108 Writing and Issues of Health and Mortality: 4 semester hours
Frequently, the impulse behind writing comes from the awareness of our mortality and our desire to care for one another. Writers, including those who are doctors and nurses, know this and have created a rich trove of literature from all genres about these experiences. This course will examine that literature in order to stimulate students writing and research. Fulfills the competency requirement in writing.

EN 111 Writing and Film: 4 semester hours
This course will use cinema from around the world to stimulate student writing. Specific versions of the course might center around important American films, films of directors, films from a particular genre, or films dealing with a major theme. Students will explore different perspectives about how film can entertain, educate, and provoke an audience. Fulfills the competency requirement in writing.

EN 112 Writing and Gender Studies: 4 semester hours
Gender is a concept that refers to the cultural sources of our identities as women and men. This writing course will explore gender in conjunction with socialization, stereotypes, intimacy, the media, the workplace, and the family. Fulfills the competency requirement in writing.

EN 114 Writing and Social Issues: 4 semester hours
This course examines social issues such as racism, poverty and crime. Students may participate in brief service projects. Fulfills the competency requirement in writing.

EN 115 Writing and Other Cultures: 4 semester hours
This course includes reading and writing about people from diverse cultural positions, and focuses on understanding the various social, political, and economic factors that shape a culture. Fulfills the competency requirement in writing.

EN 116 Writing and Memoirs: 4 semester hours
While examining their own family histories and personal recollections, as well as the memoir writing of published authors, students will write expository essays and longer, researched papers that require investigation and documentation. Fulfills the competency requirement in writing.

EN 117 Writing and Sports: 4 semester hours
Given the emphasis placed on sports in the life of a college student, as well as in our culture in general, this course will stress the fundamentals of college writing and research while using sports as a thematic focus. The course will examine such topics as participation in sports, historical developments of professional sports, individual versus team sports, and the broad area of sports literature. Fulfills the competency requirement in writing.
**EN 118  Writing and Place: 4 semester hours**
An understanding and a belonging to a place can give us a sense of community and purpose. This class will explore issues connected with places both familiar and foreign while using them as a focus for writing and research. Fulfills the competency requirement in writing.

**EN 120  Essential Grammar: 1 semester hour**
A study of grammar with an emphasis on revising and editing.

**EN 123  Professional Writing: 4 semester hours**
Designed to help students understand the basic resources and techniques of writing pertinent to their chosen professions. Writing assignments and discussions covering such areas as occupational letters, reports, and letters of job application are geared to the student’s individual professional needs. Prerequisites: One course selected from the core curriculum writing courses and sophomore standing.

**EN 125  Introduction to Language: 3 semester hours**
An introduction to the principles and basic structure of the English language with an emphasis on grammar, the history of English, and sociolinguistics.

**EN 133  Topics in American Multicultural Literature: 3 semester hours**
This course will examine various topics in American multicultural literature. Course content will vary. (Specific topics could include literature by African-Americans, Native Americans, Asian-Americans, Jewish-Americans or Hispanic-Americans; or the class might be a survey examining works from a number of these literatures). This course fulfills the core curriculum requirement in literature. When the course has a different content, it may be repeated. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 154  Major World Writers: 3 semester hours**
This course introduces the basics of literary analysis while examining works of poetry and prose by major writers from around the world. This writing-intensive course fulfills the literature requirement in the Ex-positive Arts domain. Prerequisite: completion of the writing competency course.

**EN 170  Introduction to Literature: 3 semester hours**
This course will provide an introduction to poetry and fiction, emphasizing reading, analysis, and interpretation. Students will be asked to read a variety of literature that reflects both the history and the diversity of the genres and to respond orally and in writing. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 174  American Novel: 3 semester hours**
A study of selected American novels. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 175  American Drama: 3 semester hours**
Selected dramas from 1920 to the present ranging from classic American plays by Williams and Miller to more offbeat, contemporary works. Students may be required to attend productions outside class. Fulfills the core curriculum requirement in literature. Prerequisite: One course selected from the core composition courses or equivalent.

**EN 176  American Literature: To 1865: 3 semester hours**
This is a survey course that will study the prose and poetry, exclusive of the novel, written by a variety of explorers, settlers, Native American authors, African American authors, Puritans, founders, historically significant figures of the American Revolution, and important American authors of the nineteenth century. Required for English majors.

**EN 177  American Literature: 1865-Present: 3 semester hours**
This is a survey course that will study major prose and poetry written by important American authors since the American Civil War. Required for English majors. Prerequisite: One course selected from the core composition courses or equivalent.
EN 178 Major American Writers: 3 semester hours
This course will examine works (fiction, poetry, drama, and non-fiction) from important American writers. Some of the writers that may be included: Franklin, Hawthorne, Douglass, Thoreau, Dickinson, Whitman, Twain, Chopin, Hemingway, O’Neill, Faulkner, Frost, Morrison, Miller, A. Wilson, O’Connor, Wright, Kingston, Erdrich, Tan, and Cisneros. Will satisfy requirement for Expressive Arts domain. A writing intensive course.

EN 203 Creative Writing: 3 semester hours
Writing of short stories, poems and creative nonfiction using a workshop format. Prerequisite: One course selected from the core composition courses or equivalent.

EN 204 The Art of the Essay: 4 semester hours
A study of the art form of the essay from Montaigne to the present with a focus on the student’s own writing. Prerequisites: One course selected from the core composition courses; at least sophomore standing.

EN 210 Writing and the Analysis of Literature: 4 semester hours
An intensive writing course required of English majors and minors. Also covers the critical analysis of the major genres and the study of various theoretical approaches. Must be taken at Mount Mercy before the senior year. The CLEP exam does not apply. Prerequisite: One course selected from the core composition courses or equivalent.

EN 215 Major English Writers: 3 semester hours
Selected writings from such authors as Chaucer, Shakespeare, Milton, Wordsworth, Charlotte Bronte, Keats, Browning, and Joyce. English majors must take this course before their senior year. Prerequisite: One course selected from the core composition courses or equivalent.

EN 225 Chaucer and the Middle Ages: 3 semester hours
An introduction to Middle English literature with a concentration on Chaucer’s The Canterbury Tales. Prerequisite: One lower division literature course or permission of the instructor.

EN 234 Shakespeare: 3 semester hours
Selected histories, comedies, and tragedies; Shakespeare’s London and his stage. Required for all English majors. Prerequisite: One lower division literature course or permission of the instructor.

EN 236 Milton and the 17th Century: 3 semester hours
Emphasis on Milton’s verse and prose; also selected works of the Cavalier and metaphysical poets, especially Donne. Prerequisite: One lower division literature course or permission of the instructor.

EN 243 18th-Century Literature: 3 semester hours
Major works from 1660-1780, showing the development of poetry, drama, and the novel. Prerequisite: One lower division literature course or permission of the instructor.

EN 254 The English Romantic Age: 3 semester hours
Prose and verse, 1780-1832, especially works by Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Scott, Austen, Lamb. Prerequisite: One lower division literature course or permission of the instructor.

EN 265 The Victorian Age: 3 semester hours
Poetry and fiction by such authors as Tennyson, Browning, Hopkins, Dickens, Eliot, Gaskell, and Hardy. Prerequisite: One lower division literature course or permission of the instructor.

EN 278 American Literature Survey: 1865-1940: 3 semester hours
This course will examine the major topics/trends/movements in American Literature (primarily through poetry, short fiction, memoirs, and essays, with an occasional novel: from the end of the Civil War to the beginning of the Second World War. Topics will include Realism, Naturalism, the Southern Renaissance, Imagism, the Lost Generation, Modernism, etc.
EN 300  Topics in Literature: 3 semester hours
This course will examine a specific topic in literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

EN 303  Topics in American Literature: 3 semester hours
This course includes an examination of a specific topic in American literature. Course content will vary. The course with different content may be repeated. Prerequisite: One lower division literature course or permission of the instructor.

EN 309  20th-Century British Literature: 3 semester hours
Major works and novels by such authors as Yeats, Auden, Shaw, Joyce, Conrad, Woolf, Lessing, and Greene. Prerequisite: One lower division literature course or permission of the instructor.

EN 320  Intermediate Creative Writing: 3 semester hours
An advanced creative writing course focusing on the student portfolio, a collection of original poems, stories and creative nonfiction written for the class. Prerequisite: One course selected from the core composition courses or equivalent.

EN 321  Topics in Creative Writing: 3 semester hours
Students will study and practice one specific type of creative writing, such as poetry, mystery novels, or creative non-fiction. Students may repeat the course when it features a different type of writing. Prerequisite: EN 203 or permission of the instructor.

EN 325  Seminar: Independent Research: 3 semester hours
A capstone seminar which asks that students demonstrate through independent research and in-class activities a proficiency in critical, verbal, and written skills. Since this class is process oriented, the instructor and students will collaborate on selecting the theme(s) for the seminar. Students will also explore career development. Required of all English majors. Prerequisites: Senior English major status; one course selected from the core composition courses; and at least one upper-level English literature course at Mount Mercy.

EN 424  Internship in English: 1-3 semester hours
Placement in institutions, businesses, and industries. Students work at least three hours per week for each hour of academic credit, plus participate in individual meetings with a faculty supervisor. Internship arranged through collaboration between student and Department. Prerequisites: Junior standing as an English major or permission of the instructor.

EN 445  Independent Study: Credit arranged
Study topic will be arranged by the student and the English Department instructor best able to direct the work. An independent study gives the English major the opportunity to pursue authors, genres, and literary periods not developed in regular courses.

Film Studies (FS)

The film studies minor offers courses designed to provide an overview of film culture: major historical and critical trends in film studies, analyses of cinematic form and style, and the relationship between film and culture. Through learning how to read, analyze, discuss, review and write about film, students will hone their skills in written/oral communication, analytical thinking, and critical judgment. They will learn how to evaluate this major art form of the 20th century that has had a profound influence on popular, intellectual, and artistic life.

FS 101 Introduction to Film Studies: 3 semester hours
This course will talk about how and why people respond to film by examining the fundamentals of film analysis (the various language systems and techniques used by film makers to generate meaning). The primary emphasis will be on feature-length narrative fiction films, with occasional study of documentaries, animation, and experimental cinema.

FS 120 The History of Film: 3 semester hours
This course examines the history of film, especially the narrative film from its advent at the end of the 19th century up until the present. It will look at films from many different countries as it examines the Silent era of cinema, the coming of sound and color, the growth of the major studios in Hollywood, Post World War II cinema, The French New Wave, Third World Cinema, and the New American Cinema.

FS 200 Studies in Film Adaptation: 3 semester hours
This course will study the common practice of creating screenplays, then movies, from works of literature. It will study the complex process by which literature can be transformed into the good and bad medium of the cinema. Students will be exposed to the critical methodologies by which the process of adaptation can be understood and evaluated.

FS 210 Major Film Directors: 3 semester hours
This course will study the films of some of the most important directors from the beginning of film to the present. This course may take a number of different approaches: it may study many different directors from many countries, one specific director, or directors from one country. In the process, it will talk about what a director does and about the distinct careers of these important filmmakers.

FS 220 Film Genres: 3 semester hours
This course will study genre filmmaking by focusing on one or more of the major film genres. Genre cinema has always been one of the more prolific, profitable, and sometimes artistic arenas for all kinds of filmmakers and has led to the creation of some of the world’s greatest films (Singin’ in the Rain, The Godfather, and Raging Bull as examples) and to some of the worst. Students will examine the characteristics of genre filmmaking, look at how the genre film has been one of America’s most constant social exports, and identify the thematic/structural concerns within the specific genres.

FS 230 Studies in Foreign Film: 3 semester hours
This course will study some of the most important foreign films (including films from the United Kingdom) that have been produced since the beginning of cinema history until the present. This course may study films from many different countries or concentrate on the cinema of only one country.

FS 441 Independent Study: 1 semester hour
FS 442 Independent Study: 2 semester hours
FS 443 Independent Study: 3 semester hours

Finance
(See Business Administration, page 92)

General Studies (GS)
The following courses are offered during Winter Term, but may not be offered every Winter Term. The class schedule lists the current Winter Term offerings. These courses are for general elective credit.
GS 102  Papermaking: 3 semester hours
There is something special about the beauty and quality of handmade paper. In this course the student will discover that making paper is both enjoyable and rewarding. Processes that were similar to those started over 2,000 years ago by the Chinese will be used. Students will learn how to beat pulp, make a screen consisting of a mold and deckle, size and press paper. Students will have the opportunity to make paper for albums, portfolios, diaries and notepapers. Experimental approaches will be introduced such as laminating, shaping, embossing, and casting. References will be made to historical examples throughout the course. A field trip to a paper-making facility is planned. Also a guest artist will demonstrate processes and provide “hands-on” experiences. No prerequisites.

GS 105  Advanced Spreadsheet Applications I: 3 semester hours
Computer spreadsheet programs have many applications across numerous disciplines. This course explores the many features of Microsoft Excel in detail. Included will be a review of basic spreadsheet techniques along with an in-depth study of planning and formatting spreadsheets, database and charting functions included in spreadsheet software and macros which are “mini” programs that make spreadsheets easier to use. Students will be required to participate in a scheduled computer lab in which they will work on various required assignments. Class will be held in the computer classroom. This course may not be applied to any major or minor. It is recommended that students taking this course have a basic understanding of math, accounting or finance. This course is not recommended for freshmen.

GS 107  Personal Investing for Non-Business Majors: 3 semester hours
All people make investments, but most people do not really know if their investment choices are appropriate. Hence, many people invest way too conservatively while others blindly follow the advice of investment professionals who may be more concerned with their commissions than their customers’ well-being. This course will help individuals choosing an overall investment portfolio to meet various long-term and short-term goals. Various investments will be examined, including: CD’s, savings bonds, treasury issues, corporate bonds, real estate, preferred stock, common stock and mutual funds. The risks and returns of each type of investment will be discussed in terms of specific goals and time frames. This course may be taken by marketing, management or accounting majors by petition only.

GS 109  Health Care Dilemmas: 3 semester hours
The purpose of this course is to heighten the student’s awareness of some current health care dilemmas confronting our society. Using the case study approach, this course will explore the ethical aspects of these dilemmas that result from our modern medical technology, a technology that makes almost anything possible today in terms of health care. With this kind of possibility, the dilemma soon arises: what should we do when there is very little we can not do? Further complicating this issue today is the growing concern over health care costs and attempts to keep these costs down through various managed care plans. The dilemmas explored in this course include: 1) quality versus quantity of life, 2) care of the hopelessly ill and the right to die, 3) mercy killing/euthanasia and assisted suicide, 4) health care costs and accessibility and 5) the impact of technology on our health care delivery and options. The purpose of the course is to provide the student a framework within which to analyze these issues based on ethical theories, principles and rules. These are issues which individuals and society must address. Audiovisuals and guest speakers will be used. No prerequisites.

GS 112  Corporal and Spiritual Acts of Mercy: 3 semester hours
The purpose of this course is to enhance spiritual development. Students also are invited to explore how God works through the “poorest of the poor” to strengthen faith and offer opportunities for grace. While exploring the corporal and spiritual acts of mercy as modeled by Jesus Christ, Mother Teresa of Calcutta, and others, students will have opportunities to perform such acts, gain a deeper understanding of personal abilities and beliefs, and explore how society treats the poor. During a week-long travel experience, students will assist indigent persons from various cultural backgrounds within an urban environment, such as inner-city Chicago.

GS 114  Women in the Third World: 3 semester hours
A socio-political analysis of women’s role in the developing world. The course primarily deals with issues like gender equality, political and social participation, role of the women in traditional and modern setting, and how the social change has altered the role and responsibilities of the women in the developing world.
GS 115  Women’s Health:  3 semester hours
Women’s health and health issues are a concern of women and health care providers. Women are living longer and want to remain healthy over their lifetimes. For healthy aging, a woman must develop good lifestyle habits while young. Some of the topics included are: healthy living, sexuality (puberty, family planning, sexually transmitted infections, childbearing, and menopause), mental health, eating disorders, violence, and cancers.

GS 119  Healthy Lifestyles:  3 semester hours
This course will help students recognize personal health habits and explore methods to establish healthy lifestyles. Strategies for improving overall health and physical fitness will be utilized. The classroom component addresses a variety of topics related to emotional and physical health. An aerobic exercise component to this class is included.

GS 120  Complementary Therapy and Wellness:  3 semester hours
Over the past 20 years, American health care has shifted from a biomedical model toward a holistic approach that incorporates physical, emotional, social, environmental, intellectual and spiritual dimensions of wellness. Therapies from non-western medicine (such as acupuncture, herbal supplements, yoga, massage, meditation) are used in conjunction with traditional western medicine as “complementary therapies” with the goal of health promotion. As current or potential future users of complementary therapy, college students will benefit from defining various complementary therapy modalities, exploring current research, and evaluating practitioners’ qualifications. To enhance cultural sensitivity, healing practices from other cultures and cultural influences on health beliefs and health practices will be addressed.

GS 122  Mental Illness:  3 semester hours
In this course, students are given the opportunity to learn about mental disorders from the perspective of patients, families and professional caregivers as described in popular films and in literary works such as autobiographies and novels, as well as from personal accounts by guest speakers and from case studies from the textbook.

GS 123  Introduction to Business:  3 semester hours
This is a survey course designed for non-business or undecided majors desiring an understanding of the fundamentals of business. Topics covered in the course will include the current business environment, the functional areas of business, practical business skills, core business terminology and current issues in business. Contemporary business issues to be discussed include business ethics and social responsibility, doing business in a global environment, e-business and customer relationship management. Not recommended for business majors and does not count toward any of the business majors.

GS 127  On Fatherhood:  3 semester hours
A child’s relationship with his/her father is one of the most influential in his/her life. Fathers are the first men children ever love, and fathers ultimately teach children what men are. This course is designed to enable students to develop an understanding of a wide range of issues related to fatherhood and the father-child relationship in contemporary America. The course will examine the impact fathers have on children’s development, various styles of fatherhood, father/daughter and father/son relationships, single and divorced fathers, gay fathers and stepfathers. The class will include lecture/discussion, speakers, and films. There will be required readings, a final exam, and a short documented paper. No prerequisites.

GS 128  Strength Training with Weights:  3 semester hours
This course will involve both lectures and weight-training sessions. The lectures will address such topics as free weights versus weight machines, high reps versus low reps, various routines and exercises, diet, dietary supplements like amino acids, potential benefits from aerobic exercise, the dangers of steroids, and what muscles are affected by various exercises. This course is designed for students who are primarily interested in gaining strength rather than doing aerobic exercise. Also it is designed for the beginning to intermediate lifter and not for the advanced lifter. No prerequisites.

GS 132  Cartooning: College-Educated Doodling:  3 semester hours
Are you a closet cartoonist? If you have cute or even weird little works of art – better known as doodles – filling the margins of the class notebooks you are using this term, you just may be a closet cartoonist. In a workshop format, this course will explore the basics of how to turn your doodles into finished cartoons. We
will discuss and enjoy the humor of published single-panel magazine cartoons, focusing on aspects such as drawing style, facial expressions, effective composition, caption writing, what makes the cartoon work, and many other elements. However, because practice and more practice is the most important element in producing effective cartoons, we will spend a significant amount of time creating and rendering original cartoons. Interspersed with the practice we will view select videos that demonstrate various techniques of cartooning. We will also view several videos where several professional cartoonists discuss their style, their simulations, and other interesting aspects of their professional careers.

**GS 136  End of Life: Caring for the Caregiver: 3 semester hours**
This course is designed for students who utilize a range of skills in their work. This course will address the impact of death on the professional, the family members and the patient. Death will be discussed through the life cycle with focus on steps following death of a patient, the grieving process, staying positive in handling emotions, and other topics related to death. The class will utilize panel discussions, field trip to local funeral home, in class discussion, and reflections.

**GS 140  Film Noir: 3 semester hours**
Flashing neon signs reflecting from the wet pavement of dimly lit streets, shady characters lurking in doorways, cynical anti-heroes and dangerous women – these are the ingredients of film noir, a uniquely American style of movie making first identified by French film critics in the early 1950s. Essentially a “B” picture genre existing at the fringes of mainstream Hollywood during the forties and fifties, film noir nevertheless attracted major directors as diverse as John Huston, Billy Wilder, Orson Welles, and Alfred Hitchcock, artists whose contributions to the genre are counted among the masterpieces of American film. This course will trace, through the screening of 11 films and an examination of two short novels, the history of film noir from its roots in the detective fiction of the twenties and thirties through its influence on present day film directors, who continue to find inspiration in the shadowy world of moral ambiguity tucked away in the dark corners of our collective subconscious.

**GS 158  Culture and Natural History of Belize: 3 semester hours**
A travel course that will spend part of the term in Belize. Points of interest will include Mayan ruins, lowland tropical rainforest, how the Mayans use the plant and animals, visits to a Mayan village, snorkeling in coral reefs to study the ecosystem, and other sites in Belize. Prerequisite: permission of instructor and deposits at appropriate times.

**GS 160  Scrapbooking: 3 semester hours**
Scrapbooking has become a very popular form of documenting one’s life utilizing pictures and journaling to pass on to future generations. For many, it is a creative outlet to express themselves, who they are, what is important to them, and their relationships with others. Students will learn about the basic supplies, tools and quality of materials used in scrapbooking as well as be introduced to new tools and techniques available today. Students will also learn to recognize and practice utilizing elements of art (the use of space, color, lines, shapes, texture) and art principles (unity, balance, rhythm, proportion, and point of interest) as they relate to the composition of scrapbook pages. In addition, specific assignments will challenge students to utilize art elements and principles to effectively communicate feelings and emotions in their scrapbook pages. Some examples include pages that express what is important and not important to you, what does family mean to you, what kinds of relationships you have with different people, and how you deal with difficult situations.

**GS 171  Meditation and Its Benefits: 3 semester hours**
This course is designed to explore meditation from various disciplines. We will look at meditation to understand its physiologic, socio-psychological and spiritual benefits. The course will include the practice of meditation in order for the students to experience, test, and evaluate the practice and its benefits. The course is open to all interested students. However, research suggests that individuals with psychotic illnesses should not participate in meditation. Students with a history of mental illness should seek advice from their physician prior to enrolling. This course is open to all majors.

**GS 172  Materialism in Modern America: 3 semester hours**
This course is an examination of the concept of materialism. This includes a reflection and analysis of how contemporary culture and consumerism affects overall life satisfaction and health. Students will learn what the empirical literature suggests regarding the effects of a preoccupation with material, rather than intellectual and spiritual pursuits.
GS 175 Terrorism: 3 semester hours
Terrorism is a topic of growing concern for those working in law enforcement agencies, as well as for ordinary citizens. This course examines the general concept of terrorism, along with reviewing particular incidents of international and domestic terrorism. The course will include a study of the historical and social contexts of terrorism, and students will be expected to analyze contemporary terrorists, their tactics, and their reasons for committing violence. In addition, the course will discuss counterterrorism measures and policies.

GS 179 Psychology of Eating: 3 semester hours
This course focuses on understanding the psychological processes underlying eating behavior. Topics studied will include: food choice, the development of food preferences, motivation to eat, cultural influences on eating patterns, weight regulation and the relationship between eating and mental health. Students will have the opportunity to modify their own eating behavior during the course. Prerequisite: PS 101.

GS 190 Championship Habits: 3 semester hours
Winning, losing, success, and failure all reveal their own set of characteristics. The big decision we make in life is which traits we choose to embrace and make our own. In this class students study the habits of people who are champions at the game of life and learn how to model those winning traits. If you want to become more effective, get more focused in your academic work, experience lower levels of stress, and set yourself on a path toward personal success, then this class is for you. Students are required to 1) exhibit knowledge of modeling a performance task, 2) catch and correct negative self-talk, 3) build positive self-talk, 4) develop sound routines for their most important work, and 5) develop a context-based model of success as a culminating activity.

GS 201 Fishery Biology: 3 semester hours
The specific habitats, physical factors affecting distribution, and behavioral habits of the Steelhead Rainbow Trout will be considered. Conservation efforts are necessary to insure and maintain this fine freshwater fish. In this regard, effective, but conservative, capture and handling techniques will be employed. Basic “fishing facts” will be examined and applied. The concept of “structure fishing” will be emphasized. The techniques, tools, and methods of bait presentation will be analyzed in detail. A prolonged field trip of about three weeks is part of the course. Students will be expected to become familiar with the natural history of the area. The student is responsible for additional travel, lodging, and food costs. Permission of the instructor is required.

GS 205 Advanced Spreadsheet Applications II: 3 semester hours
Computer spreadsheet programs have many applications across numerous disciplines. This course is a continuation of GS 105, Advanced Spreadsheet Applications I. Included will be a review of spreadsheet techniques covered in GS 105 along with an in-depth study of the more advanced features of Excel, including application development, designing custom forms, and using Solver and Pivot tables. Students will be required to participate in a scheduled computer lab in which they will work on various required assignments. Class will be held in the computer classroom. The course may not be applied to any major or minor. Prerequisite: GS 105, or permission of instructor.

GS 233 The Religion, Art and Culture of Nepal / India: 3 semester hours
This is a travel/study course to Nepal, a predominantly Hindu and Buddhist country. There, religion, art, architecture and culture are intertwined. On our way to Nepal, we will spend several days in Delhi, India, where the historical mix of Hindu and Muslim cultures is everywhere. We will visit some of the major religious sites valued by these cultures and study the visual manifestations (art) that make these beliefs come alive for practitioners. Other excursions will give students a more complete sense of the daily life of Nepalese and Indians. Assignments include readings, daily reflective journals, and an end-of-term public presentation. Please contact the professors for travel and financial requirements. Prerequisite: sophomore standing preferred.

GS 250 Business Etiquette: 3 semester hours
Although technical skills are important for career success, the total image projected by candidates can often overshadow even the best of skills. This course is designed to prepare students for success in today’s business environment. Learning how to navigate the corporate culture that will enhance interpersonal relationships,
**GS 350 Directed Study Abroad: Variable credit**
This course is for students enrolled in an approved J-term, summer, semester, or academic year study abroad program, including study through Mount Mercy’s exchange partnerships, through a study abroad provider, or through a foreign institution. A required pre-departure orientation is included in the course. Credit hours will be adjusted based on completed work and transferred from the host institution abroad.

**Health Services Administration (HS)**

The HSA curriculum prepares students for management positions in the health care field.

**HEALTH SERVICES ADMINISTRATION MAJOR (42-43 semester hours):**
BN 204; BC 202 or BC 265 and BC 266; BA 203, BN 304, BA 305; one of the following: PO 326, PO 342 or PO 353; and one of the following: SO 215, BA 270, or MA 135; HS 200, HS 201, HS 320, HS 420, HS 430, HS 431; (HS 203 is optional).

**ACADEMIC REQUIREMENTS:** A grade of “C” or higher is required for each course in the major.

**COURSE OFFERINGS**

**HS 200 Organization of Health Care Services: 3 semester hours**
Relates organizational principles to the operations of health care facilities, including personnel management, communication structures, and governance with emphasis in leadership and motivation.

**HS 201 Quality Patient/Resident Care: 3 semester hours**
Relates physical, psychological and sociological needs of residents/patients to services provided by health care facilities and the role of leadership. Prerequisites: PS 101 Introduction to Psychology, SO 122 Introduction to Sociology, PL 169 Introduction to Ethics, and HS 200 Organization of Health Care Services.

**HS 203 Health Administration Practicum: 3 semester hours**
This course provides application of concepts and practical experience in an appropriate health care setting. Skills required: Interpersonal Communication, business writing, general writing, understanding of research methods, ability to think critically, ability to translate theory into practice, ability to evaluate and predict outcomes, analytical thinking. Prerequisite: Completion of HS 200 Organization of Health Care Services, HS 201 Quality Patient/Resident Care, HS 320 Health Services Regulations and HS 420 Health Services Financial Management preferred.

**HS 320 Health Services Regulations: 3 semester hours** (optional)
This course provides an overview of federal, state and other regulatory agencies’ policies for health care facilities. Areas covered include: labor issues, liability, licensure requirements, environmental management, policy and procedure writing. Agencies covered will include: JCAHO, NCQA, Medicaid and Medicare. Prerequisites: Completion of HS 200 Organization of Health Care Services with a minimum grade of C, BA 203 Principles of Law, and PL 169 Introduction to Ethics.

**HS 420 Health Services Financial Management: 3 semester hours**
This course explores financial management issues, including: reimbursement, costs, budgeting, financial and statistical reports and evaluation methods for services and responsibilities, and financial requirements by regulatory agencies. Prerequisites: BC 202 Accounting: Information for Decisions or BC 265 Principles of Accounting I or BC 266 Principles of Accounting II and completion of HS 200 Organization of Health Care Services and HS 320 Health Services Regulations with a minimum grade of C.

**HS 430 Financial Issues in Not-For-Profit Health Care Organizations:**
This course focuses on the unique financial issues and problems in a not-for-profit health care setting. Students will understand the impact of government in the financing of health care and health care facilities. General financial and economic principles will be viewed in light in this type of environment. Prerequisites:
HS 420 Health Services Financial Management and BC 202 Accounting: Information for Decisions or BC 265 Principles of Accounting I or BC 266 Principles of Accounting II.

**HS 431 Health Services Capstone: 3 semester hours**
This course is designed to allow students to analyze and formulate solutions to major issues facing the health care industry. National and local perspectives will be defined and a variety of possible solutions applied. Prerequisites: HS 200 Organization of Health Care Services, HS 201 Quality Patient/Resident Care, HS 320 Health Services Regulations, HS 420 Health Services Financial Management, and PO 326 or PO 342 or PO 353.

**History (HI)**

The history curriculum provides opportunities for students to investigate the social, economic, political, and cultural development of diverse peoples from the beginnings of civilization to the present. The courses in the history curriculum will enable students to gain a deeper understanding of the human condition and the relationship between historical developments and contemporary social and political trends. Emphasis is placed on reading, writing, researching, speaking, and on critical and analytical thinking. Through their course of study, students will acquire the skills necessary to further their liberal arts education and to become thoughtful participatory members of society.

The history major serves as preparation for careers in education, business, journalism, government, and historic preservation as well as entrance into graduate and law school. The history minor provides an opportunity for students to combine an interest in history with one of the institution’s other majors.

As a supplement to their classroom experiences, history students will have the opportunity to do independent study, internships, and to avail themselves of travel courses offered during Winter Term and some summer sessions.

**CAREER OPPORTUNITIES:** Education, public service, law, library science, journalism, and historic preservation.

**MAJOR** (30 semester hours): HI 140; HI 114 or HI 115; HI 120 or HI 130, plus seven additional courses (21 semester hours) numbered 200 or above, one of which must be HI 300. All History majors must earn at least a C in HI 300. Additionally, all History Majors must take HI 300 at Mount Mercy.

**MINOR** (18 semester hours): One of the following courses: HI 115, HI 120, HI 130, HI 140; and five courses (15 semester hours) numbered 200 or above.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

**ACADEMIC REQUIREMENTS:** Minimum cumulative grade point average of at least 2.00 in courses required for the major.

**COURSE OFFERINGS**

**HI 100 Basic Geographic Principles: 1 semester hour**
An introduction to basic principles of geography, beginning with reading and understanding various types of topographical maps and identifying major global areas. Emphasis on the various ways in which geography influences history, environment, and culture in the global arena, and on concepts of geographic determinism.

**HI 114 History of Early America: 3 semester hours**
The first half of the American history survey. Begins with a brief overview of pre-Columbian America, and emphasizes the impact of eventual European settlements in North America. Traces the founding of an independent United States, concluding with the consequences of the Civil War.
**HI 115  History of Modern America: 3 semester hours**  
The second half of the American history survey. Begins in the immediate post-Civil War era, and introduces students to major themes and events in United States history in the late nineteenth century and through most of the twentieth century. No prerequisite.

**HI 120  Origins of the Western Tradition: 3 semester hours**  
A survey of the development of the Western tradition from its early roots in the ancient Middle East until the age of Charlemagne. Introduces students to the contributions of the peoples of the ancient Middle East, Greece, Rome, and the early medieval West to the formation of western civilization.

**HI 130  Emergence of the West, 800-1648: 3 semester hours**  
A survey of the socio-economic, political, and cultural forces that have shaped the West from the age of feudalism to the triumph of absolute monarchy in the mid-seventeenth century. Explores such topics as the Medieval origins of the modern state, evolving religious beliefs of the West, the intellectual ferment of the Renaissance and Reformation, and economic and social development during the era.

**HI 140  History of the Western World Since 1648: 3 semester hours**  
A survey of the major socio-economic, political, and intellectual movements in modern western history since the Age of Absolutism. Emphasizes the rise of nation-states, the Scientific Revolution and the Enlightenment, the French Revolution, industrialization, and the major ideologies of the twentieth century.

**HI 205  Colonial and Revolutionary America: 3 semester hours**  
A history of North America from European settlement through the post-Revolutionary era, beginning with the cross-cultural encounters of Natives, Europeans, and Africans. Emphasizes the socio-cultural, political, and economic development of colonial America; the events that led to the American Revolution; and the immediate consequences of the Revolution in political and social terms.

**HI 213  Recent China in the Global Economy, 1970s to the Present: 3 semester hours**  
China from the 1970s to the present. Emphasis on the economic, social, cultural and political developments of recent China; the opening of China to the world; and the emerging of China into the global economy and market. Special attention to the intersection of Chinese and U.S. interests and trade in the global context. Satisfies global awareness domain of the core curriculum.

**HI 215 The American Nation, 1789-1877: 3 semester hours**  
The history of the United States from the founding of the federal republic through the 1870s. Emphasizes the politics and diplomacy of the early republic; Jacksonian democracy and reform, national economic and territorial expansion; regionalism and sectional conflict; the institution of slavery; the Civil War; the immediate post-war society; and federal efforts to reconstruct the nation.

**HI 225 History of Iowa: 3 semester hours**  
The history of Iowa from pre-territorial days until the present, beginning with an emphasis on Native Iowans and their encounters with European immigrant settlers. Traces changes in the landscape and farming patterns from the nineteenth century until the present, while also considering changes in the daily lives of Iowans affected by moves from agriculture to industry and from farm to town during this era.

**HI 230  Modern East Asia: 3 semester hours**  
Covers the period since the beginning of the twentieth century, concentrating on the era since the Second World War. Focuses primarily on the history of China or Japan, with inclusion of the recent histories of other East Asian entities (North Korea, South Korea, Hong Kong, and Taiwan) in an alternating format. Covers the selected East Asian countries’ relationship with the U.S. in the global context. Satisfies global awareness domain of the core curriculum.

**HI 245 Recent American History: 3 semester hours**  
The development of contemporary America during World War II, the Cold War, Vietnam, and the civil rights and women’s movements. Examines changes in political, social, and popular culture.

**HI 250  Medieval Europe: 3 semester hours**  
Europe from the decline of the Roman Empire to the mid-fifteenth century, with special emphasis on the transition from the Roman World to the Early Medieval West, the rise and decline of feudal institutions,
and the development of the Medieval church. Focuses on social and political changes, as well as intellectual and cultural developments of the era.

**HI 260 Early Modern Europe, 1450-1789: 3 semester hours**
Major movements in early modern European history from the end of the Middle Ages to the eve of the French Revolution. Special emphasis on the Renaissance and Reformation, the emergence and triumph of the absolutist state, the Enlightenment, and social and economic changes during these periods.

**HI 265 Latin American History: 3 semester hours**
An introduction to the history of Latin America, beginning with European penetration of the region and the legacies of the colonial era. Focuses on the wave of independence movements by the early nineteenth century, followed by a specific emphasis on the recent history of selected Latin American nations since independence. (Satisfies global awareness domain of the core curriculum).

**HI 270 Nineteenth Century Europe: 3 semester hours**
Europe from the outbreak of the French Revolution to the end of the nineteenth century. Special emphasis on the causes and effect of the French Revolution, the Napoleonic period, the Industrial Revolution, the conflict between liberalism and conservatism, the rise of labor and socialist movements, the impact of nationalism, and diplomatic relations in Europe.

**HI 278 History of U.S. Environmentalism: 3 semester hours**
The course covers the period from the 1900s to the present, focusing primarily on the social, economic, technological and scientific environmental developments in the United States. It examines the roles these developments played in changing the U.S. environment and environmental policies in the contemporary period, and how the American public’s view of their environment has changed over time. Students will also learn about the U.S. government’s role in shaping policies that affect the environment, especially since 1900. Students who are interested in environmental study will find the course significantly enhances their knowledge of the historical development of environmentalism in the United States.

**HI 280 Twentieth Century Europe: 3 semester hours**
Europe from the beginning of the twentieth century to the present. Special emphasis on the pre-1914 World War I era, the Great War and its impact, the Russian Revolution, the emergence of the Soviet Union as a world power, the inter-war fascist development, the origins and events of World War II, and the Cold War.

**HI 285 U.S. and the Vietnam War: 3 semester hours**
A study of the Vietnam War, with special emphasis on the reasons for American involvement in the conflict, the consequences of that involvement, reactions to the war, and an assessment of its legacy in American history.

**HI 300 Seminar in Historical Research: 3 semester hours**
An introduction to the concepts and methods of historical investigation. Emphasis on evaluation of historical documents through the preparation of major research paper on a selected topic in American history. (Capstone course for History majors. Recommended for the senior year. Must be taken at Mount Mercy).

**HI 306 20th Century American History of Race and Gender: 3 semester hours**
Focuses on the history of race and gender in the twentieth century. Special attention to social, political, and economic developments among Native Americans, African Americans, Asian Americans, and Mexican Americans, with emphasis on the changing relationships among these groups and mainstream Americans. Concentration also on gender issues, such as relationships between men and women, as well as the changing economic, political, social, and cultural roles of women in a historical perspective.

**HI 360 Modern Britain: 3 semester hours**
British history from the formation of the United Kingdom in 1707 through the 1980s. Emphasis on major political, socio-economic, cultural, and religious movements of the period, with special attention to developments of the nineteenth and twentieth centuries, as well as the role Britain has played in world history.

**HI 380 Imperial Russia and the Soviet Era: 3 semester hours**
Russian and Soviet history from the accession of the Romanovs to the present. Emphasis on the reforms of Peter the Great; the shaping of the Russian autocracy; the socio-economic, political, and cultural ferment
of the nineteenth century; the Russian Revolution and the Bolshevik seizure of power; the age of Stalin and the Great Purges; post-World War II Soviet society; and the breakup of the Soviet Union.

**HI 445 Independent Study: Credit arranged**
Directed readings and research in history. Topics to be determined by the student and instructor.

**HI 450 Internship: 1-3 semester hours**
Internship in a cultural institution, business, or non-profit organization. Emphasis on linking academic content and methodologies of the liberal arts with the practicalities of the workplace. Students will select internship site and determine objectives, with approval by the History faculty. (For History majors of at least junior standing).

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**Honors Seminars (HO)**

Honor students are invited to participate in honors seminars. The seminars are interdisciplinary and are taught by faculty from a variety of disciplines. The specific structure of each seminar varies regarding meeting time, length of seminars, and number of class sessions. Successful completion of two honors seminars enables the student to fulfill part of the requirements for graduating in the honors program (see section: Honors Program). Honors seminars do not count toward major, minor, or core curriculum credit.

Prerequisites for enrollment in any Honors Seminar:
1. The student must have at least sophomore standing (completed at least 30 credit hours), and
2. The student must have a cumulative grade point average of at least 3.00.

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**COURSE OFFERINGS**

**HO 204 Political Systems: Decision Making in Historical Contexts: 3 semester hours**
This course will examine three specific historical moments that played a key role in the development of modern political systems. Students will conduct their examination by participating in a series of games designed to take them into each historical moment. The games combine research of primary texts with role playing in the classroom, so that students experience how ideological stances are translated into human actions and political structures within the context of historical circumstances. We will play three games from the Reacting to the Past® series: The Threshold of Democracy Athens in 403 B.C.; Confucianism and the Succession Crisis of the Wanli Emperor; and Rousseau, Burke and Revolution in France.

**HO 215 Revolutionary Christianity: 3 semester hours**
This course investigates ways that victims of societal oppression are reinterpreting Jesus and his message in our time. The perspectives of blacks, women, and the Latin American poor are used to explore the revolutionary potential of the biblical story. These perspectives all for a critical analysis of the Christian tradition to test its ability to address needs of oppressed people in their daily struggles for survival and human dignity. The course examines Christianity as a possible inspiration and impetus to create radically new kinds of relationships between races, sexes and classes of people at the societal level. Prerequisites: At least junior class standing at least a minimum cumulative grade point average of 3.00.

**HO 216 The Holocaust: 3 semester hours**
This course will examine the Holocaust and its impact on the history of the twentieth century. The approach will be interdisciplinary using historical, literary, cinematic, philosophical and popular sources. To create a context for the specific study of this major event of the twentieth century, the course will include discussions about the phenomenon of Anti-Semitism in Western Culture, the specific events leading up to the Holocaust, the nature of the bureaucratic mass murder, the religious crisis caused by this event, and the continuing and profound effect of this tragedy.
HO 217  Humor and Human Life: 3 semester hours
Is humor an intrinsic part of being human? What is funny to us? Why is it funny? This course introduces students to the philosophy, history, culture, and anatomy of humor, as well as laughter. Our time will be spent reviewing pertinent literature, observing humorous archetypes, and actually creating our own examples. The objective is to enable the student to achieve wisdom about mirth and self. Primarily the major content areas of the course are philosophy and psychology. However, considerable use of poetry, literature, and printed material from the performing arts will be used.

HO 218  Inequality by Design: the Political Economy of the Built Environment: 3 semester hours
Within a historical context, this course addresses the role and function of spatial design and the built environment in shaping our lives, defining social class boundaries, and reinforcing economic, political and religious power bases in society. By critically examining various schools of modern architecture and urban planning and their rise and fall in conjunction with various stages of capitalist development, the role of commissioned artists, architects and planners in serving specific interests as well as alternative approaches to designing the built environment will be discussed. The course format is a combination of intensive class discussions of assigned readings, guest speakers, hands-on experience with architectural design using CAD software and conventional techniques, films/videos, and field trips to various local/regional sites of architectural significance.

HO 219  Intelligence in Non-human Primates: 3 semester hours
Are humans unique? Are we truly superior to other primates? Are humans the only species that produce and understand language? This course is designed to examine evidence of intelligence in non-human primates. Species studied will include chimpanzees, bonobos, gorillas, and humans. Major topics will include language acquisition, cooperation, tool use, mathematical reasoning, and other forms of intelligence including the evolution of consciousness. The course includes a three-day field trip to the primate center in Madison, Wisconsin and the Milwaukee Zoo.

HO 220  The Life and Legacy of Martin Luther King, Jr.: 3 semester hours
This course will seek to understand the life and thought, and the work and legacy of Martin Luther King Jr. To do this we will study the historical background of the civil rights movement, subsequent events and their consequences for race relations today. We will begin with an overview of race relations in the United States starting with the Emancipation Proclamation of 1863, through the Progressive Era and the influence of Booker T. Washington and William Dubois, the Harlem Renaissance, World War II and then on to the Civil Rights Movement of the 1950's and the 1960's. We will examine the life of Martin Luther King Jr., with an emphasis on his own spiritual journey and the influence of this religious background and beliefs on his civil rights activities. We also will consider the overall religious ties of the movement including the origins, practice and goals of passive resistance and non-violent confrontation. Finally, we will consider the effects of these things on past and present race relations within our country. This course may be petitioned to count toward the History or Religious Studies major.

HO 222  Gender Issues: Past, Present and Future: 3 semester hours
There are many pre-conceived ideas and stereotypes regarding gender roles. This course asks the questions: What are the origins of our traditions about femininity and masculinity? What are the realities of being men, of being women? To find the answers we will be studying historical, social/philosophical writings about men and women. This course is about issues that affect our lives, e.g., marriage and its alternatives, a society without definite sex roles. This course is designed for men and women who wish to go beyond both “revolutionary feminist rhetoric” and sex role stereotypes to study their own gender identity and that of the other half of the human race.

HO 231  Theories of Happiness: 3 semester hours
Recent studies have suggested that, although Americans generally have more money, pleasure, and power than we had fifty years ago, significantly fewer of us report that we are happy. Perhaps this surprising development is related to the growing number of authors, from social science and other academic backgrounds, who are studying and writing about happiness today. This course is designed to help participants to read some of the best of this material, compare it to some ideas about happiness from other time periods, and apply our findings to our own lives. Topics will include the definition of ‘happiness’, the demographics of happy people, and the relationship between happiness and cognition, biology, personal relationships, and religious faith, among others. Students should expect to be active daily readers, writers, and knowledgeable participants in discussion. Prerequisites: completion of core curriculum requirement in Philosophy and PS 101.
HO 235  City as Text: Sociology of Cedar Rapids:  3 semester hours
The course will utilize field-based urban observation, presentations by city and community leaders, class
discussion and critical analysis to help students comprehend the complexity of the city of Cedar Rapids
as a “living social organism.” Topics include the city’s urban history and structure such as the social class
boundaries, neighborhoods, land values and unequal distribution of urban services; economic base including
industries, service and retail activities, downtown businesses and shopping malls; political government and
its functions; spatial distribution of schools; and various cultural and religious institutions that make Cedar
Rapids ‘tick.’” There are no texts for this class in a conventional sense. Rather, students will be required to
read packets of locally produced primary sources such as newspaper and online articles and reports, census
data, and booklets produced by local companies and various urban agencies.

HO 238  World Cinema: The Major Directors:  3 semester hours
Students will study films by major directors from around the world. They will learn how to read a film, to
analyze and interpret visual images. They will learn about film technique, including mise-en-scene, point
of view, narrative, premises of adaptation, etc. Students will use film to interpret, reveal, and interrogate
their cultural and historical contexts, especially by comparing American filmmakers with directors from
other countries. Students will be expected to reserve 2-3 hours per week to view films outside of class.
Prerequisite: sophomore standing in the Honors Program or permission of instructor.

HO 244  America's First and Second Cities: Chicago and New York:  3 semester hours
The course will look at America's “first and second cities” during two distinct historical periods: Chicago
(1890-1975) and New York City (1890-1975). The class will examine the social, cultural, literary and political
life of these cities during these critical periods. Included in this course will be a weekend trip to Chicago
to view significant cultural and social sites.

HO 248  A Cultural Study of the American Family:  3 semester hours
This course will examine the American family as a social system and how the family is portrayed in litera-
ture (fiction, drama and memoirs), film and television. This course will offer a strengths perspective (how
families support and nurture individual members). The course will cover a wide range of issues including
the evolution of the American family, immigration, ethnicity, substance abuse, social class, divorce, family
violence, alternative families and death.

HO 257  The Economics and Culture of Food Distribution:  3 semester hours
This course will examine the production, processing, distribution and consumption of food with an emphasis
on Cedar Rapids. We will study the food economy and how it affects its cost and price. The students will
survey the environmental, cultural and health implications of modern food production and distribution
systems and how these systems can evolve in the future. Students will be able to see the food economy
from a social welfare as well as a business perspective. Prerequisite: junior standing in the honors program
or permission of instructor.

HO 310  Ethical and Social Implications of the Human Genome Project:  3 semester hours
This course is an exploration of the ethical, legal and social implications of the Human Genome Project.
Students will acquire knowledge of the basics of genetics and an understanding of the role science plays in
our society and the great potential scientific knowledge has to improve or harm life on our fragile planet.
Students will reflect on the ethical implications of genetic research and on their role as citizens in deter-
mining governmental funding for and use of scientific knowledge. Students will understand the implic-
ations of genetics for our socially constructed concept of race. Students will be challenged to write on the
following questions: what is considered acceptable diversity and who should decide that? Who owns and
controls genetic information? How does genomic information affect members of minority communities and
indigenous populations? Related to one’s ethnic identity, how does personal genetic information affect an
individual and society’s perception of that individual? Do people’s genes make them behave in a particular
way? Who determines what behavior is “particular”??
International Studies

The International Studies major is an interdisciplinary program designed for students who are interested in studying other countries and regions in the world, as well as the relationship between the United States and other countries.

CAREER OPPORTUNITIES: The International Studies major will help students prepare for careers in business and with corporations involved in international trade, government agencies (Department of State, diplomatic services, and international aid agencies), non-profit and non-government organizations (NGOs), the United Nations and human rights organizations. Students may wish to pursue their studies at the graduate level and will be prepared for a variety of disciplines, including public administration, international relations, international law, and diplomatic and area studies.

MAJOR (36 semester hours): EC 376, HI 140, PO 313, SO 330 or SO 420, SO 215 or PO 207; one of: SO 441, PO 441 or HI 445; internship and 2 courses in foreign language at the intermediate level.

Concentration Requirement: Student must complete an additional nine semester hours in history, sociology or political science and at least six of these credit hours must be in courses numbered 200 or above.

MINOR (18-19.5 semester hours): BI 225, one of: EC 376, BN 350 or BK 311; one of: HI 230, HI 265 or HI 380; one of: PO 311, PO 312, PO 313 or PO 367; one of SO 285, SO 327, SO 330 or SO 420; internship and one foreign language course at the intermediate level.

ACADEMIC REQUIREMENTS: A grade of C or higher in each required course for the major, including the Senior Thesis, internship, and study abroad courses.

STUDY ABROAD: Mount Mercy offers travel courses during the Winter Term. Study abroad for a semester or a year is also a possibility through exchange programs or through other colleges. With the prior approval of the academic advisor these programs may be taken and credits transferred toward the fulfillment of concentration requirements.

Additional Courses with Global Content:

| AR 295 | Survey of Mexican Culture Today | HO 218 | Inequality by Design |
| BI 210 | Biology and Human Culture | MU 332-333 | Music History and Literature |
| BI 225 | Global Environmental Issues | PL 170 | Introduction to Asian Thought |
| BK 311 | International Marketing | PL 172 | Chinese Thought and Culture |
| BN 350 | International Management | PO 102 | Introduction to Comparative Politics |
| CO 260 | Intercultural Communication | PO 103 | Introduction to International Politics |
| EC 251 | Macroeconomic Principles | PO 112 | Globalization and Human Survival |
| EC 376 | International Economics | PO 311 | American Foreign Policy |
| [EN 155 | World Literature: Non-European | PO 312 | Politics of International Economic Relations |
| EN 309 | 20th Century British Literature | PO 313 | International Law and Organizations |
| HI 100 | Basic Geographic Principals | PO 314 | Comparative Political Ideologies |
| HI 120 | The Origins of the Western Tradition | PO 367 | Politics of Developing Areas |
| HI 130 | The Emergence of the West, 800-1648 | RS 115 | Introduction to World Religions |
| HI 140 | History of the Western World Since 1648 | RS 271 | Buddhism |
| HI 213 | Recent China in the Global Economy | SO 183 | Introduction to Cultural Anthropology |
| HI 230 | Modern East Asia | SO 235 | Social Inequality |
| HI 250 | Medieval Europe | SO 240 | Medical Sociology |
| HI 260 | Early Modern Europe | SO 285 | Islam and Politics |
| HI 265 | Latin American History | SO 290 | Urban Sociology |
| HI 270 | 19th Century Europe | SO 320 | Sociology of Work |
| HI 280 | 20th Century Europe | SO 327 | Social Change and Technology |
| HI 285 | U.S. and the Vietnam War | SO 330 | Global Race Relations |
| HI 360 | Modern Britain | SO 420 | Social Movements and Revolutions |
| HI 380 | Imperial Russia and the Soviet Era | SO 441 | Senior Seminar |
| HO 216 | The Holocaust |
Management (BN)

(See Business Administration, page 92)

Marketing (BK)

(See Business Administration, page 92)

Mathematics (MA)

The mathematics major aims to give students insight into the nature of mathematics as an intellectual discipline and to develop the powers of clear and logical thinking, accuracy, flexibility in problem solving, and clarity and precision in expressing mathematical ideas. It further aims to prepare the prospective teacher, provide a sound basis for those students who plan to pursue graduate studies, and provide a background in computing for those students who wish to pursue opportunities in that field.

Mathematics is a requirement for a variety of fields, including actuarial science, operations research, statistics and quality control. In addition, mathematics emphasizes logic and precise communication, providing a good accessory background for students in rational thinking areas such as law and medicine. A Mount Mercy student who wishes to teach secondary mathematics earns the major Mathematics – Education. (See Education section of this Catalog for the major requirements).

MAJOR (40.5 semester hours): MA 164, MA 165, MA 166, MA 202, MA 380, PH 151; in addition 18 semester hours including MA 364 or MA 374 and at least one other course chosen from MA 214, MA 245, MA 323, MA 364, MA 374.

MINOR (24 semester hours): MA 164, MA 165, MA 166, MA 202 and nine semester hours including at least three semester hours chosen from MA 214, MA 245, MA 323, MA 364, MA 374.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education department for assistance.

ACADEMIC REQUIREMENTS: Minimum cumulative grade point average of 2.00 in courses required for the major. MA 364, MA 374 and MA 380 must be passed with a grade of C- or better to be counted toward the major.

No major or minor credit is given in mathematics unless the course has the prefix MA and a number 150 or above, with the following exception: one (only one) Computer Science course may be used as a mathematics elective: CS 105 or higher.

COURSE OFFERINGS

MA 004 Beginning Algebra I: 1 semester hour
This course is designed to provide remedial work for those students who enter college poorly prepared in mathematics. Class will focus on basic computational skills, dimensional analysis, irrational numbers, scientific notation, interpretation of graphs, basic geometric concepts, and an introduction to basic algebra. Emphasis will be on problem solving and reading for math.

MA 006 Intermediate Algebra II: 2 semester hours
The class covers the topics of intermediate algebra including inequalities, linear equations, systems of linear equations, quadratic equations, exponents, ratio, proportion, variation, and graphing. Returning students who have not been in a math class for a number of years might find this course a good choice in preparation
for their statistics or core curriculum mathematics course. It offers a review of mathematics concepts. For students placed in the class, it is a prerequisite for their core curriculum class choice.

**MA 120 Mathematics in Arts and Humanities: 3 semester hours**
Many mathematicians see their field not as a science, but as close kin, at least in part, to both philosophy and the arts. This course will include readings and appropriate mathematics, especially geometry, to portray mathematics as part of the liberal arts. Mathematically, the course will focus on problem solving skills while introducing the field in a way other than algebraic: What is calculus? Why is mathematics so abstract? What do we mean by the beauty of mathematics? What is the relationship between non-Euclidean geometry and the art of the Renaissance? These are the kinds of questions considered in this course. Prerequisite: Two years of high school algebra or MA 006.

**MA 125 Fundamentals of Arithmetic and Logic: 3 semester hours**
This course will introduce some key concepts of mathematics: sets, logic, and numbers. We will use these to understand the Hindu Arabic numeration system, arithmetic, and measurement. In particular, we look at how numbers and operations correspond to reality and why our computational algorithms work. This course is designed to cover ideas of interest to the elementary education major; it does not prepare a student for the computational portion of the GRE. Elementary Education majors are given preference in enrolling in this course. Prerequisite: Two years of high school algebra or MA 006.

**MA 130 Finite Mathematics: 3 semester hours**
Finite mathematics will look briefly at a variety of topics, including systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: Two years of high school algebra or MA 006.

**MA 132 Basic Mathematical Modeling: 3 semester hours**
A mathematical model is a simplification of reality that is mathematically manageable. This course examines some specific models that are widely useful, but most of its focus is on choosing or creating a model, using the model to draw conclusions and refining a model when it is not sufficiently useful. Hence, mathematics is used to solve real life problems. Technology (e.g. Excel) will be used frequently. While algebra skills are needed, additional mathematics will be developed within the course; in particular, difference equations are necessary and logarithms are useful. Prerequisite: high school algebra 2 or MA 006 Intermediate Algebra, or departmental approval.

**MA 135 Basic Statistics: 3 semester hours**
This course is an introduction to the basics of probability as well as descriptive and inferential statistics. Topics include measures of central tendency, measures of dispersion, histograms, the normal and binomial distributions, hypothesis testing, confidence intervals, chi-square distribution, correlation, and prediction. Prerequisite: two years of high school algebra, MA 006, or departmental approval.

**MA 139 Pre-Calculus: 4 semester hours**
Pre-Calculus is a collection of topics necessary for the successful completion of a year of calculus. Basically, a good knowledge of pre-calculus is a comfortable familiarity with the idea of function and with most of the basic functions, including polynomials, rational functions, exponential, logarithmic and trigonometric functions. This comfortable familiarity allows one to solve equations and inequalities involving these various functions and to produce function rules from graphs or graphs from function rules. Prerequisite: three years of high school mathematics (including Algebra 2 and Geometry), an A- in MA 006, or the consent of the instructor.

**MA 142 Mathematics Modeling: 3 semester hours**
A mathematical model is a simplification of reality that is mathematically tractable. This course does examine some specific models that are widely useful, but most of its focus is on choosing or creating a model, using the model to draw conclusions and refining a model that is not sufficiently useful. It briefly reviews, and then uses, the tools learned in Pre-calculus: functions and graphs, logarithms, and trigonometry. Prerequisite: MA 132 or MA 139, or its equivalent in high school, or consent of the instructor.

**MA 145 History of Mathematics for Elementary Education: 3 semester hours**
This is a combination of the mathematics that elementary education majors have already seen with the history of mathematics. The goal is for elementary teachers to have a sense of what mathematics is and how
the skills they will teach connect to modern mathematics. The course will include a study of the evolution of mathematics from ad hoc empirical techniques to the Greek notion of mathematics as a theoretical structure which gives certain knowledge about reality, which in turn yielded to modern mathematics – an abstract construct, possibly consistent, which does not of necessity illuminate reality. Prerequisite: At least 18 hours of the mathematics required for the original endorsement in elementary mathematics.

**MA 150 Discrete Mathematics: 3 semester hours**
The purpose of this course is to present various mathematical topics that are applicable to computer science. Topics to be covered include non-decimal numeration systems; prefix and postfix notation; the basic operations of sets, relations, and functions; induction and recursion; equivalence and congruence relations; propositional logic, truth tables, logical equivalence, and implication; Boolean algebra and switching theory; matrices and determinants; permutations and combinations; graph theory and directed graphs. Prerequisite: MA 139 or equivalent, or permission of instructor.

**MA 164 Calculus I: 4 semester hours**
Introduction to Calculus I begins with a review of analytical geometry and basic functions. It then introduces limits, continuity, the derivative, and the antiderivative. Also included are the techniques of differentiation and applications of the derivative. Prerequisite: grade of C or better in MA 139 or equivalent course or permission of instructor.

**MA 165 Calculus II: 4 semester hours**
This course introduces the definite integral and its applications along with the techniques of integration. It also includes logarithmic and exponential functions, the trigonometric functions, and their universes. Prerequisite: grade of C or better in MA 164.

**MA 166 Calculus III: 3 semester hours**
Calculus III includes the more advanced topics of basic calculus. Included are polar coordinates, approximate integrations, indeterminate forms and improper integrals, solid analytic geometry, infinite series and functions of several variables. Prerequisite: grade of C or better in MA 165.

**MA 202 Linear Algebra: 4 semester hours**
This course introduces the basic topics and techniques of linear algebra. Topics include linear systems, matrices, determinants, general vector spaces, subspaces, basis and dimension, inner product spaces, orthonormal bases, changing bases, linear transformations and their properties, eigenvalues, eigenvectors, diagonalization. Students will gain mathematical maturity in writing proofs. Prerequisite: MA 164.

**MA 210 Introduction to Graph Theory: 3 semester hours**
This course introduces concepts of graph theory and some of the most interesting and important theoretical results in the field. Concepts discussed include directed and undirected graphs, trees and general graphs, planarity in graphs, graph colorings, network flow and connectivity, matching and independent sets, and graph algorithms and applications. Prerequisite: MA 150.

**MA 214 Probability & Statistics: 3 semester hours**
The basic concepts of probability theory and mathematical statistics will be examined. Topics to be discussed include probability spaces, random variables, multivariate distributions, expectation, random sampling, central limit theorem, and confidence intervals Prerequisite: MA 165 and MA 150 or MA 202.

**MA 245 Differential Equations: 3 semester hours**
Methods of solution for the first-order as well as higher order differential equations will be discussed. Other topics to be covered include problems in mechanics, rate problems, series solutions, and systems of linear differential equations. Corequisite: MA 166.

**MA 266 Introduction to Numerical Methods: 3 semester hours**
The purpose of this course is to introduce the numerical techniques used in the solution of mathematical problems. Topics include interpolation, non-linear equations, systems of linear equations, error analysis and norms, matrix inversion, differentiation, integration, and curve fitting. Prerequisite: MA 165.
MA 323  Foundations of Modern Geometry: 3 semester hours
This course aims at showing the student the need for a rigorous, abstract, deductive treatment of geometry. It includes a study of geometry developed without using a parallel postulate and goes on to show how separate geometries evolve when different parallel postulates are added, in turn, to the common body of definitions, axioms, and theorems. Prerequisites: grade of C or better in MA 202.

MA 364  Modern Algebra: 3 semester hours
Modern algebra introduces the student to groups, rings, integral domains, and fields using as examples the ring of integers and the fields of rational, real, and complex numbers. Also included are isomorphisms and homomorphisms. Prerequisite: grade of C or better in MA 202.

MA 374  Analysis I: 3 semester hours
Analysis develops the theoretical underpinnings of calculus. The key idea is a precise definition of limit, one which never used the words “infinitely close” or “infinitely small.” Using this fundamental definition, we revisit the ideas of calculus: continuity, the derivative and the integral. In addition, we consider sequences and the topology of the real numbers. Prerequisite: grade of C or better in MA 202.

MA 380  History of Mathematics: 3 semester hours
This course will give an account of how mathematics, one of the oldest of all intellectual instruments, has developed over the past 5000 years. The content will be basically chronological, beginning with the origins of mathematics in the great civilizations of antiquity and progressing through the first few decades of this century. The emphasis will be on mathematics – how its various branches like geometry, trigonometry, algebra, and calculus developed and became interwoven and how famous mathematicians including Pythagoras, Euclid, Fibonacci, Descartes, Newton, Leibniz, Pascal, and Gauss contributed to the development. Prerequisite: Senior standing and at least 27 semester hours of math major credit or 14 semester hours of math minor credit.

MA 399  Special Topics: 3 semester hours
This course gives students the opportunity to take electives in areas of special interest to them since the topic covered varies from one semester to the next. Topics selected from both pure and applied mathematics such as real analysis, complex analysis, number theory, set theory, optimization theory, graph theory, coding theory, fractals, and operations research will be taught. This course may be taken more than once provided a different topic is being taken each time. Prerequisite: MA 166 and MA 202 or permission of the instructor. (Offered once every year).

MA 445  Independent Study: Credit arranged
Study topics will be negotiated by the student and his/her advisor.

Medical Technology
(Clinical Laboratory Science)

Mount Mercy offers a four-year major leading to the Bachelor of Science degree in medical technology. The first three years are spent at the institution completing curriculum requirements, core curriculum requirements, and electives to total 91 semester hours. The fourth year is spent in a 12-month internship in an affiliated hospital school of clinical laboratory science and technology approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). During this clinical year, a minimum of 32 hours of credit will be earned. An official transcript showing completion of the internship courses must be sent to the Registrar. Courses and grades will be evaluated and added to the student’s official Mount Mercy transcript. Upon satisfactory completion of this year, the BS degree will be awarded by Mount Mercy, and the graduate should then take the National Board examination required for registration as a medical technologist by the American Society of Clinical Pathologists.
Admission to the medical technology program at Mount Mercy does not ensure admission to the fourth year internship at the affiliated hospital. Each hospital internship program may accept or reject applicants on the basis of scholarship, health, personality, suitability for the profession, and enrollment limitations. Most hospital internship programs require a minimum science GPA of 2.50.

Mount Mercy is affiliated with the NAACLS-approved programs of clinical laboratory science and technology of St. Luke’s Methodist Hospital, Cedar Rapids and Mercy College of Health Sciences, Des Moines. Applicants who have completed a bachelor’s degree which included the required science and mathematics courses may intern at any NAACLS-approved hospital school. Students will likely need to consent to a criminal background check prior acceptance of internship.

**CAREER OPPORTUNITIES:** Hospitals, clinics, and medical laboratories are prime employers of medical technologists.

**MAJOR:** 12-month internship program. Also required outside the major:
- **Chemistry:** CH 111, CH 112, CH 211, CH 212, CH 251, CH 302, CH 303L, CH 334.
- **Biology:** BI 143, BI 143L, BI 144, BI 243, BI 274, BI 274L, BI 303, BI 315.
- **Math:** MA 135.

**ACADEMIC REQUIREMENTS:** minimum cumulative GPA of 2.50 in required science courses.

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**Mercy Experience (ME)**

Courses designated Mercy Experience (ME) are distinctive offerings within the Reflection and Action Core Curriculum (page 71). They provide an introduction and a culmination to the liberal arts core, complementing students’ majors while offering a rich grounding in the priorities of a Mercy education. The introductory (100-level) Mercy Experience ‘portal’ courses engage students in an active learning environment, with course themes derived from critical social justice and global concerns of the Sisters of Mercy. Mercy Experience Capstone courses, to be implemented in 2010-11, will offer upper level students options in such areas as international travel and service, with a focus on integrating and applying their learning.

**ME 100 Sharing the Earth with Animals: 3 semester hours**
What are our responsibilities to animals? Do animals have rights? What do our religious traditions tell us about our responsibility to animals? What does it mean to ask and try to answer these questions from the perspective of an educated person? This class addresses these questions as it prepares students to begin their studies in the liberal arts tradition. Experiences in the course promote understanding of the status of animals within religious and philosophical traditions, with an emphasis on Christianity, while fostering understanding of the impact of human actions on animals.

**ME 105 Rogues, Rebels, and Accidental Discoveries: The Crooked Path to Creativity: 3 semester hours**
Creativity is a powerful force in human beings that has shaped our civilization. In all disciplines from food preparation and actuary science to chemistry and the arts, humans have made intentional and accidental discoveries. Even games like chess require a flexible mind in which a creative and strategic thought process leads to problem solving. International capitals have been the center of creativity, like Berlin in the 1920s. Creativity erupts in unlikely places as well, like in the concentration camps of Nazi Germany. Dreams, nature, and colleagues also inspire creativity. This course examines individuals who have made significant discoveries and the context for those discoveries. As the course focuses on how creativity is revealed in many areas, students make their own discoveries about contributions to our development as a civilized and progressive world.
ME 110  Ethnic Iowans: Diversity Issues in the New Millennium:  3 semester hours
This portal course is a unique sociological journey that enables students to canvass Iowa’s colorful and diverse ethnic fabric from its earliest period in the 19th century to the present time. By analyzing various ethnic groups and immigrant populations’ manner of entry, socio-economic and political status, and contributions to Iowa’s globalized economy and culture, students are challenged to search for answers for Iowa’s spatial/ethnic stratification, state of race relations and periodic outbursts of prejudicial attitudes and discriminatory practices. Students engage in critical analysis, complete a historical map, and share their skills in service-learning projects that aim to help certain immigrant and refugee populations getting settled in Iowa. Field trips are anticipated in the Greater Cedar Rapids area, with one extending to another Eastern Iowa community.

ME 115  Cities, Sewers, and Shots: Health Protection:  3 semester hours
Awareness of public health issues is important to all students in their roles as educated citizens, regardless of their intended undergraduate majors. This course uses an interdisciplinary approach to explore historical context and current issues related to health protection in the United States. The focus is on the health of an entire community rather than on an individual or family. Students are introduced to national, state and local health concerns identified in major studies and reports. Field trips to public health sites may be scheduled.

ME 120  Immigrants and Literacy: In Pursuit of the American Dream:  3 semester hours
This course provides students with an interdisciplinary approach to learning about immigrants and their pursuit of literacy. Students encounter the historical, sociological, and political perspectives on U.S. immigration laws and policies, immigrants’ countries of origin, and factors promoting immigration to the U.S. Literary works and films and/or documentaries featuring the lives and stories of immigrants help students understand the immigrant experience. Linguistic principles related to second language learning as well as research-based reading and writing strategies from the field of Education prepare students to complete a 15-hour service learning experience tutoring immigrant children and/or adults who are learning English. Students have opportunities to work together, become oriented to Mount Mercy services, take part in student-led presentations to the Mount Mercy community, and participate in educational field trips.

ME 125  Avatars of Good and Evil: Media Stereotypes vs. Reality:  3 semester hours
A lot of research has been done about media representations of stereotypical characters and ideas. This course looks at media “avatars,” or personifications, of good and evil, compared to what research and real-world service activities reveal to be complex realities. The course will be roughly divided into three parts: Part I examines the role of personalities in politics and the news, Part II examines media stereotypes in popular narrative entertainment, and Part III concerns symbolic representations of people in advertising. Immigration and racism are featured in the first part of this course, followed by participation in a service project as the course proceeds.

ME 130  Why a Mercy Education?:  3 semester hours
This course introduces the students to the distinctiveness of a Mercy education. Insights into the values and experiences inspiring the founder of the Sisters of Mercy, Catherine McAuley, are gained from stories of her life and times. Reading Courage and Change, a history of Mount Mercy College through 1978, and interviewing current Sisters of Mercy enrich students’ understanding of the special characteristics and opportunities associated with higher education in the Mercy tradition. The course addresses issues of immigration, non-violence and poverty as it prepares students to begin their studies in the liberal arts tradition. A service learning project at one of the Mercy sponsored institutions in Cedar Rapids is another highlight of this journey into a Mercy education.

ME 135  Poor Women, Poor Family, Poor Work:  3 semester hours
This course introduces the problem of poverty as women in the U.S. experience it and seeks to discover its causes and consequences for women, their families, and their communities. Students learn to apply a range of sociological concepts and theories to critically examine attempts to explain why women have an increased risk of poverty. Social institutions such as family, education, work and polity are critically examined as they correlate to the poverty of women as well as to possible solutions. The unique experiences of women of color are included, as are those of immigrant women.
ME 140  Screen Icons: A Cultural and Aesthetic Study: 3 semester hours
This course analyzes how we can understand the phenomena of the cinema icon, through study of such figures as Marlon Brando, Marilyn Monroe, Paul Newman, Jane Fonda, Denzel Washington, Audrey Hepburn, John Wayne, and some contemporary film stars. Students encounter star performances and star images historically, aesthetically, and ideologically by examining how their films, along with magazines, the studio system, their personal lives, and advertising, contributed to making them important cultural figures. The course pursues the idea that they became icons because they tapped into and fulfilled, for better and worse, substantial emotional needs within their cultures. Students also will examine the whole nature of celebrity in our culture, while also critically addressing concerns related to non-violence, racism, and women.

Music (MU)

The music major offers two courses of study leading to the baccalaureate degree: the Bachelor of Arts in Music and the Bachelor of Arts in Music Education K-6 or 7-12. Students majoring in music have the option of either a performance or music history concentration. Students wishing to pursue the music history concentration will substitute a bachelor’s thesis for the full senior recital.

The music major prepares the student to continue music studies at the graduate level and to become a studio teacher and performer. The offerings in music education are designed for teacher certification at the elementary and secondary school level (grades K-12). Students majoring in music have two concentration options: 1) Performance, which requires a half recital (30 minutes) during the junior year and a full recital (60 minutes) during the senior year, or 2) Music History, which requires a half recital during the junior or senior years and a substantial research project culminating in a thesis during the senior year. Students with a concentration in music history must enroll for MU 445 during at least one semester of their senior year.

Students wishing to major in music at Mount Mercy must start the program in their first semester in order to complete all courses in the usual time span. An interview with the music faculty is required so proper placement and advice may be given.

As part of their applied music experience, all music and music education majors are required to attend student, faculty, and guest recitals and perform at least once each semester in the weekly music seminar.

All music majors and minors enrolled full-time must register for MU 168 (College Choir).

CAREER OPPORTUNITIES: Teaching in schools, performing or teaching privately are the areas in which most music majors are employed. Many opportunities are also available in fields of music publishing and commercial music.

MAJOR (30 semester hours): MU 100, applied music for eight terms, MU 101, MU 102, MU 105, MU 202, MU 203, MU 257 or MU 315, MU 322, MU 324, MU 332, MU 333. Students with piano as their major concentration are required to take MU 315; those with voice as their major concentration are required to take MU 257.

MINOR (21 semester hours): MU 100, MU 101, MU 102, MU 105, MU 202, MU 203, MU 322, MU 332, MU 333, plus four semesters of applied music.

ACADEMIC REQUIREMENTS: Music majors must maintain a 2.60 cumulative average in all music courses and are required to pass a piano proficiency examination in their senior year.

MAJOR IN MUSIC EDUCATION (39 semester hours): MU 100, MU 101, MU 102, MU 105, MU 107, MU 202, MU 203, MU 251; MU 257 or MU 315 or MU 322; MU 324, MU 332, MU 333, ED 232/ED 233, ED 366 or ED 367; ED 370, ED 268 and/or ED 324. Music majors must enroll for applied lessons and an ensemble every semester except for the student teaching semester. Students majoring in Music Education with an instrumental concentration will select MU 322. Students majoring in Music with a piano concentration will select MU 315. Students majoring in Music with a vocal concentration will select MU 257.

Students planning to pursue Music Education should follow the program guidelines within
the Education Section of this Catalog. Music education majors will be assigned an advisor in the
education division to ensure that all requirements for certification are met.

ACADEMIC REQUIREMENTS: Music education majors must maintain a 2.60 cumulative average in all music courses and are required to pass a piano proficiency examination in their senior year.

COURSE OFFERINGS

APPLIED MUSIC: Private lessons are available in the following areas, and may be taken for various duration and credit. All students enrolling for private lessons must obtain approval of the music department chair.

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<thead>
<tr>
<th>Field</th>
<th>0 semester hours</th>
<th>1 semester hour</th>
<th>2 semester hours</th>
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<tbody>
<tr>
<td>Guitar</td>
<td>MU 115</td>
<td>MU 116</td>
<td>MU 117</td>
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<tr>
<td>Woodwinds</td>
<td>MU 125</td>
<td>MU 126</td>
<td>MU 127</td>
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<tr>
<td>Piano</td>
<td>MU 145</td>
<td>MU 146</td>
<td>MU 147</td>
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<tr>
<td>Voice</td>
<td>MU 155</td>
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<td>Organ</td>
<td>MU 165</td>
<td>MU 166</td>
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<td>Strings</td>
<td>MU 175</td>
<td>MU 176</td>
<td>MU 177</td>
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<tr>
<td>Brass</td>
<td>MU 185</td>
<td>MU 186</td>
<td>MU 187</td>
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<tr>
<td>Percussion</td>
<td>MU 195</td>
<td>MU 196</td>
<td>MU 197</td>
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</tbody>
</table>

Applied music lessons are free to full-time music majors. Non-music majors may take private lessons as time and schedules of music faculty permit. The following fees are charged for non-major lessons:

- No credit (half-hour lesson per week): $125.00
- One semester hour credit (half-hour lesson per week): $150.00
- Two semester hours credit (one hour lesson per week): $250.00

Students will be assigned teachers by the chairperson of the music department. The amount of college credit allowed will be determined by the music faculty.

Appearance in jury examination or recital is required of all applied music students who are studying for college credit. In addition these students will attend regularly scheduled seminars for performance preparation. Students majoring in music normally enroll for applied lessons in their major area of concentration for two credit hours per semester, they may elect to take up to 4.5 semester hours each year without a fee; those majoring in music education normally enroll for one credit hour per semester.

MU 100 Seminar: 0 semester hours
A weekly seminar which allows students to gain performing experience and discuss issues related to performance.

MU 168 Mount Mercy College Choir: 0 semester hours
MU 178 Mount Mercy College Choir: 1 semester hour
Open to all students. The organization is dedicated to the development of an appreciation of choral music through participation. All styles of choral music are rehearsed, and concerts are presented on and off campus throughout the school year. This is a performing ensemble, and students are expected to attend all rehearsals and concerts. Prerequisite: audition with the director.

MU 169 Mount Mercy Jazz Choir “Jazz Connection”: 0 semester hours
MU 179 Mount Mercy Jazz Choir “Jazz Connection”: 1 semester hour
Open to all students. This vocal ensemble specializes in singing jazz arrangements of popular music. Frequently called upon to be Mount Mercy’s musical ambassadors, the group performs numerous times at both school and community functions. Prerequisite: audition with the director.

MU 189 Introduction to Music: 3 semester hours
A general survey of vocal and instrumental forms, terminology, and style characteristics of composers
from the Medieval period to the present. Emphasis is upon the musical experience (listening) and historical significance of Western art music. Taught each term with some live performances by faculty and guest artists. Can be used to satisfy core curriculum requirements.

**MU 101 Music Theory I: 4 semester hours**
Fundamentals of notation, rhythm, intervals, simple triads, three and four-part writing including figured bass, sight singing, keyboard harmony, melodic and rhythmic diction. Deficiencies in rudiments must be made up during the first two weeks of the term. Two lectures and two one-hour labs per week. (Offered alternate years during the fall semester).

**MU 102 Music Theory II: 4 semester hours**
Follows MU 101 and includes more advanced writing, sight singing, and chord construction. Harmonic dictation is now included. Prerequisite: MU 101. Two lectures and two one-hour labs per week. (Offered alternate years during the spring semester).

**MU 105 Music Computer Skills: 1 semester hour**
An introduction to music notation and sequencing software, MIDI hardware, and basic digital recording and editing techniques. Prerequisite: MU 102 or consent of instructor.

**MU 107 Instrumental Music Methods: 2 semester hours**
An introduction to basic instrumental techniques intended to enable students to become minimally proficient on a variety of wind, brass, string, and percussion instruments.

**MU 202 Music Theory III: 3 semester hours**
Continuation theory study with chromatic and altered chords. Analysis of compositions and original four-part writing. Keyboard harmony at sight in four parts. Prerequisite: MU 102. (Offered alternate years during the fall semester).

**MU 203 Music Theory IV: 3 semester hours**
More advanced theory with a study of ninth, eleventh, and thirteenth chords, their origin and application to music of the 19th and 20th centuries. The last part of this course is devoted to original compositions in the 20th century style. Prerequisite: MU 202. (Offered alternate years during the spring semester).

**MU 251 Conducting: 3 semester hours**
Conducting principles and techniques combined with a study of choral and instrumental literature. Prerequisite: MU 102.

**MU 257 Vocal Techniques: 3 semester hours**
The principles of voice production, the selection of voices by range, and a study of procedures and problems in developing vocal ensembles and the solo singer. Prerequisite: MU 102.

**MU 315 Piano Literature and Pedagogy: 3 semester hours**
An examination and analysis of piano literature from 1700 through the late twentieth century along with an investigation of current and historical pedagogical methods. Prerequisites: Completion of, or concurrent enrollment in, MU 333.

**MU 322 Counterpoint: 3 semester hours**
A study of the polyphonic techniques of the 18th century, including analysis of the music of J.S. Bach and his contemporaries. Original composition in 18th century style is required. Prerequisite: MU 203.

**MU 324 Form and Analysis: 3 semester hours**
Forms from the simple one-part song to avant garde 20th century compositions are discussed and analyzed by examination of scores from every style period. Prerequisite: MU 203.

**MU 332-333 Music History and Literature: 6 semester hours**
A survey of the development of music from pre-Christian times to the present. MU 332 will be devoted to history of music up to 1750, and MU 333 will emphasize the literature written since 1750. Prerequisite: MU 102 and sophomore standing.
MU 445 Independent Study: Credit arranged
Study topic will be negotiated by the student and his/her advisor.

Nursing (NU)

The nursing major is approved by the Iowa Board of Nursing and accredited by the Commission on Collegiate Nursing Education to provide an educational program that builds on natural and behavioral sciences and integrates the liberal arts with professional courses. Students complete degree requirements for the Bachelor of Science in Nursing (B.S.N.). Graduates are prepared to enter the profession of nursing in a variety of areas and are prepared for graduate education.

The baccalaureate curriculum is based on the belief of the faculty that socialization of nursing students into the profession is a journey that continues throughout and beyond their baccalaureate education. The faculty has adopted “the hero’s journey” as presented by anthropologist Joseph Campbell as a unifying theme for the nursing curriculum. Prior to admission to the nursing major, students must have completed two semesters of high school chemistry with a grade of at least C or one semester of introductory college chemistry.

Additional information is available at www.mtmercy.edu/depts/nurdept.htm

PROCEDURE FOR ADMISSION INTO THE NURSING MAJOR: Students must complete an application for the nursing major by following the procedures below. (In the spring semester of the first year).

1. Complete the application form for the major. (The form is available in the Department of Nursing office, 228 Donnelly). Prior to filing this application the student must:
   a. Have completed or be in the process of completing the following prerequisite courses or their equivalent with a grade of C or higher in: BI 143, BI 150, CH 113, NU 111, NU 114, a course in English Composition, and at least two of the following courses: PS 101, PS 124, SD 111, SO 122.
   b. Achieve a minimum cumulative grade point average of 2.70 based on a 4.00 scale.

2. Complete a health examination by a physician or nurse practitioner (within the past two years), receive and/or update the recommended immunizations, and forward this information to the Department of Nursing. (Forms for filing this information should be requested from this office prior to the physical examination). The above forms must be completed and returned by the start of the Fall semester of the second year. Students will not be allowed to start in the nursing major until the forms are completed and returned.

3. Submit evidence of:
   a. Renewal of Basic Cardiac Life Support (BCLS), as taught by the American Heart Association, as long as one is a nursing student.
   b. Show proof of health insurance coverage.
   c. Successful completion of a Certified Nursing Assistant (CNA) course. Completion of the course by challenge exam is not accepted.

Fulfillment of these specific requirements for admission does not ensure admission to the Department of Nursing. For those applicants who meet the minimal requirements, the department’s Admissions, Promotion, and Graduation Committee will select the applicants who in its judgment are best qualified physically, emotionally, and scholastically and best meet the standards expected of prospective members of the nursing profession.

The student is responsible for transportation to and from clinical experiences and field trips. Nursing students may not fulfill prerequisite requirements by taking CLEP exams for credit in place of courses which have been attempted and not successfully completed.

The number of students admitted to the nursing major may be limited due to available faculty and clinical resources. In the event that more students qualify for admission than can be accepted, the Admissions, Promotion, and Graduation Committee will determine the number of students to be admitted.
A student who is not accepted into the nursing major may appeal in accordance with the Academic/Administrative Grievance Procedure for Students as stated in the *Good Book*.

Students wishing to transfer from another baccalaureate nursing program will be considered on an individual basis. This process begins with a meeting with the chairperson of the department and the application will be considered by the Admissions, Promotion, and Graduation Committee.

**PROCEDURE FOR CONTINUATION IN THE MAJOR:** Once admitted to the Department of Nursing, in order to progress, the student must maintain a C or above in BI 273, BI 274, PS 124, SO 122 and SD 111 and a C in all nursing courses. The student must maintain a cumulative grade point average of 2.00. The faculty of the nursing department also reserves the right of retaining only those students who in the judgment of the faculty satisfy the requirements of scholarship and health and meet the standards expected of prospective members of the nursing profession.

All nursing courses are expected to be taken in an uninterrupted sequence until completed. If interruptions occur the student must seek readmission to the nursing major. In order to be considered for re-admission to the nursing major following any interruption of progression in the program, the student must have a minimum cumulative grade point average of 2.70 or above and submit in writing to the department of nursing the request to re-enter the nursing program. Each application for re-admission will be reviewed on an individual basis by the department’s Admissions, Promotion, and Graduation Committee.

Specific guidelines for the readmission procedure are described in the Nursing Student Handbook. A student may only repeat a course at the discretion of The Admissions, Promotion, and Graduation Committee based on the student’s application for readmission to the major. Students who are academically unsuccessful in a nursing course may repeat the course once; however, only one nursing course may be repeated.

Additional details about policies and procedures related to the Department of Nursing may be found in the current edition of the Nursing Student Handbook on the department’s web site.

**CAREER OPPORTUNITIES:** Hospitals, public health agencies, and various other community health services represent the major career openings for graduates.

**MAJOR** (51 semester hours): For Four-Year (pre-licensure) Nursing Students entering Mount Mercy in the fall of 2009 and later: Admission to the major plus NU 111, NU 114, NU 224, NU 230, NU 232, NU 240, NU 260, NU 320, NU 330, NU 332, NU 350, NU 352, NU 411, NU 422, NU 460, and NU 461.

**ACADEMIC REQUIREMENTS:** Students must maintain a C or higher in all nursing courses, and maintain a cumulative grade point average of 2.00.

**COURSE OFFERINGS**

**NU 110 Exploring Complementary Therapies:** 1 semester hour
This elective course offers students the opportunity to explore various alternative therapies that may be encountered when determining treatment options for oneself or another. The course is designed to inform the student of current modalities available in the community for persons seeking to take greater responsibility for their health status. Reflective judgement will be required as one responds to the theory and practice of alternative therapies thus enabling the student to draw conclusions that are holistic and accurate. This is a course in directed studies with readings found on the Internet for each topic covered. One field trip is scheduled.

**NU 111 Call to Adventure I:** 0.5 semester hour
Education of nursing students can be understood as a journey toward integration of the values, knowledge, skills, meaning and experiences that will sustain the future practitioner. This course is a “call to adventure” that provides the opportunity to embark on that journey.
NU 114 Call to Adventure II: 0.5 semester hour
Education of nursing students can be understood as a journey toward integration of the values, knowledge, skills, meaning and experiences that will sustain the future practitioner. This course is a “call to adventure” that provides the opportunity to embark on that journey. NU 114 is a continuation of NU 111.

NU 210 Physical Assessment for Advance R.N.-B.S.N. Students: 1 semester hour
This course is designed to validate the RN’s knowledge base and skills of physical assessment through completion of a health history and a comprehensive physical assessment under the guidance of clinical instructors. Prerequisite: R.N. status.

NU 211 Medical Terminology: 1 semester hour
This self-directed elective course provides an overview of terminology used in the health professions. The course is recommended for students who have not taken NU 111 and for students interested in the health professions. Students will independently study a text of terminology and progress through a series of assignments and a final examination.

NU 224 Nursing Skills for the Journey: 2 semester hours
This course provides theoretical and clinical application content for nursing skills. Students will have the opportunity for hands-on experiences, working independently and closely with faculty and peers learning from a variety of teaching methodologies. Upon completion of this course students will be expected to perform selected nursing skills safely and accurately under direct supervision in the clinical setting. Equipped with skills and knowledge, students are empowered to continue their journey with confidence and competence. Prerequisite: 75 hour CNA course and NU 232.

NU 230 Pharmacotherapeutics: 3 semester hours
This course provides an introduction to the broad field of pharmacology. Several concepts will be covered with particular emphasis on pharmacotherapeutics, the use of drugs for therapeutic purposes. Major drug groups will be addressed in relation to specific drug prototypes, actions, therapeutic and adverse effects, uses, interactions, contraindications, methods of administration, and consumer information. Principles of safe administration of medications, including drug calculations, will be reinforced. In addition, drug effects on specific populations will be addressed. Prerequisites: NU 224, NU 232, NU 240, NU 260 or permission of instructor.

NU 232 Holistic Human Assessment: 3 semester hours
This course is designed to provide students with the knowledge and skills necessary to perform assessments of humans as holistic persons. Lecture will provide theory to guide the students in developing subjective and objective assessment skills. Clinical application in the acute care setting will focus on assessment, communication and nursing skills. Prerequisite: admission to major.

NU 240 Disease Paths: 5 semester hours
Pathophysiology is the study of altered physiological functioning caused by disease. This course provides an overview of the biologic basis for disease in adults and children. The focus will be on the etiological factors, pathogenesis, and clinical manifestations of altered physiological processes. Students will examine how altered physiological functioning impacts the individual’s personal journey. Prerequisite: NU 232, NU 224 and BI 274.

NU 242 Concepts in Baccalaureate Nursing Education: 4 semester hours
This course is designed for Advance R.N.–B.S.N. students seeking a baccalaureate degree with a major in nursing. The purpose of the course is to provide a transition between the student’s basic nursing education, associate degree or diploma and nursing education. Students will explore the philosophy of nursing along with studying the current issues in nursing practice and nursing education. The focus of the course is the nursing process. Concept development will also be studied. Students will also complete a family assessment, study cultural diversity in the community as well as participate in service/volunteer activities. Prerequisite: current and valid Iowa R.N. licensure.
NU 260  Pathways to Professional Nursing: 5 semester hours
This course facilitates the integration of knowledge for the liberal arts, sciences and nursing as the foundation for professional nursing practice. A variety of clinical experiences within the health care environment will be encountered as the students journey across the threshold toward professional nursing. Prerequisites: NU 224 and NU 232.

NU 320  Essentials of Nutrition: 2 semester hours
This course will provide the student with essential foundational nutrition background and the knowledge necessary for evaluation of the nutritional status of clients across the lifespan. The course will focus on nutritional applications and intervention for health promotion and disease/illness. Prerequisites: NU 224, NU 232, NU 240 and NU 260.

NU 330  Beginnings: Maternal Newborn Nursing: 3 semester hours
This course focuses on the nursing care of families as they journey through childbearing experiences. Junior level nursing students are introduced to the normal process of pregnancy and delivery in addition to typical complications. Knowledge acquired from this course and previous learning experiences is applied in health care settings. Prerequisites: NU 224, NU 230, NU 232, NU 240 and NU 260.

NU 332  Challenges Along the Journey: Nursing Interventions for Clients with Mental Illnesses: 3 semester hours
This course is designed to prepare the student to provide competent nursing care to patients experiencing mental illness. Concepts will include etiological theories, diagnostic terminology and criteria, and therapeutic nursing interventions. Therapeutic use of self and the nursing process are utilized in providing care to individuals with mental illness in a variety of settings. A field trip to the Mental Health Institute in Independence, IA, will provide a historical perspective on treatment of mental illness. Prerequisites: NU 224, NU 232, NU 240 and NU 260.

NU 350  Challenges Along the Journey: Interventions for Core Body System Alterations: 5 semester hours
This course will prepare students to meet the challenges associated with caring for adults and children experiencing acute and chronic illnesses involving core body systems. Nursing interventions for persons across the lifespan will be a central theme. The focus will be on nursing interventions for persons with alterations involving the respiratory, cardiovascular, neurological, genital/reproductive, and gastrointestinal systems, as well as those interventions required for persons experiencing multi-system failure. Relevant history and theories, standards of care, prevention, current research, and legal-ethical and end-of-life implications will be addressed as applicable for each alteration. The impact of the environment, culture, and technology will also be considered. Prerequisites: NU 230, NU 232, NU 240 and NU 260.

NU 352  Challenges Along the Journey: Interventions for Alterations in Regulatory and Protective Mechanisms: 5 semester hours
This course will prepare students to meet the challenges associated with caring for adults and children experiencing acute and chronic illnesses involving alterations in regulatory and protective mechanisms. The initial focus will be on health promotion, children's response to illness and family support. Nursing interventions for persons across the lifespan will be a central theme. Interventions for persons with alterations in cell functions, fluid, electrolyte and acid-base balance, inflammation, immunity, and infection, as well as those required for alterations in the endocrine, renal, and musculoskeletal systems will be included. Interventions will be discussed in theory and applied in a variety of clinical settings. Relevant history and theories, standards of care, prevention, current research, and legal-ethical and end-of-life implications will be addressed as applicable for each alteration. The impact of environment, culture and technology will also be considered. Prerequisites: NU 230, NU 232, NU 240 and NU 260.

NU 411  Professional Preparation: 1 semester hour
In anticipation of graduating and taking the NCLEX-RN licensure examination, students will work with the faculty to develop and carry out individual plans for preparing for the exam. In addition, the students will be introduced to the responsibilities associated with maintaining a professional license and communicating with professional licensing boards and organizations. To be completed in the final semester of the nursing program.
NU 422  Clinical Preceptorship: 2 semester hours
Students will work with a professional nurse to learn the specific duties and challenges of daily responsibilities of the nurse. Through this preceptorship, the student and nurse will collaborate to identify opportunities for the student to provide direct patient care, to enhance critical thinking skills and to hone clinical skills to be well-prepared for passing the NCLEX-RN and beginning one’s first professional role. Prerequisites: NU 330, NU 332, NU 350, NU 352.

NU 441 Independent Study: 1 semester hour
NU 442 Independent Study: 2 semester hours
NU 443 Independent Study: 3 semester hours
Independent studies are open only to students applying to the nursing major and whose qualifications and academic achievements meet with faculty approval.

NU 460 Extending the Journey: Population Based Nursing: 6 semester hours
This course is specifically designed for senior level baccalaureate nursing students who have completed their basic preparation for registered nurse licensure and Advance R.N.-B.S.N. students. The course will focus on population-based concepts and application to practice. The course will explore global health care issues and address influences on care of populations. A focus on evidence based nursing practice will also be included in the course. The course will include both theory and community based clinical components. Prerequisites: senior level status. Prerequisite: NU 320, NU 330, NU 350 and NU 352.

NU 461 Extending the Journey: Professional Aspects of Nursing: 6 semester hours
This course is organized around issues that are key to the success of professional nurses in today’s constantly changing health care environment. This course is specifically designed for senior level baccalaureate nursing students and Advance R.N.-B.S.N. students who have completed their basic preparation for registered nurse licensure. Course content will address leadership and management, professional development, and legal and workplace issues. The course includes both theory and clinical components. Clinical experiences will provide opportunities for application of theory content in a variety of community-based settings. Prerequisites: NU 320, NU 330, NU 350 and NU 352.

Philosophy (PL)

The philosophy major aims to provide educational experiences that will give students the opportunity to understand and to answer basic questions of human existence. Further, it aims to assist students in integrating personal experience with philosophical reflection about values and the meaning of life, and other areas of study.

CAREER OPPORTUNITIES: Philosophy students generally excel at a variety of skills, including critical thinking, finding key concepts in the midst of complex information, evaluating ideas, and communicating effectively. As a result, the study of philosophy is an asset to any career field, especially law, business, health care, education, and the liberal arts and sciences.

MAJOR IN APPLIED PHILOSOPHY: This major will provide a program for students interested in academic study of ultimate questions. The applied philosophy major emphasizes logic, ethics, and the application of philosophical thought to contemporary problems in such areas as business ethics, environmental ethics, and legal reasoning.

The philosophy faculty must approve all programs in applied philosophy and other departments involved. The approval procedure requires that each student complete a proposal for the major which must 1) explain the reasons why she is undertaking this program and 2) include a list of the courses to be taken in philosophy and from other departments.

MAJOR (30 semester hours): At least 21 semester hours must be in philosophy, including: PL 141, PL 169; PL 170 or PL 172 or RS 271 (Buddhism) see Religious Studies for course description), PL 210, PL 400. At least 9 semester hours must be in philosophy courses numbered above 200. In addition, 9 semester hours are required in approved courses from another department or other departments, 6 of which must be numbered above 200.
MINOR (18 semester hours): PL 169; PL 170 or PL 172 or RS 271 Buddhism (see Religious Studies for course description), and 12 semester hours of Philosophy electives with 6 of the elective hours in courses numbered above 200.

COURSE OFFERINGS

PL 141 Logic: 3 semester hours
This course offers a combination of skills in critical thinking, introductions to two types of formal logic, and a survey of informal logical fallacies, all with the aim of finding uses for those skills in real life. The goal of the class is to develop the ability to distinguish between successful and unsuccessful arguments by learning the structure of good thinking and evaluating the quality of evidence used to support an argument. There are no prerequisites.

PL 151 Introduction to Western Philosophy: 3 semester hours
This course introduces students to the origin of the Western philosophical tradition. It traces the development of Western philosophy from Socrates to its first Christian expressions and examines the contribution made to Western culture by the philosophers of the classical period, especially Plato and Aristotle. Discussions focus on applying the insights of classical philosophers to contemporary issues. Both primary and secondary sources will be used. Prerequisite: sophomore standing.

PL 161 Introduction to the Philosophy of the Human Person: 3 semester hours
This course is an introduction to the philosophy of human nature. It examines some major theories that treat the nature of the human person. Such key issues as knowledge, freedom, immortality, and person are discussed. Prerequisite: sophomore standing.

PL 169 Introduction to Ethics: 3 semester hours
This course is an introduction to the philosophical discipline of ethics. Among the topics covered are: the nature of ethical inquiry, theories of happiness, an analysis of moral activity, the growth of personal moral character, differing approaches to normative evaluation (such as duty ethics and consequence ethics), and selected moral problems. Prerequisite: sophomore standing.

PL 170 Introduction to Asian Thought: 3 semester hours
This course introduces students to the thought and culture of China from earliest times through the Twentieth Century. The main focus is on the three great streams of Chinese thought: Confucianism, Daoism (Taoism) and Buddhism. The course emphasizes the role of these philosophies/religions in the social-political life and on the artistic expressions (from calligraphy to film) of the peoples of East Asia. Prerequisite: sophomore standing.

PL 172 Chinese Thought and Culture: 3 semester hours
This course introduces students to the thought and culture of China from earliest times through the Twentieth Century. The main focus is on the three great streams of Chinese thought: Confucianism, Daoism (Taoism) and Buddhism. The course emphasizes the role of these philosophies/religions in the social-political life and on the artistic expressions (from calligraphy to film) of the peoples of East Asia. Prerequisite: sophomore standing.

PL 210 Special Topics in Applied Ethics: 3 semester hours
This course applies ethical theories to areas of work-related and social morality. We will examine the ethical responsibility of professionals and several codes of professional ethics. We also will analyze select problems from the areas of business ethics, biomedical ethics, environmental ethics or other areas of contemporary interest. This course may be repeated if the area of application differs. Prerequisite: PL 169 or its equivalent.

PL 222 Philosophy of Art and Beauty: 3 semester hours
This course explores areas in aesthetics from a philosophical point of view, with an emphasis on relating aesthetics consistently to other philosophical concepts. Areas of discussion can include whether or not there is an objective basis for claims about art and beauty, definitions of art and beauty, qualities of an artist, and various aesthetic theories throughout the history of philosophy and art. Prerequisite: Completion of the core curriculum requirement in philosophy.
PL 360  *Special Topics in the History of Philosophy (subtitle): 3 semester hours*
This course in an examination of important philosophical problems or issues. Course content will vary
according to student interest. This course with different content may be repeated. Prerequisite: Completion
of the core curriculum requirement in philosophy.

PL 371  *Contemporary Thought: 3 semester hours*
This course is a critical study of how philosophers today have attempted to comprehend our humanness
and our place in the universe. This course emphasizes the insights of contemporary philosophers into the
unique problems of our time. Prerequisite: Completion of core curriculum requirement in philosophy.

PL 375  *Faith and Reason: 3 semester hours*
This course examines issues in the philosophy of religion and application of the techniques of philosopher-
cal investigation to problems in Judeo-Christian and ecumenical theologies. Topics include argumentation
for and against God’s existence, various conceptions of the Godhead, the problem of evil, the problem of
truth and religious language, the question of the afterlife, a philosophical perspective on the nature of faith,
Divine Revelation, and religious experience. Prerequisites: Completion of the core curriculum requirements
in both philosophy and religious studies and at least junior standing.

PL 400  *Senior Independent Research and Writing: 3 semester hours*
This is the capstone course for the major in applied philosophy. Students are required to write a philosophical
paper on the topic of “My Personal Ethical Philosophy and My On-Going Search for Truth” as an integral
part of the capstone experience. Students are also required to do independent research using both primary
and secondary sources and to apply their own philosophical reflection in writing a major paper. This course
is open only to students majoring in applied philosophy. Prerequisite: Permission of the instructor.

PL 445  *Independent Study: Credit arranged*
Independent study under faculty guidance of selected topic. Prerequisite: Permission of instructor.

**Physical Science (PH)**

PH 114  *Natural Science-Physical: 4 semester hours*
This course is designed for students whose major interests lie outside the field of science. It provides a basis
for appreciating the contributions of science to modern society through the development of an understand-
ing of some of the basic laws and theories of physics, chemistry, and astronomy. No previous chemistry or
physics is required. Weekly three hour lecture and two hour lab.

PH 115  *Introduction to Earth Science: 4 semester hours*
An introductory course in earth science that covers geologic origins, history and evolution of the earth along
with basic identification of minerals. Topics included are: origins and history of the mineral layers, plate
tectonics, geologic time, fossil record, and landform regions of Iowa. Field trips will be included, probably
on weekends. Weekly three hour lecture and two hour lab.

PH 151  *Principles of Physics I: 4.5 semester hours*
The first of a 2-semester introductory physics sequence using algebra and trigonometry; covers mechanics,
fluids, heat and thermodynamics, vibrations, waves, and sound. Fall semester, weekly three hours of lecture
and three hours of laboratory. Prerequisite: C or better in MA 139 or more advanced mathematics course.

PH 152  *Principles of Physics II: 4.5 semester hours*
A continuation of PH 151 that covers electricity and magnetism, optics, relativity, and selected topics in
modern physics. Spring semester, weekly three hours of lecture and three hours of laboratory. Prerequisite:
C or better in PH 151.
Political Science (PO)

The political science major seeks to meet student needs for both liberal education and career preparation. Students majoring in political science take foundation courses in four major fields – American politics, comparative politics, international politics, and political theory. A required advanced seminar, normally taken in the senior year, is intended to give students valuable experience in conducting independent study. The remaining five courses required for a major in political science may be chosen by students to fit their varying intellectual interests, educational goals, or career objectives. Two of these elective courses, selected in consultation with departmental staff, must be taken from other departments; they are intended to supplement students’ specific interests in political science and strengthen preparation for career or graduate study.

For students wanting practical experience or a chance to explore their interests in public service careers, the program offers a public service internship, in which students receive academic credit for supervised field training in public agencies.

CAREER OPPORTUNITIES: Law; education; public administration; international, state, and local governments; foreign service; journalism; specialized librarianship.

MAJOR (30 semester hours): PO 101, PO 102, PO 103, PO 111, PO 207, PO 441; plus two other political science courses; plus two approved courses from other departments.

MINOR (18 semester hours): PO 111 and PO 207; one American politics and public policy course selected from PO 201, PO 202, PO 203, PO 204, PO 326; one international/comparative course selected from PO 102, PO 103, PO 112, PO 312, PO 313, PO 314; and two other political science courses.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

ACADEMIC REQUIREMENTS: Students majoring in political science must achieve at least a final grade of C in each of the five required courses, at least a 2.00 average in the three elective courses in political science (and a passing grade in each); and at least a 2.00 average in the two elective courses chosen from other departments (and a passing grade in each).

COURSE OFFERINGS

PO 101  Introduction to Political Theory: 3 semester hours
An examination of main ideas, methods, and perspectives of some of the major Western political theorists from Plato to the modern period. Drawing upon study of the original texts, the course aims to convey an understanding of political theory as an activity, an intellectual product, and a tradition of inquiry. The course also encourages assessment of the relevance of the theories studied for understanding and evaluating politics today.

PO 102  Introduction to Comparative Politics: 3 semester hours
A comparative study of the systems of government of several foreign countries, selected to represent nations of different cultures and regions of the world and at different stages of political and economic development. The course introduces basic methods and concepts of comparative study and examines similarities and differences in such matters as political parties, executive and legislative institutions, citizen participation, and policy-making processes in the governmental systems studied.

PO 103  Introduction to International Politics: 3 semester hours
An introduction to concepts and methods in the analysis of international politics, the forms and determinants of interaction among independent states, and contemporary features and problems of international relations.

PO 111  Introduction to American Politics: 3 semester hours
A broad survey of American politics, including political behavior of the American electorate, the theory and practice of constitutional government, the structure and functioning of American political institutions, and contemporary issues.
PO 112 Globalization and Human Survival: 3 semester hours
An introductory examination of some problems that confront all people today and will require global attention and cooperation for their amelioration. Some problem areas considered include war, peace and security, ecology and resources, and poverty and development. The course also highlights the interconnectedness of the emerging global problems, considers various proposals, which have been made for addressing them, and treats the complications arising from differences of culture and values.

PO 201 The Presidency: 3 semester hours
An examination of the office, powers, and roles of the American presidency, the relationships of the presidency with other elements of the American political system and issues and problems raised by the presidency’s performance today.

PO 202 Congress: 3 semester hours
An examination of the powers, activities, and functions of the American Congress, the relationships of Congress with constituents and other elements of the American political system and issues and problems raised by Congress’ performance today. The course highlights the tension that exists between Congress as a representative assembly and as a national policy-making institution.

PO 203 The Supreme Court and Constitutional Law: 3 semester hours
An examination of the role of the U.S. Supreme Court in the American political system, the historical development of the Supreme Court’s interpretation of major constitutional provisions and leading constitutional cases.

PO 204 Political Parties and Interest Groups: 3 semester hours
An examination of the organization, roles, interconnections, and problems of political parties, interest groups, and public opinion in American politics. The course also will consider comparative materials from other western democracies.

PO 205 American Political Thought: 3 semester hours
An examination of writings by selected political theorists throughout American history. Two goals of the course are identification of the distinctive features, themes and preoccupations of American political theory and assessment of the relevance of the theories studied for understanding and evaluating American politics today.

PO 207 Political Science Research Methods: 3 semester hours
Students will learn the basic qualitative and quantitative research methods used in the social sciences. The course will begin with an introduction to the foundations of scientific research, hypothesis construction and testing, along with the strengths and weakness of different methodological approaches. Students will use a statistical analysis program (SPSS) to create and manipulate data sets. This computer assisted data analysis will permit students to understand and report basic descriptive statistics, a variety of difference of means tests, bivariate correlations, and basic multiple regression analysis. Students will also learn to read and understand literature from academic journals in the social sciences, including (but not limited to) political science, political/social psychology and political sociology. This course has no prerequisite courses. Familiarity with algebra is a plus, but not a requirement.

PO 311 American Foreign Policy: 3 semester hours
Analysis and evaluation of American foreign policy since 1945, the institutions and processes involved in its making and the historical and cultural factors affecting it. Prerequisite: PO 111 or 103.

PO 312 Politics of International Economic Relations: 3 semester hours
Analysis of reciprocal relations between global politics and economics, examining such topics as North/South conflict, the emergence of multinational non-state actors, problems of global resource allocation, the institutional framework of international development, and the growing interconnectedness of a global economy. Prerequisite: PO 103 or an introductory course in economics.

PO 313 International Law and Organizations: 3 semester hours
Analysis of the history, role, and future of international law and organizations in the social, economic, and political development of the world community. Prerequisite: PO 103 or permission of instructor.
PO 314 Contemporary Political Ideologies: 3 semester hours
A comparative study of conservative, liberal, socialist, religious, fascist, and other ideologies prominent in contemporary national and world politics. Prerequisite: sophomore standing.

PO 326 Politics and Public Policy: 3 semester hours
An analysis of the different policy-making processes incorporated in the American political system and the different kinds of political actors, patterns of conflict, and outcomes found in each. The course also treats policy-making, current policies, and policy debate found in several major areas of public policy, such as business regulation, civil rights, and economic, defense, welfare, and health policies. Prerequisite: PO 111 or equivalent.

PO 335 State and Local Government: 3 semester hours
The course deals with the theories, principles, and practices of the state and local governments in the United States with an emphasis on Iowa. The topics include scope and functions of the state and local government, capacity, federalism, institutions, participation, public administration, and budgetary matters. Prerequisite: PO 111.

PO 342 Politics and Public Administration: 3 semester hours
The course is designed to develop an understanding of the relationship between the American politics and public administration. It primarily focuses on public administration, including policy analysis, budgeting, personnel, organization, leadership, decision making, and ethics in a political environment. Prerequisite: PO 111 or consent of instructor.

PO 353 Politics and Economic Policy in the United States: 3 semester hours
The course is designed to develop an understanding of the politics of economic policy making and the institutional infrastructure of policy implementation in the United States. The course aims at exploring the complexities of fiscal, monetary, regulatory, and distributive policies in the United States. Prerequisite: PO 111 or consent of instructor.

PO 358 Political Psychology and Political Behavior: 3 semester hours
Students will study the political behavior of individuals from a psychological perspective. The course focuses on political cognition, group identity in the political realm, decision making by political elites and masses, evaluations of political candidates, mass mobilization, and responses to mass media. We will investigate political attitudes, values, the left/right ideological spectrum, trust, social capital, and mass demand as a determinate of public policy in the United States and abroad. Students will prepare a research project and oral presentation in this course. Prerequisite: sophomore standing or permission of instructor.

PO 367 Politics of Developing Areas: 3 semester hours
The course primarily deals with issues of development. The topics covered include the nature and dimension of politics of developing societies, the political culture, the doctrine of development, state-society relations, transition from authoritarianism and consolidation of democracy. Prerequisites: PO 111 and PO 102 or PO 103 or consent of instructor.

PO 406 Major Political Problems (subtitle): 3 semester hours
An examination of a general problem or issue in politics today. Course content and subtitle will vary. The course may be repeated with consent of the instructor.

PO 425 Public Service Internship: 3-5 semester hours
A supervised introduction to public service through placement in a public agency. It develops an understanding of agency functions and of employees in the public sector. Prerequisite: It is open to non-majors upon completion of PO 111.

PO 441 Seminar in Political Research: 3 semester hours
A seminar having variable content and emphasizing oral and written presentation of independent study and research done by participants. Required for political science majors.

PO 445 Independent Study: Credit arranged
Directed readings and research in political science. Topics to the determined by the student and instructor.
Psychology (PS)

The psychology major presents a scientific approach to the study of individual behavior and experience. The goal of the major is to provide an empirical and theoretical understanding of the basic knowledge, concepts, and methods of psychology. Though such understanding may lead to greater personal insight, the study of psychology is focused primarily on a body of empirical knowledge and theoretical formulations that aim to predict and explain behavior. The approach emphasizes both critical evaluation of evidence and awareness of the implications of psychological knowledge and theory for the lives of persons. Most psychology courses emphasize self-awareness and critical thinking.

A major in psychology is intended to prepare students for advanced study or entry into professional employment. A psychology major also may function as the core of an educational program in preparation for continuing informal learning. Courses in basic skills for human service workers and internship in psychology are included to facilitate application of basic knowledge in real-life settings.

A minor in psychology may be related to a wide variety of career preparations or may serve as part of a general liberal arts degree program.

CAREER OPPORTUNITIES: Social service agencies, government agencies and businesses are the prime employers of psychology majors.

MAJOR (36 semester hours) Required courses: PS 101, PS 102, PS 124, PS 325, PS 345, PS 450; two of the following Perspectives courses: PS 306, PS 319, PS 320, PS 371; two of the following Focus courses: PS 217, PS 221, PS 286, PS 385; two of the following Topics courses: PS 214 or PS 215, PS 230, PS 259, PS 349, PS 401-403, PS 411 and/or 413, PS 425, PS 441-443. Students may take one of the following for credit toward the major in place of a Topics course: BI 357, ED 253 or SW 245. Additional courses form the Perspectives or Focused courses may also count toward the Topics courses. Students must complete a minimum of 12 semester hours in the major at Mount Mercy.

MINOR (18 semester hours): PS 101, PS 124, plus at least one course from each of the following: Perspectives courses, Focus courses and Topics courses. Students must complete a minimum of 6 semester hours in the minor at Mount Mercy.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

ACADEMIC REQUIREMENTS: A grade of C or higher in each course counted toward the major or minor including PS 101. Other options for the study of psychology include endorsements in Elementary and Secondary Education.

COURSE OFFERINGS

PS 101 Introductory Psychology: 3 semester hours
This first course gives a broad overview of the field of psychology. Major areas studied include the physiological basis of thought and action, perception of the environment, learning, motivation, behavior disorders, and behavior in groups. Though basic concepts and principles are stressed, the student is introduced to a variety of approaches to the subject matter of psychology. The student also becomes acquainted with some of the methods psychologists use to answer questions about behavior and mental processes. Students may have the opportunity to serve as research participants. Prerequisite for all other psychology courses. (Offered fall and spring semesters).

PS 102 Orientation to Psychology: 1 semester hour
This course includes an introduction to the Psychology Department’s curriculum and objectives, opportunities for campus involvement and community service, and career exploration in psychology. Topics include strategies for a successful transition to Mount Mercy and for achieving academic success, exploration of careers in psychology, strategies for resolving career indecision, and strategies for implementing a career choice. (Offered fall semester).
PS 124 Developmental Psychology: 3 semester hours
This course provides a comprehensive overview of normal human development throughout the entire life span. Similarities and differences in the normal biological, cognitive, social and emotional development of humans will be studied. Prerequisite: PS 101. (Offered fall and spring semesters).

PS 205 Psychology of Adjustment: 3 semester hours
The focus of this course is on the study of the problems and processes of psychological adjustment to the stresses, conflicts, anxieties, and frustrations of life today. This course focuses on several topics in depth: stress and stress management, self-esteem, communication, relationships, and work adjustment. Student participation is required. (This course does not count toward the major. It counts toward the holistic health domain of the core curriculum).

PS 214 Psychology of the Middle School Student: 3 semester hours
This class will examine the social, emotional, physical and cognitive development of children in middle school. Students in this course will learn about the unique needs, abilities, and interests of middle school-aged children. Specifically, students will gain an understanding and appreciation for the dilemmas faced by middle school students as they experience conflicting societal expectations and options. Prerequisites: PS 101 and PS 124. (Students can not receive credit for both PS 214 and PS 215).

PS 215 Adolescent Psychology: 3 semester hours
The focus of this course will be on the social, emotional, physical, and cognitive development of persons aged 13-20. The course will examine how the concept of adolescence has changed over the years, and how families, peers, school, and the culture influence adolescent development. In addition the course will examine in depth a number of problems facing today’s teenager like drug use, sexual activity, and violence. Prerequisites: PS 101 and PS 124. (Students can not receive credit for both PS 214 and PS 215).

PS 217 Positive Psychology: 3 semester hours
This course will examine the growing movement in psychology toward studying positive mental health. About 50 years ago the human potential movement used terms like “self-actualization” and “full-functioning” to describe ideal mental health. Since about 1990 psychologists have again begun to focus on positive states of mental functioning, but now the approach is more scientific. This course covers current topics in positive psychology, such as character strengths, “flow”, optimism, happiness, well-being and positive relationships. Prerequisite: PS 101.

PS 221 Social Psychology: 3 semester hours
Social psychology focuses on human social relationships. This course studies the influence of others on individual behavior and attitudes, various sorts of interaction between individuals, and behavior of people in groups. Topics include conformity, helping behavior, persuasion, social cognition, attitude formation and change, aggression, sex roles, prejudice, and attraction. Prerequisite: PS 101. (Offered fall and spring semesters).

PS 230 Psychology of Religion: 3 semester hours
This course will explore how psychology and religion are linked. Topics include psychological theories of religious behavior, ways that religious belief and practice change with psychological development, connections between religious phenomena and mental health, behavioral differences between cults and established religions, and the religion versus science debate. Prerequisite: PS 101.

PS 259 Health Psychology: 3 semester hours
Health psychology is the field within psychology devoted to understanding psychological influences on how people stay healthy, why they become ill, and how they respond when they get ill. This course will explore the interface between psychological theory, research, and health-related issues such as stress, coping, prevention models, death and dying, patient compliance, and the relationship between health-care providers and patients. Prerequisite: PS 101.

PS 286 Biological Psychology: 3 semester hours
This course involves an overview of biological explanations of behavior. The course begins with a description of the dynamic activity of neurons and the basic anatomy of the nervous system. Building upon this
foundation, topics include: methods of investigation, drugs and behavior, development and evolution of
the brain, sensory and motor processes, waking and sleeping, hunger and thirst, sexual behavior, learning
and memory, emotions, mood disorders, and schizophrenia. Prerequisites: PS 101 and BI 143 or BI 144 or
permission of instructor. (Offered spring semester).

**PS 306 Abnormal Psychology: 3 semester hours**
This course is an overview of disorganized states of human functioning, including disorders of mood, thought,
and behavior. The course follows the DSM system of classification, while explaining disorders from various
perspectives. Prerequisites: PS 101 and at least two other psychology courses, plus junior or senior status.
Students are strongly encouraged to take PS 286 and PS 319 prior to taking PS 306.

**PS 319 Classic Theories of Personality: 3 semester hours**
The study of major personality theorists who did most of their theorizing prior to 1970, including early key
psychoanalysts, behaviorists, trait theorists, and humanists. The focus will be on the theories of individual
theorists. Topics include normal and abnormal personality functioning, personality development, and re-
search done on these theories. Representative assessment devices will be demonstrated and selected research
will be noted. Along with a textbook, students will be asked to read selected portions of the theorists’ own
writings. Prerequisite: PS 101. (Offered fall semester).

**PS 320 Contemporary Theories of Personality: 3 semester hours**
Contemporary personality theorists have refined and modified traditional theories through continuing
research. They also have developed some completely new approaches to the study of personality. This
course will examine these recent advances. Topics covered include modern psychoanalytic theory; modern
learning theory, especially social learning theory; cognitive theories of personality, modern trait theory,
especially Big Five theory; biological approaches to personality, and positive psychology. Critical think-
ing about theories and research is encouraged. Prerequisites: PS 101. All students are encouraged to take
PS 319 prior to PS 320.

**PS 325 Statistics for Behavioral Sciences: 4 semester hours**
This course involves application of observational and survey methods, and it includes use of statistical pro-
cedures within the context of correlational research. Reading empirical literature and writing summaries of
statistical analyses are emphasized. Use of computer software (SPSS) is integrated throughout the course.
Topics include descriptive statistics, estimation, hypothesis testing, t tests, effect size, power analysis, bivari-
ate correlation/regression, multiple correlation/regression, and a brief introduction to nonparametric tests.
A student-designed project will include research design, data collection, statistical analysis, preparation of
a research report, and a formal presentation. Prerequisite: PS 101. Students should have the equivalent of
one year of high school algebra before enrolling in PS 325. Completion of MA 135 (Basic Statistics) before
PS 325 is strongly recommended. (Offered fall semester).

**PS 345 Psychological Research Methods: 4 semester hours**
This course includes use of statistical methods within the context of experimental research. Emphasis
includes reading and evaluation of research articles, written summaries of statistical analyses, proposing
and conducting experimental research, and APA-style research reports. Use of computer software (SPSS) is
integrated throughout the course. Topics include hypothesis testing, one-and two-way analysis of variance,
multiple-comparison tests, power analysis, effect size, and several research designs: randomized groups,
within-subjects, and mixed factorial. A student-designed project will include research design, data collec-
tion, statistical analysis, preparation of a research report, and a formal presentation. Prerequisites: PS 101
and PS 325 (with a letter grade of at least a C-). (Offered spring semester).

**PS 349 Industrial/Organizational Psychology: 3 semester hours**
This course involves a general orientation to the field and is designed to familiarize students with applica-
tion of psychological principles and theory in the workplace. Topics include methods of investigation, job
analysis, employee selection, training, performance appraisal, employee motivation and job satisfaction.
Prerequisites: PS 101 and one of the following: BA 270, MA 135, or PS 325. (Offered winter term).
PS 371 Introduction to Counseling: 3 semester hours
This course introduces students to various aspects of the counseling field. The course will focus on professional and ethical issues in counseling, and on major theoretical approaches to individual counseling. Attention will be given to evidence-based practice in counseling. Various approaches to counseling will be demonstrated. Prerequisites: PS 101, and junior or senior status. It is strongly recommended that students have completed SW 245, PS 306 and PS 319 prior to taking PS 371. (Offered spring semester).

PS 385 Cognitive Psychology: 3 semester hours
This course includes a study of mental processes. Models of information processing and cognitive neuroscience will be emphasized. Topics include methods of investigation, visual perception, selective attention, working memory and long-term memory, representation of knowledge, language, reading, and executive processing. Assessment, explanation of phenomena, and application of knowledge will be emphasized. Prerequisite: PS 101 and BI 123 or BI 143. (Offered fall semester).

PS 401 Directed Readings in Psychology: 1 semester hour
PS 402 Directed Readings in Psychology: 2 semester hours
PS 403 Directed Readings in Psychology: 3 semester hours
This course may be initiated by an instructor or by a student or group of students on a topic of special need or interest. Prerequisites: PS 325, 345 (with a grade of B- or better), psychology major, junior or senior status, courses related to reading objectives, and written consent of the instructor and the Department of Psychology. Formal application must be made to the department during or at the end of the semester preceding expected enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic.

PS 411 Practicum in Psychology: 1 semester hour
This course provides the student an opportunity for professional interaction in selected agencies or institutions under the supervision of a professional in the field. The student could take PS 413 (3 credit hours) in addition to this course, but for no more than four semester hours of internship in total. The amount of credit signifies the amount of time the student is at the agency. PS 411 (1 credit hour) implies being at an agency for three to four hours per week. This course will require weekly meetings with the instructor and is designated Pass/Fail by the instructor. Prerequisites: Permission of the department, sophomore or higher standing, and completion of at least three psychology courses with a C or better. Formal application must be made in the semester prior to the internship. (Offered fall semester).

PS 413 Internship in Psychology: 3 semester hours
This course provides the student an opportunity for professional interaction in selected agencies or institutions under the supervision of a professional in the field. The student could take PS 411 in addition to this course, but for no more than four semester hours of internship in total. PS 413 (3 credit hours) implies being at an agency for ten to twelve hours per week. This course requires meeting in a group with the instructor to discuss ethical issues in practice, to review and practice clinical skills, and to process the internship. This course is designated Pass/Fail by the instructor. Prerequisites: students must have permission of the department, have completed at least five psychology courses, including PS 306 and SW 245 or have permission of the instructor, have a minimum of 2.00 in both overall GPA and in all psychology courses. Formal application must be made in the semester prior to the internship. (Offered spring semester).

PS 425 Research Seminar: 3 semester hours
This course will give students experience with the entire research process. As a class, students will design and implement a research study. In addition, the class will gain experience at analyzing data and preparing the study for presentation at a psychological conference. Prerequisite: Psychology major or minor, junior or senior standing, and PS 325 and 345 with a grade of B- or better. This course is offered every couple of years.
PS 441 Independent Study in Psychology: 1 semester hour
PS 442 Independent Study in Psychology: 2 semester hours
PS 443 Independent Study in Psychology: 3 semester hours
Prerequisites: PS 325, 345, (with a grade of B- or better), psychology major and junior or senior status. Formal application must be made to the department during or at the end of the semester preceding enrollment (no later than one week after final exams). Credit is variable (up to 3 semester hours), depending upon the scope of the topic. (See Independent Study section on page 78 in this Catalog).

PS 450 Senior Seminar: 3 semester hours
This course is designed as the final psychology course for psychology majors. In this seminar, students will review the entire field of psychology and study in-depth a number of topics selected by the class. Through discussion, guest lectures, and student presentations, students will have the opportunity to integrate, synthesize and apply the knowledge and skills they have gained from other courses. Prerequisites: Senior psychology major, PS 325 and PS 345. (PS 345 may be waived after consultation with instructor). (Offered fall and spring semesters).

Religious Studies (RS)

Religious ideas and symbols contribute to many people a sense of purpose in life. The courses engage students in critical analysis of such ideas and symbols. While this study often brings students personal enrichment, the academic study of religion focuses especially on developing skills of critical thinking and clear communication in relation to knowledge of religions. Each option for the core curriculum required course introduces students to these skills in a significant area of knowledge about religious life. Advanced courses allow deeper study of central issues in Christian thought. These courses help to prepare majors for many career opportunities or graduate school programs and help non-majors develop their thinking and communication skills.

CAREER OPPORTUNITIES: Religious studies majors may enter law school, study politics or engage in political activism for peace and justice, and become journalists or chaplains in campus or hospital settings. They also find church-related careers as teachers of religion, directors of religious education programs, youth or family-life ministers, directors of volunteers or of social justice activities, liturgical ministers and pastoral associates.

MAJOR (30 or 36 semester hours) to be distributed in one of two ways:
1. General Religious Studies Emphasis; 30 semester hours in religious studies, including two biblical studies courses selected from RS 111, RS 113, RS 283; RS 116 or RS 117; RS 211; RS 282 or RS 311; RS 321, RS 451, and three additional courses above 200*.

2. Pastoral Ministry Emphasis; 27 semester hours in religious studies, including two biblical studies courses selected from RS 111, RS 113, RS 283; RS 116 or RS 117; RS 211; RS 282 or RS 311; RS 321, RS 331, RS 461, one additional religious studies course above 200*, and at least nine semester hours in psychology and/or sociology and/or social work to be determined in consultation with those departments and the major advisor.

* With the approval of the advisor, a student may use any of the following three courses as additional options to fulfill the course requirements for the major: PL 375 Faith and Reason, PS 230 Psychology of Religion, [SO 378 Sociology of Religion]. Descriptions for these courses are listed under the respective department.

TEACHERS IN CATHOLIC SCHOOLS (TCS): RS 116, ED 285, and one of the following courses: RS 211, RS 311, or RS 331.

IN-SERVICE FOR CHRISTIAN EDUCATORS: Suggested: RS 111, RS 113, RS 116 or RS 117. A teacher may also find, in consultation with the department, that one of the upper-level courses would be helpful.
MINOR (15 semester hours): 15 semester hours in Religious Studies electives with at least 6 of the hours numbered at the upper level.

COURSE OFFERINGS

RS 111 Introduction to the Bible: Old Testament: 3 semester hours
A survey of the origin, development, and principal themes of the Old Testament to gain a basic understanding of the foundations of Israelite faith. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing various types of Old Testament writings.

RS 113 Introduction to the Bible: New Testament: 3 semester hours
A survey of the New Testament, presented within the historical and cultural perspectives of the first-century Christian communities. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing Paul's letters and the gospels.

RS 115 Introduction to World Religions: 3 semester hours
A consideration of each of the great religions in the context of contemporary society. Variations in the structure, organization, and function of the religions are systematically examined.

RS 116 Introduction to Christianity: The Roman Catholic Tradition: 3 semester hours
An analysis of contemporary Roman Catholic life and thought. The great themes and great tensions that characterize Catholicism today will be studied in the context of key turning points in the development of Catholicism over the centuries.

RS 117 Introduction to Christianity: The Protestant Tradition: 3 semester hours
An analysis of the formation of the 16th Century churches of the Protestant Reformation and of the variety of Protestant responses to the revolutions of life and thought brought by the modern world.

RS 118 Christians Divided: Conservative versus Liberal Battles: 3 semester hours
This course is an investigation of the reasoning behind different Christians’ views on controversial issues. Possible issues include these: 1) Did God create exactly the way the Bible says? 2) Can God be called “Mother” as well as “Father?” 3) Can non-Christians be saved? 4) Is homosexuality sinful? 5) Are people born into a state of “original sin?” 6) Is God responsible for evils like wars, earthquakes, and cancer? Students will learn about the different assumptions and arguments employed to defend each of the opposing views on such issues, sharpen the critical thinking skills that investigate the origins of ideas, and analyze different views as to the shared assumptions that make them all expressions of Christian faith.

RS 119 Christian Action: Moral Responsibility, Charitable Service, Social Justice: 3 semester hours
An examination of what it means to live Christian faith in three spheres: personal moral responsibility, charitable service to others (especially needy individuals), and organized efforts to transform societal structures toward greater justice for all. In the first sphere students will analyze different views of what Christianity requires in areas such as sexuality, honesty, non-violence, etc. Students will explore the second sphere through stories of people who devote some or all of their lives to serving others; students will reflect on how far all Christians may be called to go in following these examples. The third sphere will engage students in different views on questions such as, does the most meaningful service require more than handing out food; does it require advocating societal changes that could reduce unemployment and underemployment, etc.

RS 211 Who is Jesus?: 3 semester hours
An exploration of results of modern historical study of the gospels, which provide a better picture of the facts of Jesus’ life than Christians have had for the past 19 centuries. This course also analyzes the significance of such historical information for evaluating past and present expressions of Christian belief in Jesus as Lord and Savior. Prerequisite: Fulfillment of core curriculum requirement in Religious Studies.
RS 271  Buddhism: 3 semester hours
This course is an introductory course in Buddhism. Topics discussed include the life and teaching of Siddhartha Gautama, the spread of Buddhism throughout its history up to and including today, the religious forms and practices of Buddhists in the various lands in which Buddhism has taken root, the affects of Buddhism on the cultures of Asia, and the philosophical developments of Buddhism both in the Theravada and the Mahayana traditions. Prerequisites: Fulfillment of core curriculum requirement in Philosophy.

RS 282  Topics in the Western Religious Tradition: 3 semester hours
Students will explore a particular topic in the western religious tradition. The topics can be in areas such as the following: the writings of an important thinker (e.g., Thomas Aquinas or Martin Luther), or the religious dynamics of a historical period (e.g., the impact of the reformation on Christian doctrine, practice and organization), or the development of theological or moral doctrines or religious practices (e.g., Women in the Church). Prerequisites: Fulfillment of core curriculum requirement in Religious Studies.

RS 283  Topics in Biblical Study: 3 semester hours
An exploration of a particular topic in academic study of the Bible using modern methods of interpretation. Examples of possible topics include a single book like Genesis, a set of books like the letters of Paul, or a biblical theme like “Covenant.” This course may be repeated for credit with a different topic. Prerequisite: Fulfillment of core curriculum requirement in Religious Studies.

RS 311  Spirituality and Sacraments: 3 semester hours
An analysis of the character of the new life that, according to Christian belief, begins with baptism and draws nourishment from the Eucharist along with other sacraments. Various perspectives will be explored primarily in terms of what they suggest about the character of Christian spirituality and vice versa. Prerequisite: Fulfillment of core curriculum requirement in Religious Studies.

RS 321  Faith and Moral Life: 3 semester hours
An analysis of theological foundations of Christian moral life, including the role of faith, hope and love in Christian formation and motivation. Issues of the authority of biblical and church teachings in relationship to personal responsibility for moral decision-making will be explored. The applicability of the moral principles derived from this study will be tested through consideration of specific areas of contemporary moral debate. Prerequisite: Fulfillment of core curriculum requirements in Religious Studies and Philosophy.

RS 331  Ministries of the Christian People: 3 semester hours
An analysis of theological foundations and purposes of volunteer and professional activities in Christian service, emphasizing current approaches to ministry as a dimension of every Christian’s life. Prerequisite: Fulfillment of core curriculum requirement in Religious Studies.

RS 445  Independent Study: Credit arranged
Directed readings and research; topics determined by the student and faculty director.

RS 451  Senior Research and Writing: 3 semester hours
A capstone course of the general religious studies major that allows the student to do independent research on a topic in religious studies utilizing the academic skills gained from previous course work. This research will result in a major paper.

RS 461  Senior Field Instruction: 3 semester hours
Field instruction includes educationally directed practical experiences. Guidance by an experienced catechist or pastoral leader will be arranged and supplemented by weekly individual and group conferences with a faculty member. Students will be expected to do related readings and recording of field experiences. Students will spend eight hours a week in their field placement. The course will be graded pass/fail and must be taken concurrently with or subsequent to RS 331. Prerequisite: permission of the department chairperson.
Service Learning (SL)

SL 100 Topics in Social Justice-Mexico: 3 semester hours
In this travel course, students will study Mexican culture in order to enhance their understanding of social justice. The course culminates in a seven-day trip to Guadalajara, where we will visit factories, schools, museums, and churches. On-campus preparation for such travel will include a brief overview of Mexican history, a study of Christian perspectives on social justice, and a discussion of novels and stories that depict a range of topics relevant to contemporary Mexico (work conditions, education and literacy, the role of the Catholic church and the family, relations with the U.S.). Students will keep a journal of their reading and travel experiences, and they will complete a research paper or project after returning from Mexico. Prerequisites: Permission of the instructor in consultation with the Director of Campus Ministry.

SL 110 Topics in Social Justice-Appalachia: 3 semester hours
In this travel course, students will study Appalachian culture in order to enhance their understanding of social justice. The course culminates in a seven-day trip to West Virginia, where we will tutor people of all ages in a learning center. We will live with families and visit an old coal mine. There may also be opportunities to visit schools and medical facilities. On-campus preparation for such travel will include a brief overview of Appalachian history, a study of Christian perspectives on social justice, and a discussion of novels and stories that depict a range of topics relevant to Appalachian culture. Students will keep a journal of their reading and travel experiences, and they will complete a research paper or project after returning from West Virginia. Prerequisite: permission of the instructor in consultation with the Director of Volunteerism and Service Learning.

SL 120 Across Borders: 3 semester hours
In this travel course, students will examine the experience of Mexican immigrants in south Texas and northern Mexico as well as here in the Midwest. Students will examine issues of immigration in light of Catholic understandings of equality and social justice. The course will include a significant local service component and, over Fall break, a consciousness-raising “border witness experience” in Texas with the ARISE program, sponsored by Sisters of Mercy and other religious communities. Prerequisite: sophomore standing.

SL 164 Service Learning — An Immersion Approach: 3 semester hours
In this travel course, students will immerse themselves in a service learning experience. During the winter term, students will spend the first few days of class learning about the importance of service throughout life and preparing for departure to San Juan, Texas. The class will then spend two weeks doing various service projects in Texas and Mexico. The service experiences will range from building houses for those in need, to working at a free health clinic. Students will have some discretion regarding the type of service experiences they wish to perform. In addition, students will read, discuss and reflect on, through group sessions and writing, Robert Cole’s book The Call of Service. Students will also be required to maintain a daily journal of reflections, participate in group discussions regarding daily activities, and prepare a group presentation of their experience. This course will have additional expenses.

SL 220 Sociology of Katrina: Service Learning in New Orleans: 3 semester hours
This is an intensive four-week, hands-on service-learning class that combines critical sociological analysis, photographic documentation, and on-site service learning to make sense of the city of New Orleans in pre-and post-Katrina periods. Using “urban political economy” and “city as text” approaches students in the first two weeks will study the history of the city of New Orleans prior to its destruction by Hurricane Katrina in August 2005, as well as challenges faced by the city residents and local politicians to rebuild New Orleans in the aftermath of Katrina. They will then deconstruct New Orleans’ urban structure in preparation for service-learning components and other on-site assignments. In the following two weeks students will travel to New Orleans and will engage in a variety of service-learning activities such as rebuilding homes as part of the Habitat for Humanity program, working in local clinics providing much needed health care, and participating in field studies using photography to document the social reality of city residents. Prerequisites: SO 122, Introduction to Sociology.
Social Science

The curriculum in the social science minor is designed to provide a broad exposure through course selection from several disciplines.

MINOR (18 semester hours): The student is required to complete courses in each of three departments listed below. Those seeking exceptions to the specified courses, or students wishing to apply courses taken elsewhere to the minor, must receive approval of the chairperson of the Social Science division. (Note: this minor does not satisfy secondary education approval for social studies; see Secondary Education section of this Catalog for courses that do. This does not satisfy the requirements for an elementary education area of concentration/minor).

- **Economics:** EC 251, EC 252
- **Political Science:** PO 102, PO 204, PO 406.
- **Psychology:** PS 205, PS 221, PS 306, PS 319.
- **Sociology:** SO 176, SO 202, SO 327, [SO 378].
- **History:** Any two upper division courses, preferably one in American history and one in world history.

Social Work (SW)

The Social Work major is designed to give students an understanding of human functioning in contemporary society, the challenges and problems people encounter, and the social services available to them. The program endeavors to develop in the students an awareness of the interaction of biological, psychological, and social influences on human behavior within the social and physical environment; understanding of the impact of prejudice, discrimination, and oppression on vulnerable groups within the society; appreciation of and dedication to working for social, political, and economic justice; the ability to determine areas of social work concern and responsibility; and competence in entry level generalist social work practice, with individuals, families, groups, organizations, and communities. This content in social welfare and social work is integrated with a liberal arts base. The primary objective of the program is to prepare students for immediate employment in social work; a secondary objective is preparation for graduate study.

The program is accredited by the Commission on Accreditation of the Council on Social Work Education for the baccalaureate level. The Mount Mercy transcript shows that the student has earned a Bachelor of Arts degree with the major in Social Work.

Students who graduate from Mount Mercy with an accredited baccalaureate social work major may be eligible for “advanced standing” in many MSW programs. This usually allows a student to complete an MSW in a shorter amount of time than the regular program takes. Students seriously considering graduate school should take a course in statistics and a course that includes the use of computers for data entry and computation. They should also be aware that a 3.00 grade point average is assumed as a minimum entrance requirement by most graduate schools of social work, and at least a grade of B in each social work course.

The Mount Mercy social work program works cooperatively with other accredited baccalaureate social work programs to evaluate the transferability of courses to satisfy the major. Students interested in these options should consult the department faculty.

**CAREER OPPORTUNITIES:** Graduates with the Social Work major are prepared for professional generalist social work in a variety of fields. They also are eligible to apply for social work licensure in states where it is either mandatory or voluntary at the bachelor level of practice. The majority of graduates are employed in social work or related human service positions, including child protective services, foster care, in-home family services, residential services for
children and adults, substance abuse treatment, programs for people with disabilities, juvenile and adult corrections, community development, and programs for elderly people.

ADMISSION TO THE MAJOR: Admission for further study in the social work major is conducted without discrimination on the basis of race, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation. In order to be accepted for study in the social work major, students must have earned at least a C (2.00 grade points) in all required social work courses that they have taken and in PS 124 Developmental Psychology, SO 215 Methods of Social Research, and PO 326 Politics and Public Policy if completed by the time they make application for acceptance into the major. All other courses specifically listed as required for the major must be passed with no less than a C- grade. Students also must have a cumulative grade point average of 2.25.

Application for acceptance for further study in the major occurs during the Spring term of the sophomore year. In addition to having completed SW 232 prior to submitting their application, students will need to have a cumulative GPA of 2.25 or above for their application to be processed. Students who transfer into Mount Mercy do not apply for acceptance into the major until they have satisfactorily completed SW 232 and, usually, SW 245 (or equivalent). Transfer application usually occurs in fall of their junior year. Eligible students will be provided application materials consisting of Social Work department guidelines for submitting:

1. A written statement reflecting the students’ knowledge of social work as a profession and their personal qualifications for it;
2. A brief analysis of hypothetical case material.

The deadline for submission of the materials is identified at the time the student is provided the application. All materials are reviewed by all full-time department faculty to decide on the extent the materials address the guidelines and standards for acceptance into the major. If necessary, the student is contacted by the department chair and given opportunity to supplement the materials and resubmit the application. Once the materials are in compliance, one of the department faculty schedules an interview with the student to discuss his/her application for further study. The student is informed of the departmental decision during that meeting.

Following the interview, the student receives a written confirmation of the outcome of his/her application. The student may be fully accepted, provisionally accepted (with specific requirements and deadline for removal of the provision), or may be denied admission to the program (with specific reasons for the denial listed).

Students who have been accepted into the major but who have not made progress toward completion of the major during any two-year period need to contact the department chair and reactivate their admission for further study.

APPEALS PROCEDURE AND MAINTAINING GOOD STANDING IN THE MAJOR: A student may appeal a decision considered unjust by submitting a written statement to the department chair within ten working days of receiving the decision. In the statement the student must clearly outline the basis of the appeal and indicate if he/she wishes to exercise the right to meet with the department faculty. After reading all written material submitted and weighing the content of any meetings, the faculty will decide on the appeal. The department chair will notify the student in writing of the outcome of the appeal. In the event the student still believes he or she has been unnecessarily treated, appeal of the decision may be made to the Vice President for Academic Affairs as outlined in the “Grievance Procedure for Students” in the Good Book.

In order to maintain good standing in the department, students must earn at least a 2.00 grade point average in specified courses required for completion of the major. They must also display the ability to practice within accepted ethical guidelines for professional social work consistent with those outlined in the most recent version of the Code of Ethics of the National Association of Social Workers.

Decisions about a student falling below 2.00 grade point average in one or more required courses while maintaining a cumulative average of 2.25 is handled on a case-by-case basis. The social work department follows the institution policies and procedures on handling academic
grievances. These procedures are found in the publication the *Good Book* available through the Enrollment and Student Life office. Those procedures are also found in the Student Handbook of the Department of Social Work. Each student majoring in social work is provided a copy of the Handbook when they apply for further study in the major.

Appeals of decisions not related to performance in theory or field courses will follow the same procedure outlined previously.

**FIELD INSTRUCTION:** Admission to junior and senior field courses is arranged through the Field Coordinator. This is done the term prior to the student enrolling in the field courses. Appropriate forms and information are distributed to eligible students by the Field Coordinator. Except by special permission from the department, no student on provisional acceptance will be accepted into either junior or senior field instruction.

Because the practice of social work involves a public trust, social workers in professional practice are held to high standards. They are expected to conduct themselves in ways that demonstrate collegial respect and that put their client’s interests first. Professional social workers are to act in accordance with accepted ethical standards (currently as articulated in the NASW Code of Ethics) and can be subject to sanctions if violations occur.

In light of this, social work majors at Mount Mercy will be held to high academic standards and their attitudes and actions are expected to be consistent with professional standards. Course material includes the study of the NASW Code. Materials for junior and senior field instruction identify professional standards and what the faculty considers to be violations of those standards. Those materials also include circumstances in which progress through the field placement and/or the major may be interrupted or terminated. *The Social Work Student Handbook* and the junior and senior field instruction manuals contain information pertinent to this.

Depending on the nature of the client population and the services delivered, field agencies may do background checks for founded child or dependent adult abuse, and for certain kinds of criminal behavior. The results of these checks may prevent the student from doing a field placement in that agency and from becoming employed in some agencies. Students are required to sign a disclosure statement to identify impediments to obtaining a social work field placement.

**DEPARTMENT RESTRICTIONS:** The Social Work Department does not participate in the BAA/BAS degree program. In order to participate in Mount Mercy’s second degree program, social work students who have already completed a degree from another college or university must have their core curriculum courses evaluated for equivalency to those required by the Social Work Department. Courses determined to be missing as well as all courses required for the major must be completed. Only courses taken through other accredited baccalaureate social work programs may be evaluated for equivalency of required social work courses. The Social Work program does not waive any of the required coursework based on credit for life experience or for current or past employment.

**THEORY AND FIELD COURSES FOR THE SOCIAL WORK MAJOR:** Students are encouraged to contact one of the Social Work department faculty members for advice on the course sequence. Some of the required courses that are not taught in the social work department need to be completed before social work courses.

There are many courses offered by other departments that students are encouraged to take as electives. Social work majors typically find that course work in political science, sociology, psychology, and criminal justice enhances their knowledge base for professional practice. Department faculty also encourage social work majors to enhance their liberal arts foundation by additional course work in English, religious studies, philosophy, history, the fine arts, and offerings in other departments.

**MAJOR** (a minimum of 49 semester hours in social work courses): SW 115, SW 226, SW 232, SW 245, SW 265, SW 300, SW 320, SW 330, SW 346, SW 361, SW 435, SW 461, one of the following courses: SW 210, SW 225, SW 235, SW 250, SW 280; plus PS 101, PS 124, SO 122, SO 215, PO 111, PO 326; SD 111 or SD 112; BI 123; and one course from the core curriculum writing courses. Social work majors may not use SW 265 to satisfy the social science requirement.
If students take any of the required, non-departmental courses at other colleges or universities, they should check with departmental faculty to assure that the courses are equivalent to those required by the Social Work Department.

The following is the typical sequence of courses required for the major:

**Freshman Year:** PS 101, SO 122, one course from core curriculum writing courses, SD 111 or SD 112; BI 123, SW 115, PO 111

**Sophomore Year:** PS 124, SW 226, SW 232, SW 245, SW 265

**Junior Year:** SO 215, SW 300, SW 320, SW 330, SW 346, SW 361, PO 326

**Senior Year:** SW 435, SW 461

The required elective may be taken when the student can schedule it and when prerequisites for it are met. Transfer students should contact a department faculty member to be sure of the appropriate sequence.

**ACADEMIC REQUIREMENTS:** Students are reminded to review the previously stated grade requirements for courses crediting toward the Social Work major.

**COURSE OFFERINGS**

*Note: The courses marked with an asterisk (*) are limited to students who are majoring in social work. All other courses are open to any student who meets the prerequisite courses listed after the description.*

**SW 115 Introduction to Human Services:** 3 semester hours
This course is an introduction to the array of people, programs, and organizations whose intent is to respond to human needs of various kinds and intensity. It deals with both professional and non-professional activities. It provides a basic framework for understanding the ideology and operation of human service systems. In addition, the student will develop a beginning understanding of the relationship between social policy and various approaches to human service programming to meet the intent of those policies. Through exposure to the service system in Linn County and this area of the state, the student will become informed about the service needs that exist and the responses to those needs. Social Work majors who believe they have completed an equivalent to this course should contact the instructor to discuss whether they are required to take this course. (Offered during winter term).

**SW 210 Substance Abuse:** 3 semester hours
This course describes commonly abused drugs and specific mental illnesses, how they interact, and the resulting impact on individuals, families, and communities. The course will introduce theories of the addictive process, prevention and treatment options for both substance abuse and mental illness, and the dilemma of dual diagnosis. This course is not intended to provide specific counseling or therapeutic skills, but a general knowledge base essential to social work and other disciplines. Prerequisite: SO 122, PS 101 and at least sophomore status. Exemption from prerequisites by consent of instructor. (Not offered every year).

**SW 225 Aging in America:** 3 semester hours
An overview of gerontology, including the major theories used to explain the biological, psychological, and social aspects of aging. The status of the aged in America today will be examined from an historical perspective. Current issues and trends related to finances and retirement, health, living environments, and politics will be presented. Emphasis will be placed on the uniqueness of successive aging generations and students will be utilizing the knowledge acquired in the course to formulate ideas and proposals for responding to the needs of the future aging population. Format will be a combination of lecture and class discussion. Prerequisite: SO 122.

**SW 226 Social Welfare Policies and Programs:** 3 semester hours
This course examines the development of major social welfare policies and programs in the United States. It seeks to sharpen the student's ability to analyze the relationship of policy to social program, and the economic, political and ideological influence on policy and programs. Major social welfare policies and programs in the fields of housing, health, mental health, substance abuse, unemployment, and corrections are studied. Prerequisite: PO 111 and sophomore status.
SW 232  Social Work Practice I: 3 semester hours
This is the first course in the social work practice sequence. After examining the historical and current purposes and function of the social work profession within the context of the social welfare institution, students are exposed to an ecological systems approach to entry level generalist social work practice. Emphasized are the value and knowledge base of the profession; the nature and importance of the professional helping relationship; the bases of diversity and its role in social work practice; generalist practice with a variety of client populations and in a variety of fields of practice; and direct and indirect intervention with both small and large systems. Students will be exposed to the general method of practice, and there is a detailed treatment of worker actions at the various stages of the method. Case studies (written and video) will stress the applicability to populations of varied racial and cultural backgrounds. There is also a 30 contact hour observation and volunteer component in this course. This course is prerequisite for all other social work practice courses. Prerequisite: sophomore status.

SW 235  Family Child Welfare: 3 semester hours
This course analyzes the dilemmas and issues that confront child welfare practitioners as they carry professional roles. It will provide a theory base from which to proceed in service delivery, emphasizing the social work role in family preservation and out of the home care. Legal, social, and economic-political developments that influence this field of practice are included. Recommended: PS 124, SW 226. (Not offered every year).

SW 245  Basic Helping Skills: 3 semester hours
This is an experientially-based course focusing on the values, knowledge, and skills necessary to work in the helping professions. The course provides a model for helping, including communication and basic interview techniques for working with individuals, families, and groups. Class format offers role-plays, simulation exercises, audio-visual feedback, discussion and lecture. The course is open to all majors. First priority goes to students who need this course to complete a requirement for their major. Prerequisite: PS 101 and sophomore status.

SW 250  Human Sexuality: 3 semester hours
This course constitutes an overview of the many dimensions of human sexuality: biological, cultural, social, moral, psychological, and emotional. The aim of this course is to increase students' knowledge and understanding of both the sexual individual and the sexual society in hopes that they can develop the awareness and skills to enhance their own life and the lives of those around them. Topics include sexual dysfunctioning, changing sex roles, sexual variations and orientation, issues of reproductive freedom, sexually transmitted diseases, and the exploitation of sex and sexuality. Prerequisites: An introductory course in psychology or one in human biology or permission of the instructor. (Not offered every year).

SW 265  Minority Groups: 3 semester hours
This course takes a broad view of minority groups in contemporary America. It will address socioeconomic barriers facing such groups as women, ethnic and racial minorities, gay men and lesbian women. Emphasis will be given to developing an understanding of and sensitivity to the minority experience and an appreciation of diverse cultures and life styles. First priority goes to students who need this course to complete their major.

SW 280  Marital Interaction: 3 semester hours
This course is an examination of marriage as expressed in contemporary American society. It will treat such topics as legal aspects of marriage, dating and mate selection, motivations of couples to be married, patterns of adjustment to marriage, stages in the life cycle of marriage, and stresses commonly associated with the stages. It also will deal with such contemporary phenomena as contract and open marriages, the high incidence of separation, divorce, and remarriage and dual career marriages that include or exclude children. The emphasis will be on the dynamics of the interpersonal relationship. Prerequisites: PS 101, SO 122 or equivalent, or relevant life experience.

SW 300  Social Systems and Social Functioning: 3 semester hours
The emphasis of this course is to provide the student with a social systems framework for analyzing and understanding the transactions between humans and the systems in their environment. Students will be expected to draw on content they have had in prerequisite courses, applying it to the framework. Their information base also will be supplemented by readings and discussion. Although the content of this course is developed within a social work framework, it is relevant to many students. Prerequisites: PS 101, SO 122, BI 123 (or equivalent), PS 124.
**SW 320 Social Work Practice II: 3 semester hours**

Students will use the systems model of social work intervention to study effective generalist involvement with individuals and families. The purpose of social work at these levels and related worker roles and tasks will be emphasized. Theories of intervention will be examined for their contribution to an eclectic knowledge base appropriate to the demands of contemporary social work practice. A strengths-based orientation to practice with diverse populations is emphasized. Prerequisites: SW 232, SW 226 and present enrollment in or prior completion of SW 245 and SW 300.

**SW 330 Social Work Practice III: 3 semester hours**

This course examines social work practice with large systems. Students explore change models specific to working with organizations and communities. Each system is studied to understand its internal organization and functioning, and its linkages with other community systems. Special attention also is given to the role of politics: the effect of politics on social workers, clients, and human service agencies; the social worker’s fit with political activism; and the strategies to affect change within the political arena. Students use their critical thinking skills to assess, implement, and evaluate change in organizational, community, and political activities; to acknowledge the presence and etiology of social, political, and economic injustices; and to recognize change opportunities that provide for empowerment of oppressed groups. Prerequisites: SW 232, SW 226, SW 300, PO 111, and current enrollment or prior completion of PO 326.

**SW 346 Group Theory and Practice: 3 semester hours**

This course is an experiential approach to examining interpersonal dynamics in organized groups by studying such concepts as conflict, communication, decision-making, authority, creativity, conformity, and group development. Study will be directed toward acquiring basic skills and knowledge needed to become an effective participant and facilitator in groups. Attention will be given to both task-oriented and growth-oriented groups. This course is interdisciplinary. Social Work majors who believe they have completed an equivalent to this course should contact the instructor to discuss whether they are required to take this course. Prerequisite: PS 101 or SO 122.

**SW 361 Junior Field Instruction: 6 semester hours**

This educationally directed, field-based course is designed to provide an introduction to the application of theory to social work practice. Students will have an opportunity to experience both direct and indirect service with individuals and large and small systems. Students will spend 12 hours per week in the field placement where they will be supervised by an agency staff member and a Social Work faculty member. Students will be expected to do related readings, assignments, and recording of service delivery experiences. A concurrent seminar will meet two hours per week. This course is graded pass/fail. Prerequisites: SW 226, SW 232, SW 245, SW 300, SW 320; full acceptance for further study; and current enrollment or prior completion of SW 330, and PO 326.

**SW 435 Senior Seminar: 3 semester hours**

An examination of current issues in social work practice and social welfare policies with emphasis on integration of field experience and content covered in courses required for the social work major. Topics researched are analyzed in light of the major themes and content areas developed throughout the social work curriculum. Prerequisite: successful completion of all other courses required for major.

**SW 445 Independent Study: Credit and topic arranged**

Limited to social work majors.

**SW 461 Senior Field I: 10 semester hours**

This educationally-directed practical experience builds on the junior field instruction and allows students to increase their ability to practice social work in a community agency. Students will spend 24 hours per week in the field placement where they will be supervised by an agency staff member and a Social Work faculty member. Students will be expected to do related readings, assignments, and recording of service delivery experiences. A concurrent seminar will meet two hours a week. The course is graded pass/fail. Prerequisites: SW 320, SW 330, SW 361, and full acceptance into the major; prior completion or concurrent enrollment in SO 215.
SW 462 Senior Field II: 4 semester hours
This course is an educationally directed field experience in some aspect of generalist social work practice. It will involve the student in a social service agency for 12 clock hours per week per term. Students will be expected to do related readings, recording of case or agency experiences, and meet with agency supervisors and department faculty for educational guidance. This course is graded pass/fail. This does not substitute for SW 461 and must be taken concurrently or subsequent to SW 461. It does not satisfy the elective requirement for the major. Prerequisite: permission of department faculty.

Sociology (SO)

Sociology studies various aspects of human interaction and social phenomena. The sociology major addresses sociological issues pertaining to self; social groups; social and cultural values; family and community relations; economical and political relations; race, ethnic, gender, and class stratification; the city and the nature of social organizations. The comparative/historical approach of the program enables students to analyze these issues in the United States, as well as in other societies with varied cultural values and at different levels of development.

The sociology curriculum addresses the educational objectives of students who wish to: 1) develop skills in critical thinking and analysis; 2) learn the ways in which sociological thinking can contribute to one’s active and constructive participation in society; and 3) apply sociological theories to social public policy, planning, and administration.

CAREER OPPORTUNITIES: Graduates in sociology will be prepared to seek careers in: 1) local and state governments, planning agencies, community-based organizations; and 2) research positions in government, private businesses and corporations, organized labor and labor-management councils. In addition, the program provides the basis for graduate studies in sociology leading to teaching and research positions in higher education.

MAJOR (33 semester hours): SO 122, SO 215, SO 251, SO 430, SO 441. Students are strongly advised to complete SO 122 and SO 251 by the end of their sophomore year.

Analytical/Topical Electives: two courses from each of the following three areas:
1. Social Groups and Organizations: SO 176, SO 202, SO 320, SO 245
2. Social Stratification: SO 155, SO 235, SO 240, SO 290, SO 310, SO 330
3. Historical/Comparative: SO 183, SO 285, SO 327, SO 420

In consultation with an advisor, students may substitute one of the following for one of the analytical/topical electives: CJ 365, PO 212, or PS 221. Students preparing for graduate studies in sociology should emphasize skills in quantitative analysis, and may consider electing one of the following: BA 270, MA 135, or PS 325.

MINOR (18 semester hours): SO 122, SO 215, SO 251, and one elective from each of the analytical/topical areas listed in the major.

Note: Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

ACADEMIC REQUIREMENTS: SO 122 Introduction to Sociology is a prerequisite for all sociology courses. Students must maintain a grade of C or higher in each required course for the major and minor; this includes SO 122.

COURSE OFFERINGS

SO 122 Introduction to Sociology: 3 semester hours
This course introduces students to sociology, the core issues of the discipline, and the way sociologists analyze social behavior. In addition to mastering basic concepts and principles, students will learn a great deal about American society and how to analyze ordinary experience from a sociological perspective. (Offered fall and spring semesters).
SO 155 Social Problems: 3 semester hours
This thematic course introduces the student to a sociological understanding of various social issues such as inequalities of class, gender and race; problems of work and unemployment, economic restructuring and downsizing; environmental problems; homelessness and poverty; and inadequacy of the health care system to name a few. Students will have the opportunity to critically evaluate the root causes of social problems both at the national and global levels, analyze and interpret data, and work within groups to develop skills for problem solving and social policy planning.

SO 176 Criminology: 3 semester hours
This course presents a sociological analysis of crime and society’s response to it. The course surveys the wide span of deviant behavior from street crime to elite crime, from individual behavior to social irrationality. In addition to describing reality, the course will deal with crime and ways certain behaviors are defined as criminal (gambling) while praising similar ones (betting on the stock market). Prerequisite: SO 122.

SO 183 Introduction to Cultural Anthropology: 3 semester hours
This course focuses on the study of human behavior within various social contexts, as well as the development of a wide array of cultural traits and belief systems in human communities. By studying distinctive forms of social relations and universal and particular aspects of human culture, students are exposed to the fallacies of cultural and racial superiority of western societies over the rest of the world, particularly primitive cultures.

SO 202 Marriage and Family: 3 semester hours
An analysis of the American family as a social institution; its changing functions and structure; its life cycle and its internal organization; and sources of conflict within the family as a socio-economic and political unit at the micro-level. Critical questions are raised concerning the impact of economic restructuring and deindustrialization on courtship, marriage, and family life. Prerequisite: SO 122.

SO 215 Methods of Social Research: 3 semester hours
An introduction to the application of scientific research methods to the study of sociology and related fields. Students will review both qualitative and quantitative research methods such as historical documentation, survey and field research, content analysis and interviewing techniques. The quantitative research component includes topics in descriptive and inferential statistics such as the measures of central tendency, the normal curve, t-test and chi square and hypothesis testing. Students also will participate in individual and group projects in order to gain hands-on experience relating social theory to data collection and critical analysis. Prerequisite: SO 122, Sociology majors and minors should also take SO 251 as a prerequisite. (Offered fall and spring semesters).

SO 235 Social Inequality: 3 semester hours
This course contrasts functionalist theories of stratification that justify social inequalities and advocate meritocracy, with critical conflict theories that question the legitimacy of class, gender and race-based stratification. The main focus of the course is on the crucial role the political and economic forces play in polarization of social classes and redistribution of national wealth and resources in the United States. However, dynamics of social stratification in the developing countries and socialist societies will be studied as well. (Offered alternate years).

SO 240 Medical Sociology: 3 semester hours
This course is a study of the medical profession as a societal institution in regard to the effects of the norms and beliefs of society. Areas analyzed include the social factors involved in the physical and mental health areas, the norms and roles of health care professionals in the treatment process, environmental and occupational health, non-physician providers, and cross-cultural reforms in response to the health care crisis. Prerequisite: SO 122. (Offered alternate years).

SO 245 Sociology of Law: 3 semester hours
This course includes an analysis of the social nature of law including the theoretical, cross-cultural, and legal components. Studies of the societal forces and procedures, past and present, will be discussed in relationship to the impact of law on social change. Prerequisite: SO 122. (Offered alternate years).
SO 251  Sociological Theories:  3 semester hours
This course attends to the basic theoretical issues in sociological theory, including an analysis of the key theorists Marx, Weber and Durkheim. This course also provides an overview of modern social theories such as conflict, structural functionalism, symbolic interactionism, and postmodernism. Prerequisite: SO 122.

SO 285  Islam and Politics:  3 semester hours
The Iranian Revolution of 1979 and establishment of an Islamic Republic opened a new chapter in the church-state relationship, particularly in the Muslim world. Subsequent Islamic movements in Egypt, Algeria, Lebanon, and other Muslim and Arab countries have further involved public interest in what is dubbed by the Western media as “Islamic fundamentalism.” This course will critically examine Islam as a holistic religion which integrates faith, law, philosophy and social commitment to build communities; the rise and development of Islam as a social movement; the historical roots of the Shii-Sunni split; and a growing conflict between traditional Islamic and modern western cultural values. Prerequisite: SO 122.

SO 290  Urban Sociology:  3 semester hours
Within a historical context this course explores the way social, economic, and political forces shape the cities and affect urban development both at national and global levels. Earlier analyses of cities and urbanization by Marx, Engles, and Weber; the ecological approach of the Chicago School of Urban Sociology; and more recent analyses by neo-Marxists and urban political economists will be discussed. Several social issues such as rural-urban migration, suburbanization, neighborhood deterioration and urban plight, stratification, and effects of a changing global economy on urbanization in the U.S., Third World countries, as well as socialist nations will be studied. Students also will work on a mini project dealing with an urban-related issue in the Cedar Rapids area. Prerequisite: SO 122.

SO 310  Sociology of Sex and Gender:  3 semester hours
This course provides students with an historical and comparative approach to the sociology of sex/gender and gender inequality. Students will learn how sex/gender is socially constructed as well as its effect on the lives of individuals, on social institutions and society. Selected social institutions where sex/gender inequality is constructed, maintained and/or changed, such as family, education, work and the economy, will also be studied. Because gender roles are highly variable across time and space, the changing global context within which gender identities are constructed will be studied to reveal that variety of roles and their consequences for different societies. Prerequisites: SO 122 or PS 101 or SO 183 or permission of instructor.

SO 320  Sociology of Work:  3 semester hours
This course enables the student to analyze the social structure of work in the broadest sense. Topics include the study of major theoretical issues involved in the explanation of changes in the workplace, impact of technological changes, the global economy, the decline of labor unions, the feminized workplace, and the influence of economic values on leisure. Prerequisite: SO 122. (Offered alternate years).

SO 327  Social Change and Technology:  3 semester hours
The student will be exposed to the major theoretical issues regarding social change. Particular attention will be given to the transformation of societies by scientific and technological innovations, and the impact such changes have on enduring human arrangements, such as religion, the family, and the community. Prerequisite: SO 122. (Offered alternate years).

SO 330  Global Race Relations:  3 semester hours
This course includes an in-depth examination of major conceptual views and theoretical perspectives on race and ethnicity. Within a critical historical and comparative framework, the course will trace the roots of modern race relations in the United States as well as in other countries, including Canada, Brazil, Northern Ireland, Palestine and Israel, and South Africa. Recent theories of race relations that link colonialism and capitalist development to racism, prejudice and discrimination also will be discussed.

SO 400  Topics:  3 semester hours
This course will expose students to a variety of topics of sociological significance which are not usually discussed in regular departmental course offerings. Topics may very and include: sociology of war, peace, and justice; movies and society; popular culture; the political economy of modern architecture and planning; and sociology of development and underdevelopment. Students may complete more than one topics course in consultation with an academic advisor. Prerequisite: SO 122.
SO 420  Social Movements and Revolutions:  3 semester hours
This course presents a historical and comparative analysis of revolutionary movements and social change throughout the world by examining: socio-economic and political roots of the modern civil rights movement in the U.S., the breakup of the Soviet Union and the democracy movement in China; applying critical theories of revolution to revolutionary situations; and exploring the role of colonization in galvanizing nations and social classes and perpetuating social inequalities at the global level. Classic cases of revolutions in Germany, France, Russia, and China, as well as more contemporary examples in Cuba, Nicaragua, and Iran will be discussed. Prerequisite: SO 122. (Offered alternate years).

SO 430  Experiential Learning Internship:  3 semester hours
Majors who are juniors or seniors are required to fulfill the requirements for an experiential learning and field experience in sociology. In consultation with their faculty advisor, students shall assess their academic and vocational qualifications, develop a resume, and conduct a search for an internship position. Information on available internship sites will be available both at offices of career development and the sociology department chair. During the field experience, students will have a structured plan of reading, writing journals and reports, and a term paper. The objective of the term paper is to relate relevant sociological principles to the field experiences. Internships should be arranged in advance with a departmental faculty sponsor. Prerequisite: SO 122.

SO 441  Senior Seminar:  3 semester hours
A capstone course which allows students to do independent research and explore a topic of their choice, and also involves students in the examination of and discussion of cutting-edge issues in sociology. Open to non-majors with instructor consultation. Prerequisite: SO 122.

SO 445  Independent Study:  Credit arranged
With the approval of the academic advisor, students who have taken SO 122 and SO 251 may schedule an independent study course in a topic of their interest during the junior or senior years. No more than two independent study courses may be scheduled during the last two years of study. Prerequisite: SO 122.

Speech – Drama (SD)
The curriculum of speech-drama is designed to give students competence in oral communication as well as appreciation of the art of drama and competence in the performing arts of the theater. The courses are designed to help students obtain professional goals, stimulate their intellect, and enrich their aesthetic and spiritual experience.

CAREER OPPORTUNITIES: Educational institutions, television, and community theaters are prime employers of speech-drama majors.

REQUIREMENTS FOR ADMISSION TO THE MAJOR: Students must have a cumulative grade point average of at least 2.00 and no grades below C in freshman and sophomore speech-drama courses. By the end of the sophomore year, students must present for approval by the department an application to major in the department of speech-drama that must include a tentative program completing a major in the department.

MAJOR (30 semester hours): SD 111, SD 112, SD 151, SD 216, SD 265, SD 304, SD 330, SD 365, SD 445, EN 175.

MINOR (24 semester hours): SD 111, SD 112, SD 151, SD 330 or SD 365; SD 218, SD 275 or SD 265; SD 216 or EN 175; SD 304.

SPEECH COMMUNICATION MINOR (22 semester hours): SD 111 (may also be used as the core curriculum requirement), SD 112, SD 330, SD 365, EN 123, one of the following courses: SD 216, SO 320, SO 327, BN 304. If a student is a public relations major, the courses SD 330 and SD 365 can only count toward the minor and not also apply to the major requirements.

The speech communications minor provides students with a focused study of human communication skills preparing the student to both understand and be able to perform those skills
in a number of settings. The minor is designed to enhance any major so that the student will be able to share his/her specific content areas, focus and skills with those around him/her in a confident and appropriate way.

**THEATER MINOR** (22 semester hours): SD 216, SD 218, SD 265, SD 275, SD 304, SD 380, EN 175, EN 234.

Students planning to pursue teacher education should follow the program guidelines within the education section of this Catalog and contact an advisor in the education division for assistance.

**ACADEMIC REQUIREMENTS:** No course in Speech, Drama or English with a grade of less than C may be used to meet the requirements for a speech-drama major or teaching minor. All majors in the department and all other participants should be in good academic standing in order to be eligible to participate in co-curricular activities.

**COURSE OFFERINGS**

**SD 111 Speech Communication: 3 semester hours**
This course is designed as a survey of communication in varying contexts. Instead of viewing communication as the one-way act of a speaker giving a message to an audience, this course is based on the transactional view of communication in which feedback links the receiver with the source, time and setting mediate the transaction. This viewpoint provides basis for studying communication on a self, interpersonal, group, or public level, the focus being on the interaction between the sender and the receiver.

**SD 112 Public Communication: 3 semester hours**
A study of the role of oral communication in contemporary culture. Reading and analysis of public discourse is balanced with practice in writing and presenting of reports, informative speeches, and persuasive speeches. This course can be taken as an elective if the student fulfills the speech requirement by taking SD 111. This course is recommended for Teacher Education students.

**SD 151 Introduction to Dramatic Art: 3 semester hours**
Introduction to the arts and crafts of theater. This course is designed to explore the pleasures of greater sensitivity to dramatic experience; to foster appreciation of the theater through an understanding of its historical development, principles of drama theory and criticism, its forms and styles and its production techniques. Advised and recommended for art, English, and elementary education majors.

**SD 216 Oral Interpretation of Literature: 3 semester hours**
Analysis of and training in the oral interpretation of literature and drama. Both individual and group presentations and work in readers theater are included. Advised and recommended for the English and elementary education major. (Offered alternate years).

**SD 218 Techniques of Acting and Directing: 3 semester hours**
A study of the creative approach to acting and directing with emphasis on experience and activities that help to develop the creative potential. Focus will be on the fundamentals of composition, movement, stage business, and styles of production from Aristotle through contemporary theater. Prerequisite: SD 151. (Offered alternate years).

**SD 265 Creative Dramatics: 3 semester hours**
Theory and technique of dramatic playmaking and creativity in the classroom. Dramatic exercises that nurture creativity, curiosity, and social understanding are explored. Course includes lectures, observations, and laboratory application. Emphasis is on using theater activities as a learning tool in the classroom or institutional setting. Advised for elementary education majors. (Offered alternate years).

**SD 275 Youth Theater: 3 semester hours**
This is a course to expose students to the tradition of young people’s theater (K-12). Through reading many play scripts designed for young audiences, the course will focus on the production demands and decisions made when a director chooses to produce a play for a young audience. This course will also cover puppetry and the process of adopting children’s books to dramatic form. One off campus performance of a play culminates the semester. (Offered alternate years).
SD 304  Introduction to Play Production: 2 or 3 semester hours
An introduction to the process of analyzing, directing and staging plays, demonstration and laboratory sessions. Students majoring in speech and drama will produce a one-act play as part of this class and are required to take the course for three hours credit. Non-majors may take the course for 3 hours credit with the permission of the instructor. Prerequisite: SD 151 and junior or senior standing.

SD 330  Mass Media in America: 3 semester hours
A critical analysis of the roles that radio, television, and film play in aspects of American life, including culture, politics, education, and child development. Examination of significant research in the three media. Ancillary comparisons with magazines and newspapers. Recommended for juniors and seniors.

SD 365  Fundamentals of Persuasion and Argumentation: 3 semester hours
The critical analysis of how people persuade, argue, and sell ideas to a variety of audiences. Focus on contemporary persuasion, techniques, the question of ethics, and emotional/logical appeals. Argumentation and sample debating will be included. Course will include an examination of the persuasion used by modern social movements, prominent leaders as well as some demagogues. Prerequisite: SD 111 or SD 112.

SD 380  Theater Production Internship: 1 semester hour
This course involves hands-on theater production. Students may take advantage of internship opportunities that become available in the area of theater production. These internships involve off-campus supervision at local establishments (usually schools) and periodic conferences with the on-campus instructor. Prerequisites: the completion of at least two theater courses and permission of the on-campus instructor. This course may be repeated up to three times.

SD 445  Independent Study: Credit arranged
Concentration may be in the areas of film, speech, or theater.
ACCELERATED PROGRAMS
ACCELERATED PROGRAMS

This section of the Mount Mercy Catalog contains information relevant to students in accelerated programs. It should be noted, however, that the policies and procedures outlined below are not all-inclusive of the information students should be aware of while attending Mount Mercy. All students should reference detailed information regarding all college policies and procedures at the beginning of this Catalog.

ACCELERATED PROGRAMS
Mount Mercy has become a leading choice of adult students seeking a baccalaureate degree while maintaining full-time employment. Our accelerated programs are tailored to meet the needs of the non-traditional student, age 23 or older with at least three years of work experience.

Recognizing that life experience is a valid source of knowledge, and the premise that adults are self-directed and intrinsically motivated, accelerated courses are formatted into five, eight, or ten week block periods in which students attend class one night per week for three or four hours.

In-class hours are supplemented with a range of cooperative and individual learning opportunities outside of the classroom to allow students an opportunity to maintain the balance between personal and professional life while pursuing a baccalaureate degree.


ADVANCE MAJORS
Advance is our accelerated degree completion program articulated with Kirkwood Community College. By design, this articulation allows graduates from approved majors at Kirkwood Community College to transfer up to 75 credit hours toward a baccalaureate degree at Mount Mercy with a major in accounting, business, finance, marketing, applied management, human resource management and MIS. Students not transferring from Kirkwood Community College may begin the Advance program at Mount Mercy, and if applicable, transfer up to 63 hours.

Accounting: the major in accounting prepares students for professional positions in all areas of accounting. The accounting major is designed to give students the necessary course work for preparation for all professional exams including the Certified Public Accountant (CPA) and the Certified Management Accountant (CMA) exams. This program of study is a blend of five week, eight week and ten week accelerated courses, as well as full semester traditional length courses for upper-level accounting requirements.

Applied Management: the applied management major has been designed for students transferring to Mount Mercy from a two-year institution who have a background in a technical specialty. The major provides students the opportunity to broaden their knowledge of business environments and to understand and manage the forces of change affecting organizations in a business environment. The applied management major prepares students for a broad variety of career options by building on their previous technical training and/or work experience.

Business: the major in business offers students the opportunity to integrate theoretical constructs with practical experience gained outside of the classroom. Coursework offers students a broader understanding of management, accounting, finance, marketing, communication, economics, legal and ethical practices and research within the context of a business organization. By design, the program prepares students for professional positions in the public or private sectors, or preparation for graduate study within the business discipline.

Finance: the finance major prepares students to work in any of the major areas of the field of finance. These areas include commercial banking, financial planning, investment analysis, corporate financial analysis, investment banking, etc. Many of these areas are expected to grow in demand for the foreseeable future. The coursework required for this major gives students a
well rounded background in business and finance. Students will learn core financial skills and how to apply them. They will also learn to think analytically and solve problems in an uncertain environment.

**Human Resource Management:** the human resource management major prepares students for professional positions in leadership, as well as those who are interested in a career in the human resources field. The ability to lead and understand an organization’s human resources is key to success in today’s knowledge based economy. Students will learn to evaluate ethical, social, civic, legal, cultural, and political issues, and how they impact the human resources of an organization. Students will develop effective human resource strategy for innovation in a global environment. Our human resource management major is one of only 10 undergraduate programs in the country to be endorsed by the Society for Human Resource Management (SHRM), based on the guidelines created by the Association to Advance Collegiate Schools of Business (AACSB). Thirteen major content areas prepare students to lead employees in high performance work practices.

**Management Information Systems:** the management information systems major prepares students for the field of managing information technology (IT) projects in the framework of the business environment. The major’s multidisciplinary approach provides students with background experience in information technologies as solutions to business problems. Students gain an understanding of how IT projects in business differ from other projects, and with this understanding, students learn to integrate new and rapidly changing computing technologies into business plans.

**Marketing:** the major in marketing is designed to prepare students for introductory and future management level positions in marketing. Career options include product management, marketing research, business-to-business and consumer sales, retail management and promotions.

**R.N. to B.S.N. Completion:** in accordance with the Iowa Articulation Plan for Nursing Education: R.N. to Baccalaureate, Mount Mercy offers the R.N. to B.S.N. Completion Program tailored for R.N.s who are interested in returning to college for a Bachelor of Science degree in Nursing (B.S.N.). The program is designed to include the granting of credit for past learning and consideration of the needs of adult learners. Applicants must hold a current and valid Iowa R.N. license.

**HAWKEYE COMMUNITY COLLEGE PARTNERSHIP MAJORS**

Through an articulation agreement, Mount Mercy College offers a degree completion program at Hawkeye Community College. By design, this articulation allows graduates from Hawkeye Community College to transfer up to 75 credit hours toward a baccalaureate degree at Mount Mercy College with a major in management or applied management. Students not transferring from Hawkeye Community College may begin the program with Mount Mercy College, and if applicable, transfer up to 63 hours.

**Applied Management:** the applied management major has been designed for students transferring to Mount Mercy from a two-year institution who have a background in a technical specialty. The major provides students the opportunity to broaden their knowledge of business environments and to understand and manage the forces of change affecting organizations in a business environment. The applied management major prepares students for a broad variety of career options by building on their previous technical training and/or work experience.

**Management:** the management major prepares students to lead in an ever more competitive and dynamic business environment. The focus is on developing those skills necessary for managerial success in for profit and nonprofit organizations: analytical, decision making, conceptual, interpersonal and communication.
GENERAL ADMISSION REQUIREMENTS TO MOUNT MERCY ACCELERATED PROGRAMS (EXCEPT RN TO BSN COMPLETION PROGRAM. SEE PAGES 217-218):

1. Must be at least 23 years of age
2. Must have a minimum of three years full-time relevant work experience
3. Minimum cumulative grade point average of 2.50 or higher on 4.00 scale* Applicants not meeting the above criteria may qualify for admission upon consideration by the Mount Mercy Admission Committee.

* In accordance with the articulation agreement for Advance, students who have earned an Associate of Arts or Associate of Science from Kirkwood Community College, and who have at least a 2.00 cumulative grade point average are allowed admission to Mount Mercy.

APPLICATION PROCEDURES FOR THE ACCELERATED PROGRAMS
You may begin the application process by visiting our web site at www.mtmercy.edu. Click on the link for Adult Programs, and complete the on-line application. If you have any previous college coursework, please request official transcripts to be sent to:

Advance Office, 1330 Elmhurst Drive NE, Cedar Rapids, IA 52402-4797.

Federal Regulations require that student files contain a certificate of the highest degree earned. A High School Transcript is required for applicants who have not yet obtained post-secondary associate, or higher degree.

APPLICATION PROCEDURE FOR READMISSION TO ACCELERATED PROGRAMS
Students who either exit from Mount Mercy, or who do not attend for one or more consecutive semesters, or who have graduated from Mount Mercy and wish to reenter the program; pursue a second major; pursue a second degree or add a minor, must complete the readmit form prior to resuming coursework at Mount Mercy. Readmission forms are available at the Advance Office, or on the Advance web site. If any coursework has been completed at other institutions since last attending Mount Mercy, official transcripts documenting coursework must be requested by the applicant and sent directly from the institution to the Advance Office.

SPECIAL STUDENT APPLICATION
Students interested in taking just one or two accelerated courses at Mount Mercy may make an application for special student status. If the student is currently pursuing a degree at another institution, it is recommended that the student seek permission from the home college before enrolling at Mount Mercy. Student must first complete the special student application form available on the Adult Programs web site. If a prerequisite course is needed for the course(s), selected to be taken through Mount Mercy, an official transcript must be sent to the Advance Office to verify successful completion of that prerequisite. Any special student that wishes to continue at Mount Mercy must complete the regular admission process for the accelerated programs via the Advance Office or the Accelerated Programs web site.

The accelerated programs section of the Mount Mercy Catalog contains information relevant to students in the accelerated programs. However, this section is not all inclusive of the policies, procedures and information accelerated programs students should be aware of.

For detailed information on College Expenses see pages 16-20.
For detailed information on Financial Aid, see pages 22-40.
For detailed information on Academic and Personal Services, see pages 42-46.
For detailed information on Academic Policies and Procedures, see pages 48-60.

ACCELERATED PROGRAMS – FINANCIAL AID
A student enrolled in any of the accelerated programs at Mount Mercy is eligible to apply for federal and state financial aid. Institutional financial aid is not available for accelerated program
students. To qualify for any financial aid at Mount Mercy, students must:

1. Receive notification from the Advance Office at Mount Mercy of acceptance as a REGULAR student for admission into an eligible degree program as defined by the U.S. Department of Education.

2. File the Free Application for Federal Student Aid (FAFSA) or Renewal Application to be eligible for most federal and state programs. Iowa applicants must have their application at the processing center by July 1 in order to be eligible for State of Iowa funds.

Currently enrolled students may obtain information and applications for financial aid in the Financial Aid Office. New students to Mount Mercy must inform the Financial Aid Office of their interest in receiving financial aid once they are registered for coursework at Mount Mercy. To be eligible for loan assistance, the student is required to be enrolled at least half-time for each semester in which the loan is to be received, and must be half-time to continue deferments on most student loans. The following chart illustrates how the block schedule equates to the semester format:

- Blocks 1, 2, and 3 = Fall Semester
- Block 4 = Winter Term
- Blocks 5, 6 and 7 = Spring Semester
- Blocks 8 and 9 = Summer Semester

For example, a student must be enrolled in at least 6 credit hours during blocks 1, 2, and 3 combined to be eligible for a loan during the Fall Semester. Taking one 3-credit course in block 1 and one 3-credit course in either block 2 or 3 would satisfy the 6-hour requirement for financial aid.

For financial aid purposes only, block 4 is combined with the Spring Semester to determine financial aid eligibility. Students are encouraged to contact the financial aid office if they have questions regarding financial aid.

The Summer Semester (blocks 8 and 9) is considered the end of the academic year at Mount Mercy for financial aid purposes. If you are interested in financial aid for the summer blocks, students are required to have completed the FAFSA form for the current school year, and must complete the summer financial aid application available in the Mount Mercy Financial Aid Office starting in Mid-April of each year. During the summer session, only federal financial aid is available. Because the summer session is at the end of the academic year, many students have exhausted their annual eligibility in the federal loan and Pell grant programs. Many students utilize private loan programs for summer funding. For more information contact the Mount Mercy Financial Aid Office at 368-6467. Please see pages 22-40 of this Catalog for complete details regarding financial aid.

**ACCELERATED PROGRAMS — ADD/DROP POLICY AND TUITION REFUND POLICY**

The add period for each block is listed on the inside back cover of this Catalog. To drop a course without charge, a student must drop prior to the first day of the block in order to have the registration deleted and no tuition charge assessed. If the course is dropped on, or after the block start date, but before the second night of class, the student will receive a grade of “W” on the academic transcript reflecting the withdrawal, but will not be charged.

Students dropping a given course after the course has started, during the second night of class or after will be charged 100% of the tuition. Students that are “No-Showed” (removed from the class due to non-attendance) for a given course, after the course has started, will receive a grade of “NA” and will be charged 100% of the tuition for the course.

**ACCELERATED PROGRAMS — ENROLLMENT STATUS**

To determine enrollment status, blocks 1, 2 and 3 comprise the Fall semester; block 4 is the Winter term; blocks 5, 6 and 7 comprise the Spring semester; and blocks 8 and 9 comprise the Summer semester. **Note:** Loan Servicers use the enrollment status to defer loans. Students must
be enrolled in a minimum of 12 semester hours per semester to be considered full-time status. Enrollment of less than 6 semester hours per semester is considered less than half-time status. Students should contact the Mount Mercy Financial Aid Office to determine hours needed to be eligible for state or federal financial assistance.

**DUAL PROGRAM ENROLLMENT**

Students are not allowed to pursue dual programs – a major or minor in the traditional program and a major or minor in the accelerated program – at the same time. Students desiring to mix programs must first complete one program and then apply to the second program for completion of the second major or minor.

**ACCELERATED PROGRAMS — WITHDRAWAL POLICY**

Students exiting from Mount Mercy during a block in which they are registered, will receive a grade of “W” for the course and there will be no tuition refund. Registrations in subsequent blocks will be deleted and there will be no tuition charge for the deleted registrations. Students should contact the Advance Office to initiate the exit process. Withdrawing from Mount Mercy will change the student’s enrollment status, and students should consider how the decision to withdraw will impact any of the following: tuition charges, financial aid, social security, employer-reimbursement, veteran’s benefits, or scholarships (see pages 36 for complete information regarding financial aid). The student’s ability to maintain a student visa or to purchase insurance as a student may also be impacted as a result of the decision to withdraw from coursework at Mount Mercy. Students withdrawing from the institution will be required to re-apply for admission if they desire to return.

**ASSESSMENT OF PRIOR EXPERIENTIAL LEARNING (APEL)**

Mount Mercy offers an opportunity for students to request that substantial work-related or other prior learning experiences and accomplishments be evaluated for potential academic credit. The Assessment of Prior Experiential Learning (APEL) process requires that eligible students submit a portfolio documenting specific learning outcomes attained through previous personal or professional experiences. Qualifications for students seeking APEL review include:

1. Must be at least 25 years of age.
2. Must be officially enrolled in a degree program at Mount Mercy.
3. Must be able to demonstrate that the experiential learning for which they intend to seek credit is related to their educational goals at Mount Mercy.
4. Must complete the assessment process, including the credit evaluation, prior to their final semester.

Students participating in the APEL process are allowed to submit a revised portfolio for consideration just one time. The maximum number of credits to be granted through portfolio assessment is 30 semester hours, and it is possible that no credit will be granted. Faculty evaluators will recommend the amount of assessed credit, within the maximum noted above, to the Vice President for Academic Affairs for final approval. The credit may be applied to core curriculum, electives, or majors or minors depending on: 1) the content and level of learning assessed; and 2) the approval and recommendation of the appropriate academic departments. **Credits earned through the APEL process are NOT considered part of the 30 semester hours required to be taken at Mount Mercy.**

Once the credit has been approved, it will be recorded on the transcript as credit hours in experiential learning with a title specified by the faculty evaluators. The credit will be listed on the transcript with a grade of Pass (P) and is not calculated in the cumulative GPA. Credit will not be granted when it will duplicate college credits previously earned, nor will students receive Mount Mercy credit when it will duplicate credit previously earned through an assessment or prior experiential learning.
COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be earned by demonstrating academic achievement as measured by the College Level Examination Program (CLEP).

A full-course credit (3 semester hours) may be earned in each of the 34 subject examinations by scoring at or above a specific score level; course credit varies in the general examinations. Information explaining the procedures and passing test scores can be obtained in the Academic Affairs Office, 214 Warde.

Any Mount Mercy student or prospective student is eligible to earn up to a maximum of 60 semester hours through CLEP exams. In those cases where CLEP scores are 10 years old or older, students must petition the Vice President for Academic Affairs. CLEP scores over 10 years old will be considered on a case-by-case basis. Please see CLEP guidelines available in the Academic Affairs Office for passing scores, credit awards and fees.

MILITARY EDUCATION/CREDIT

Please be sure to identify your military service in your initial advising appointment as credit hours may have been earned for your military training. Military education is evaluated by the Registrar's Office upon the receipt of an AARTS transcript, a SMART transcript, or official transcript from Community College of the Air Force. Each branch of the service has its own form of documentation, be sure to contact your respective branch office to learn more about having your transcripts sent.

It is important to have your military transcripts reviewed by the Registrar during your initial review prior to admission. The number of hours that you are able to pursue through the articulated program of Advance with Kirkwood Community College and the program with Hawkeye Community College may be affected by the number of hours transferring from your military education. Some military education credits transfer as two-year institutional credits. For more detailed information, please contact the Registrar's Office at 363-8213.

SECOND BACCALAUREATE DEGREE DECLARATION

A Mount Mercy graduate or a person who holds a baccalaureate degree from another institution, whose accreditation is comparable to that granted by Mount Mercy, may earn a second baccalaureate degree at Mount Mercy by fulfilling the following requirements:

1. Must be admitted or readmitted to Mount Mercy and to a major other than the major of the original degree.
2. Original degree must be completed and not in progress before the student begins work toward the second degree.
3. Must earn at least 30 consecutive hours at Mount Mercy beyond the original degree, with a cumulative grade point average of 2.00 (or higher, if the designated major requires a higher average).
4. Must fulfill all requirements of a major (different than the original major) as described in this Catalog in effect at the time of admission or readmission to Mount Mercy and at least 12 semester hours, above course number 199, in the major must be completed at Mount Mercy. (Note: the core curriculum requirements are waived).
5. Pass/Fail grades in courses used for completion of the second degree are unacceptable unless the course is designated in this Catalog as solely as a Pass/Fail course.

The student who earns a second baccalaureate degree will receive a Mount Mercy diploma and may participate in graduation ceremonies. The student is not eligible for graduation honors with exceptions granted by petition through the Vice President for Academic Affairs. An important consideration in the decision will be the cumulative GPA from the previous degree.
SECOND MAJOR

If you are interested in pursuing a double major during your accelerated program of study be sure to discuss this with your program advisor to strategically plan your course schedule. A student taking two separate majors while working toward a first baccalaureate degree at Mount Mercy earns a second major, not two degrees. Both majors will be recorded on your official transcript, but only one baccalaureate degree shall be granted. If the two majors lead to separate degrees (e.g., BA and BS), the student shall make the decision of which degree to pursue and that degree shall be recorded on the transcript once the work is completed.

Once you have decided to pursue a second major and/or minor during your program of study, please visit the Registrar’s Office to complete the declaration of major/minor form.

Mount Mercy graduates, and/or graduates from other institutions whose accreditation is comparable to that granted by Mount Mercy may earn a second major at Mount Mercy by fulfilling the following requirements:

1. The student must be admitted or readmitted to Mount Mercy and to a major other than his or her original major.
2. The student must complete the requirements for the major as described in this Catalog in effect at the time of admission or readmission to Mount Mercy.
3. Students must earn 12 semester hours or more, at the upper level at Mount Mercy toward the second major, not used toward a previous major.

A second major, whether taken while working toward the first degree or subsequently, is not to be confused with a second baccalaureate degree. Earning a second major is generally more economical in time and money than earning a second baccalaureate degree. A student already possessing a baccalaureate degree and is completing a second major will not receive a diploma, will not be eligible to earn honors, nor will the student be eligible to participate in graduation ceremonies.

SECOND-GRADE OPTION

The second-grade option occurs when a student repeats a course previously taken at Mount Mercy or previously transferred in to Mount Mercy. If the student repeats a course previously taken at Mount Mercy, both grades stay on the permanent record, but the first grade is not calculated into the grade point average and the last grade stands as the official grade and is the only grade calculated into the grade point average. If a student transfers a course from another institution prior to repeating the course at Mount Mercy, both grades stay on the permanent record, but the first grade is not calculated into the grade point average and the Mount Mercy grade stands as the official grade and is calculated into the grade point average. If a student repeats a Mount Mercy course with a course from another institution, transferred into Mount Mercy after the course was taken at Mount Mercy, both grades stay on the permanent record and the grades of the two courses are averaged for the purpose of the cumulative grade point average. Approval for this action must be given by the Vice President for Academic Affairs.

Students who wish to use the second grade option must complete a form in the Registrar’s Office. If the course was taken for a grade the first time, it must be taken for a grade the second time. If the course was taken pass/fail the first time, it may be taken pass/fail or for a grade the second time.

A student may only use the second grade option ONCE per course. Courses that are a part of the Bachelor’s degree earned at Mount Mercy are not approved for second grade options after the degree has been awarded.

CLASSIFICATION

Students are classified according to number of semester hours earned toward the degree. Those who meet the entrance requirements and have earned 29 semester hours or less are classified as freshman. Students must have 30 semester hours before they may be classified as sophomores,
60 semester hours before they may be classified as juniors and 90 semester hours before they may be classified as seniors.

**APPLYING FOR GRADUATION**

Students need to submit the Application for Graduation to the Registrar’s Office to be considered a candidate for graduation. The Application for Graduation should be submitted at the time the student registers for the final six blocks in the accelerated format. The application is available in the Registrar’s Office or at the Advance Office.

Students must satisfy the following requirements prior to graduation from Mount Mercy:

1. A minimum of 123 semester hours of credit earned toward the degree.
2. A minimum cumulative grade point average of 2.00.
3. A minimum cumulative grade point average of 2.00 for all credits earned at Mount Mercy.
4. Completion of the core curriculum requirements.
5. Completion of a major program of study.
6. At least 12 semester hours, above course number 200, in the major must be completed at Mount Mercy.
7. A minimum of 30 semester hours completed at Mount Mercy.
8. Minimum of 30 consecutive semester hours completed at Mount Mercy immediately preceding graduation.
9. If graduating with a minor, 9 semester hours of the minor must be taken at Mount Mercy.

Major-minor programs: The major includes 30 or more semester hours, as indicated in individual requirements by field. The minor requires fewer semester hours. **The student is, in every case, responsible to see that he or she properly applies for graduation and meets the graduation requirements.**

**ACCELERATED PROGRAMS DEGREE COMPLETION REQUIREMENTS**

**REFLECTION AND ACTION: CORE REQUIREMENTS**

As a component of earning a Bachelor’s degree at Mount Mercy College, students must complete fifteen courses to satisfy the core requirements. The following list provides course number, course title, and area of discipline for accelerated core courses. Students transferring courses to Mount Mercy College from other institutions will have their coursework evaluated by the Registrar’s Office to determine whether a transfer course will satisfy a specific core requirement. (See page 72 for fuller core description).

**Portal (one course)**

One of the following: ME 100, ME 105, ME 110, ME 115, ME 120, ME 125, ME 130, ME 135, ME 140

**Writing (one course)**

One of the following: EN 101*, EN 106, EN 107, EN 108, EN 111, EN 112, EN 114, EN 115, EN 116, EN 117, EN 118.

*Note: the writing course is a prerequisite to the literature courses. EN 101: Writing and History, EN 107: Writing and Popular Culture, EN 111: Writing and Film are offered in the accelerated format.*

**Speech (one course)**

One of the following: SD 111, SD 112

SD 112: Public Communication is offered in the accelerated format.

**Mathematics (one course)**

One of the following: MA 120, MA 125, MA 130, MA 135, MA 142, MA 164.

MA 130: Finite Math, MA 135: Basic Statistics are offered in the accelerated format.
Expressive Arts (two courses: one literature and one fine arts)
One of the following literature courses: EN 133, EN 154, EN 170, EN 175, EN 178, EN 180, FS 200.
EN 133: Topics in American Multicultural Literature is offered in the accelerated format.
One of the following fine arts courses: AR 101, MU 189, SD 151.
MU 189: Introduction to Music is offered in the accelerated format.

Historical Roots (one course)
One of the following: HI 114, HI 115, HI 120, HI 130, HI 140.
HI 115: History of Modern America is offered in the accelerated format.

The Natural World (one course with lab)
One of the following: BI 123, BI 143, BI 150**, CH 111, PH 114, PH 115
BI 123: Biology of Human Concern is offered in the accelerated format.

Ultimate Questions (two courses: one philosophy and one religion)
One of the following philosophy courses: PL 151, PL 161, PL 169.
PL 169: Introduction to Ethics is offered in the accelerated format.
One of the following religion courses: RS 111, RS 113, RS 115, RS 116, RS 117, RS 118, RS 119.
RS 111: Introduction to the Bible – Old Testament, RS 113: Introduction to the Bible – New Testament,
RS 118: Christians Divided are offered in the accelerated format.

Self and Society (two courses – must be from two different disciplines)
Two courses from the following: EC 251, CJ 101, PO 101, PS 101, SO 122, SO 155, SW 265.
EC 251: Macroeconomics Principles, PS 101 Introductory Psychology and SW 265: Minority Groups
are offered in the accelerated format.

Global Awareness (one course)
One of the following: BI 210, CO 260, HI 213, HI 230, HI 265, PL 170, PO 102, PO 112, SO 183,
SO 235, SO 330.
CO 260: Intercultural Communication, HI 213: Recent China in the Global Economy, HI 265: Latin
American History are offered in the accelerated format.

Holistic Health (one course)
One of the following: GS 115, GS 119, GS 120, GS 179, PS 205, SW 250.
TBD

Capstone (one course)
Courses to be determined.

*Course counts in only one are in the core requirements, it will not satisfy two core requirements.
**For nursing majors only
Note: Students should consult accelerated and traditional course schedules to determine course availability
and delivery format.

COURSE DESCRIPTIONS FOR MOUNT MERCY CORE COURSES
OFFERED IN THE ACCELERATED DELIVERY FORMAT

FINE ARTS
MU 189 Introduction to Music: 3 semester hours
This course is a general survey of vocal and instrumental forms, terminology, and style characteristics of
composers from the Medieval period to the present. Emphasis is upon the musical experience (listening)
and historical significance of Western art music. Course may include some live performances by faculty
and guest artists.
HISTORY
HI 115 History of Modern America: 3 semester hours
The second half of the American history survey. Begins in the immediate post-Civil War era, and introduces students to major themes and events in United States history in the late nineteenth century and through most of the twentieth century.

LITERATURE
EN 133 Topics in American Multicultural Literature: 3 semester hours
This course will examine various topics in American multicultural literature. Course content will vary. (Specific topics could include literature by African Americans, Native Americans, Asian-Americans, Jewish-Americans, or Hispanic-Americans; or the class might be a survey examining works from a number of these literatures). This course will satisfy the English literature core curriculum requirement.

MATHEMATICS
MA 130 Finite Math: 3 semester hours
Finite Mathematics will look briefly at a variety of topics, including systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: two years of high school algebra or MA 006 Intermediate Algebra.

MA 135 Basic Statistics: 3 semester hours
This course is an introduction to the basics of probability as well as descriptive and inferential statistics. Topics include measures of central tendency, measures of dispersion, histograms, the normal and binomial distributions, hypothesis testing, confidence intervals, chi-square distribution, correlation, and prediction. Prerequisite: two years of high school algebra, MA 006, or departmental approval.

Students may choose to enroll in the following course(s) in preparation for Finite Math:
MA 004 Beginning Algebra: 1 semester hour
This course is designed to provide remedial work for those students who enter college poorly prepared in mathematics. Class will focus on basic computational skills, dimensional analysis, irrational numbers, scientific notation, interpretation of graphs, basic geometric concepts, and an introduction to basic algebra. Emphasis will be on problem solving and reading for math.

MA 006 Intermediate Algebra: 2 semester hours
This class covers the topics of intermediate algebra including inequalities, linear equations, systems of linear equations, quadratic equations, exponents, ratio, proportion, variation, and graphing. Returning students who have not been in a math class for a number of years might find this course to be a good choice as it offers a review of mathematics concepts.

MULTICULTURAL STUDIES
CO 260 Intercultural Communication: 3 semester hours
Cross-cultural contact is a fact of everyday life, and its frequency will only increase. To assist students in successfully navigating such encounters, this course will introduce the theoretical background and problems involved with contemporary attempts to communicate between cultures, with a special focus on the attendant problems of interacting with specifically nonwestern cultures. In addition to theory, students will be exposed to certain skills necessary to make such encounters succeed in everyday life.

HI 213 Recent China in the Global Economy, 1970s to the Present: 3 semester hours
China from the 1970s to the present. Emphasis on the economic, social, cultural and political developments of recent China; the opening of China to the world; and the emerging of China into the global economy and market. Special attention to the intersection of Chinese and U.S. interests and trade in the global context.

HI 265 Latin American History: 3 semester hours
An introduction to the history of Latin America, beginning with European penetration of the region and the legacies of the colonial era. Focuses on the wave of independence movements by the early nineteenth century, followed by a specific emphasis on the recent history of selected Latin American nations since independence.
SW 265  Minority Groups:  3 semester hours
This course takes a broad view of minority groups in contemporary America. It will address socioeconomic barriers facing such groups as women, ethnic and racial minorities, gay men and lesbian women. Emphasis will be given to developing an understanding of and sensitivity to the minority experience and an appreciation of diverse cultures and lifestyles.

NATURAL SCIENCE
BI 123  Biology of Human Concern:  4 semester hours
This course is designed for non-science majors. Study of the broad general principles of biology and of current environmental and ethical problems arising as our knowledge and technological competencies increase. A lab component is included.

PHILOSOPHY
PL 169  Introduction to Ethics:  3 semester hours
This course is an introduction to the philosophical discipline of ethics. Among the topics covered are: the nature of ethical inquiry, theories of happiness, an analysis of moral activity, the growth of personal moral character, differing approaches to normative evaluation (such as duty ethics and consequence ethics), and selected moral problems. This course also satisfies the requirement in the Business major’s legal and ethical component.

RELIGIOUS STUDIES
RS 111  Introduction to the Bible: Old Testament:  3 semester hours
This course is a survey of the origin, development, and principal themes of the Old Testament, to gain a basic understanding of the foundations of Israelite faith. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing various types of Old Testament writings.

RS 113  Introduction to the Bible: New Testament:  3 semester hours
This course is a survey of the New Testament, presented within the historical and cultural perspectives of the first-century Christian communities. Methods of contemporary biblical interpretation will be explored and applied in the process of analyzing Paul’s letters and the gospels.

RS 118  Christians Divided: Conservative versus Liberal Battles:  3 semester hours
This course is an investigation of the reasoning behind different Christians’ views on controversial issues. Possible issues include these: 1) Did God create exactly the way the Bible says? 2) Can God be called “mother” as well as “father”? 3) Can non-Christians be saved? 4) Is homosexuality sinful? 5) Are people born into a state of “original sin?” 6) Is God responsible for evils like wars, earthquakes, and cancer? Students will learn about the different assumptions and arguments employed to defend each of the opposing views on such issues, sharpen the critical thinking skills that investigate the origins of ideas, and analyze different views as to the shared assumptions that make them all expressions of Christian faith.

SOCIAL SCIENCE
EC 251  Macroeconomic Principles:  3 semester hours
An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance. This course also satisfies a requirement in the Accounting, Business, Finance, Human Resource Management, and Marketing majors.

PS 101  Introduction to Psychology:  3 semester hours
This course gives a broad overview of the field of psychology. Major areas studied include the physiological basis of thought and action, perception of the environment, learning, motivation, behavior disorders, and behavior in groups. Though basic concepts and principles are stressed, the student is introduced to a variety of approaches to the subject matter of psychology. The student also becomes acquainted with some of the methods psychologists use to answer questions about behavior and mental processes.
SPbECH
SD 112 Public Communication: 3 semester hours
This course is a study of the role of oral communication in contemporary culture. Reading and analysis of public discourse is balanced with practice in writing and presenting of reports, informative speeches, and persuasive speeches.

WRITING
EN 101 Writing and History: 4 semester hours
By examining a period or historical topic, students will have the opportunity to discover how history is relevant to contemporary life. The course will focus on a different topic each semester such as the Vietnam War, the Holocaust, or the American Frontier, using it as a focus for writing and research. Fulfills the core curriculum requirement in English/writing.

EN 107 Writing and Popular Culture: 4 semester hours
This course will study how television, movies, and music influence our everyday lives and shape our values, showing how popular culture has increasingly been used in fiction and poetry. Assignments will allow students to examine different perspectives about popular culture. Fulfills the core curriculum requirement in English/writing.

EN 111 Writing and Film: 4 semester hours
This course will use cinema from around the world to stimulate student writing. Specific versions of the course might center around important American films, films of directors, films from a particular genre, or films dealing with a major theme. Students will explore different perspectives about how film can entertain, educate, and provoke an audience. Fulfills the core curriculum requirement in English/writing.

ADVANCE MAJOR REQUIREMENTS

ACCOUNTING MAJOR (60 semester hours)

APPLIED MANAGEMENT MAJOR (34 semester hours)

BUSINESS MAJOR (53 or 55 hours) (the 55 hours would occur if a student chooses BC 265 and BC 266 rather than BC 202)
Requirements: BN 204 Principles of Management, BN 304 Human Resource Management, and BN 380 Organizational Behavior, BC 265 Principles of Accounting I and BC 266 Principles of Accounting II or BC 202 Accounting: Information for Decisions, BA 379 Financial Management, BK 208 Principles of Marketing, and BK 311 International Marketing (BK 311 can not double count as an elective in the marketing major), EN 123 Professional Writing (EN 123 can not double count as an elective in the marketing major),
EC 251 Principles of Macroeconomics and EC 252 Principles of Microeconomics, BA 203 Principles of Law I; BA 270 Business Statistics, BA 305 Employment Law or Labor Relations and PL 169 Intro to Ethics, and BA 436 Business Strategy Seminar; MA 130 Finite Math. The student, in conjunction with his/her goals and interests will select two (6 credits) business electives approved by the Dean of the Institute or the Director of the Advance Program.

FINANCE MAJOR (54 semester hours)

HUMAN RESOURCE MANAGEMENT MAJOR (54 semester hours)

MANAGEMENT INFORMATION SYSTEMS MAJOR (43-44 semester hours)

MARKETING MAJOR (54 semester hours)

ADVANCE MINOR REQUIREMENTS

ACCOUNTING MINOR (27 semester hours)

ECONOMICS MINOR (27 semester hours)
* Can NOT double count for the finance minor, marketing major or business major.

FINANCE MINOR (27 semester hours)
*Can NOT double count for the Business major.

HISTORY MINOR (18 semester hours)
One of the following: HI 115 History of Modern America, HI 120 Origins of Western Tradition, HI 130 Emergence of the West, or HI 140 History of the Western World Since 1658; and five courses (15 hours) in History numbered 200 or above.

HUMAN RESOURCE MANAGEMENT MINOR (27 semester hours)
* Course can NOT double count as elective for the business, management, or marketing majors. Electives in the HRM minor can NOT double count for either the core curriculum requirements or the management major.

MANAGEMENT INFORMATION SYSTEMS MINOR (28 semester hours)

HAWKEYE COMMUNITY COLLEGE PARTNERSHIP PROGRAM

APPLIED MANAGEMENT MAJOR (34 semester hours)

MANAGEMENT MAJOR (54 semester hours)

**ACADEMIC REQUIREMENTS FOR BUSINESS MAJORS AND MINORS:**

- **All majors and minors** must achieve a minimum cumulative grade point average of 2.25 in the major and/or minor courses. A transfer student must achieve a minimum grade point average of 2.25 in all major and minor courses.
- **All accounting majors and minors** must achieve a minimum grade of C- in all accounting courses required for the major or minor. This requirement applies equally to any course equivalents that may be accepted by transfer from other Collegiate institutions.
- **All accounting majors** must complete a minimum of 12 semester hours of upper-level accounting coursework (accounting courses numbered BC 300 or higher) at Mount Mercy.
- **All accounting minors** must complete a minimum of 9 semester hours of upper-level accounting coursework (accounting courses numbered BC 300 or higher) at Mount Mercy.
- **All applied management majors** must complete a minimum of twelve 12 semester hours of business coursework at Mount Mercy.
- **All business majors** within the Advance program must complete a minimum of 12 semester hours of business coursework at Mount Mercy. In addition, a minimum of 12 semester hours must be business division upper-level courses (numbered BA/BN/BK/EC 300 or higher) completed at Mount Mercy.
- **All economics minors** must complete a minimum of 9 semester hours of business division upper-level coursework (numbered BA/BN/BK/EC 300 or higher) completed at Mount Mercy.
- **All finance majors** must complete a minimum of 12 semester hours of upper-level business coursework at Mount Mercy.
- **All finance minors** must complete a minimum of 9 semester hours of business division upper-level courses (numbered BA/BC/EC 300 or higher) completed at Mount Mercy.
- A grade of ‘C’ or higher is required in all courses in the **management information systems major and minor** and all their prerequisites.
- **All marketing majors** must complete a minimum of 12 semester hours of upper-level marketing coursework (marketing courses numbered BK 300 or higher) at Mount Mercy.
- Students can NOT double major between the management major and the Business major.
- Students majoring in Business can NOT minor in Business Administration.

**COURSE DESCRIPTIONS FOR MAJORS AND MINORS IN THE ACCELERATED DELIVERY FORMAT**

**Accounting (BC)**

**BC 202 Accounting: Information for Decision: 4 semester hours**
This course provides a fundamental knowledge of accounting for individuals who do not expect to become practicing accountants but who need a basic understanding of accounting concepts. This course will emphasize accounting as a communication system involving analysis and interpretation of data. Accounting concepts will be covered as they relate to the user of financial information rather than a preparer’s perspective. Emphasis will be placed on the use of accounting information for both financial and managerial decisions. This course will only satisfy the accounting requirement for the Business major. All other accelerated business majors and minors required BC 265 and BC 266 Principles of Accounting I and II.

**BC 265 Principles of Accounting I: 3 semester hours**
This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements—the balance sheet, the income statement, the statement of owner’s equity, and the statement of cash flows. The various asset accounts, cash, accounts
receivable, inventories, and property, plant, and equipment, will be studied in-depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills.

**BC 266 Principles of Accounting II: 3 semester hours**
This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder’s equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

**BC 315 Cost Accounting: 3 semester hours**
The interpretation and use of accounting information for management planning, coordination and control with emphasis on cost analysis in problem solving and decision making are covered in this course. Topics include: product costing systems, cost behavior, budgeting, standard costs, and control of decentralized operations. This course also explores relevant costs for decision-making, capital budgeting, and the tax effects of investment decisions. Prerequisites: BC 265 and BC 266 Principles of Accounting I and II.

**BC 316 Advanced Cost Accounting: 3 semester hours**
This course covers a study of accounting for inventory valuation and income determination. Topics include: process costing, spoilage, joint products, by-products, cost allocation schemes, and inventory management tools. The course also explores regression analysis, learning curves, linear programming, proration of variances, and decision-making under uncertainty. Prerequisite: BC 315 Cost Accounting.

**BC 325 Intermediate Accounting I: 3 semester hours**
This course begins the rigorous coverage of generally accepted accounting principles as they relate to financial accounting. There will be a quick review of the accounting cycle, the format of the financial statements and the time value of money. This will be followed by in-depth coverage of accounting for cash, accounts receivable, notes receivable, inventories, property, plant and equipment, and current liabilities. Students will be expected to complete at least four complex spreadsheet assignments. Prerequisite: BC 266 Principles of Accounting II.

**BC 326 Intermediate Accounting II: 3 semester hours**
As a continuation of BC 325, this course includes an in-depth study of bonds payable, notes payable, long term investments and stockholder’s equity, including earnings per share calculations. In addition, issues related to revenue recognition will be covered along with accounting for pensions, capital leases and income taxes. The Statement of Cash Flows will be examined in detail. Students will be expected to complete at least four complex spreadsheet assignments. Prerequisite: BC 325 Intermediate Accounting.

**BC 330 Government & Not-For-Profit Accounting: 3 semester hours**
This course involves the study of accounting for local governmental units, health care organizations and not-for-profit entities. Other topics include budgeting and performance analysis for governmental and not-for-profit entities and the regulation of not-for-profit entities. Students will complete a comprehensive computerized practice set. In addition each student will be required to complete a final project on a local governmental or not-for-profit entity including an oral presentation about the entity. This course should be of particular interest to students who are planning to work in the government or non-profit sector and for those preparing for the CPA exam. Prerequisite: BC 266.

**BC 440 Auditing Principles & Practices: 3 semester hours**
This course is a study of the audit function primarily from the independent CPA viewpoint. Emphasis is upon auditing standards, preparation of audit working papers, and the final audit report. Topics include: internal control structure study and evaluation, audit sampling, auditing transaction cycles, tests of controls, substantive tests, and subsequent events responsibility. Prerequisite: BC 326 Intermediate Accounting II.

**BC 441 Advanced Auditing: 3 semester hours**
This course covers an in-depth analysis of advanced topics in auditing with special attention to professional standards, the role of the technology in auditing, and current auditing topics. Additional topics include: quality control standards, variables sampling, special audit reports, non-audit services, professional ethics,
and auditors’ legal liability. This course is designed to supplement a student’s preparation for the auditing and law sections of the CPA exam. Prerequisite: BC 440 Auditing Principles & Practices.

**BC 442 Tax Accounting: 3 semester hours**
This course involves the study of basic concepts and theory of federal income taxation applicable to individuals and sole proprietorships. Topics include: the elements of gross income, exclusions, deductions from income, capital gains and losses, passive losses, tax free exchanges, depreciation and the sale of assets used in a trade or business (including depreciation recapture). Students will complete a basic tax research memo, a complex individual income tax return by hand and a second individual income tax return using computerized tax return preparation software. Prerequisite: BC 266.

**BC 443 Advanced Tax Accounting: 3 semester hours**
This course involves an in-depth study of the tax laws applicable to corporations, partnerships, “S” corporations, estates, and trusts. Topics include: corporate formation and taxation, special corporate tax issues, partnership formation and taxation, “S” corporation considerations, and gift and estate taxation. In addition, tax planning opportunities and additional areas of tax research will be covered. Prerequisite: BC 442 Tax Accounting.

**BC 444 Advanced Accounting: 3 semester hours**
This course includes a study of partnerships, business combinations, consolidated financial statements, accounting for foreign currency transactions, and translation of foreign financial statements. It also includes an introduction to governmental and not-for-profit accounting. Prerequisite: BC 326 Intermediate Accounting II.

**Business Administration (BA)**

**BA 203 Principles of Law I: 3 semester hours**
This course provides a broad look at the American legal system. It includes a discussion of legal reasoning, the structure of the legal system, and several substantive areas of the law that are of general practical interest. These specific topics include: contracts, torts, administrative law, and agency law.

**BA 250 Technology & Communication in Business: 3 semester hours**
In this course, students will study technology, research and communication as it relates to the business environment. Students will be expected to demonstrate proficiency in the use of computer software including word processing, spreadsheet, database and presentation. In addition, students will be required to complete a research paper using a specified format, and presentation software (i.e. PowerPoint). Research using the Internet will be required. The various communication skills required of professionals in the business area will also be studied. This includes, but is not limited to, e-mail, teambuilding, conducting a meeting and cooperative problem solving. Prerequisites: EN 111 Writing and Film (or Composition I and II) and SD 112 Public Communication.

**BA 270 Business Statistics: 3 semester hours**
This course is a study of descriptive and inferential statistics with an emphasis on business applications. Topics include: measures of central tendency, measures of dispersion, probability and probability distributions, confidence intervals, hypotheses testing, correlation and regression, time series analysis, and indexes. Prerequisites: one year of high school algebra or MA 006 Intermediate Algebra or advisor/instructor approval.

**BA 300 Entrepreneurship: 3 semester hours**
This course will teach students how to start and run their own business. Students will learn what constitutes an attractive investment opportunity, where to go for financing, how to keep accurate accounting records, and how to comply with state and federal tax laws. They will also learn about management, law, marketing, etc. Individual business owners will be utilized as speakers in the class. There will be a group project in which students will be required to develop a business plan. Prerequisites: BC 265, BC 266, BN 204, and BK 208.

**BA 304 Business Law II: 3 semester hours**
This course builds on the understanding of the legal system developed in BA 203, to cover additional areas of civil law. The course includes a discussion of property, debtor-creditor, commercial paper, partnership and corporate law. Prerequisite: BA 203 Principles of Law I.
BA 305 Employment Law and Labor Relations: 3 semester hours
This course is a survey course that looks at the history and development of employment law in the United States. We will look closely at the current legal issues found in case law, statutory law, and regulations. We will also study the labor relations and collective bargaining system addressing issues such as wages, benefits and grievance procedures. Prerequisite: BA 203.

BA 310 Dispute Resolution: 3 semester hours
Conflict is a fact of life. How we resolve our differences with our friends, neighbors, bosses, employees, customers, government, spouse, and children makes a difference. In this course we will look at the techniques of principled negotiation that will help reach a wise agreement that satisfies all parties. We will also discuss other dispute resolutions such as litigation, mediation, and arbitration. Classes will include role-plays and group projects to practice the techniques studied.

BA 344 Investments: 3 semester hours
This course covers the theory of investment analysis and the development and management of an investment portfolio with attention to valuation as determined by yield and risk. Prerequisites: BC 265 Principles of Accounting I and BC 266 Principles of Accounting II or BC 202 Accounting: Information for Decisions.

BA 350 Risk Management: 3 semester hours
This course involves an overview of the managerial and administrative processes designed to minimize loss and the impact on the organization. This includes general liability, product liability, property damage, and worker’s compensation. In this course students also examine methods used to evaluate both business and personal risk with particular emphasis on which methods can be used to minimize such risk in a cost-effective manner.

BA 379 Financial Management: 3 semester hours
This is a decision-oriented course that emphasizes maximization of shareholder wealth. It includes a study of such concepts as cash flow, ratio analysis, financial forecasting, leverage, the time value of money, the capital budgeting process, and growth. Prerequisites: BC 265 Principles of Accounting I, BC 266 Principles of Accounting II or BC 202 Accounting: Information for Decisions.

BA 420 Cases in Finance: 3 semester hours
This course will teach students how to analyze financial cases. The case method of instruction simulates the “real world” by exposing students to actual situations where financial decisions must be made. Students must use their prior knowledge of finance and common sense to arrive at recommendations for each case. This process should enable students to sharpen their technical finance skills and enhance their ability to use subjective judgment in decision-making. Prerequisites: BA 379 Financial Management.

BA 430 Selected Topics in Business: 3 semester hours
This course includes an examination of major issues or topics in business. Course content and subtitle will vary. This course may be repeated with a different focus, with consent of the instructor.

BA 436 Business Strategy Seminar: 3 semester hours
This is a capstone course designed to assist the student to integrate and apply knowledge of marketing, finance, economics, management, and accounting to the student’s field of interest. Students will develop strategic plans using theoretical and actual case studies. Course typically taken near end of student’s program of study. Prerequisites: BN 204 Principles of Management, BK 208 Principles of Marketing, B2 265 Principles of Accounting I and BC 266 Principles of Accounting II or BC 202 Accounting: Information for Decisions, and BA 379 Financial Management.

Communications (CO)

CO 250 Effective Group Communication: 3 semester hours
Working in teams to analyze and solve problems is common in most careers today. In most careers it is important to learn certain skills of group communication if one is to contribute to the success of work teams. This course will utilize a core of theory in enabling students to learn such skills by putting them into practice. Prerequisite: CO 111 or SD 111.
CO 260  Intercultural Communication:  3 semester hours
Cross cultural contact is a fact of everyday life, and its frequency will only increase. To assist students in successfully navigating such encounters this course will introduce the theoretical background and problems involved with contemporary attempts to communicate between cultures, with a special focus on the attendant problems of interacting with specifically non-western cultures. In addition to theory, students will be exposed to certain skills necessary to make such encounters succeed in everyday life.

CO 278  The Practice of Public Relations:  3 semester hours
An introduction to both the key defining concepts of Public Relations, and the primary writing skills necessary for the PR function to operate in contemporary organizations. Special attention will be made to how PR is different from, but complements other organizational communication practices such as marketing and advertising. This course is specifically designed to be offered in the Advance Program.

**Computer Science (CS)**

CS 203  Information Ethics:  3 semester hours
In this course, students will learn to define and analyze ethical, moral, social, and professional issues related to computing and information technology. Topics to be discussed include ethical frameworks for decision making, regulation of the Internet, intellectual property, privacy, security, and codes of conduct. Prerequisite: sophomore standing or consent of instructor.

CS 226  Programming in Visual Basic:  4 semester hours
This course is an introduction to programming using Visual Basic and the .NET development environment. Topics to be covered include control structures, input/output, graphical user interfaces, and interface with other Microsoft Office applications. This course is for MIS majors.

CS 326  Information Systems Analysis:  3 semester hours
This course will focus on management issues in the creation and management of information systems. Broad topics will include system investigation, system and feasibility analysis, system design, system implementation, and system maintenance. Various approaches to systems analysis and design will be considered, as well as tools. Prerequisites: CS 106 for CS students or CS 226 and BN 204 for MIS students.

CS 426  Project Management:  3 semester hours
This course explores tools and issues related to the management of information systems and software development projects. Topics to be considered include PERT networks, GANTT charts, project staffing and teamwork issues, stakeholder considerations, and software testing strategies. Prerequisite: CS 326 or CS 388.

CS 435  Senior Project:  3 semester hours
This is the capstone course for computer science majors. They will complete a real project related to their field of specialization. Prerequisites: senior standing, completion of at least two non-CS courses in the field of specialization.

**Economics (EC)**

EC 251  Macroeconomic Principles:  3 semester hours
This course is an introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance.

EC 252  Microeconomic Principles:  3 semester hours
This course is an analysis of the market system as it determines prices, output and employment of the individual products and resources, application of market theory to some current domestic economic issues; and international trade. Students are strongly encouraged to take EC 251 Macroeconomic Principles as a prerequisite to this course.
EC 366 Money and Banking: 3 semester hours
A study of the nature of money, role of banks and the central bank in the economy, central bank control of the supply of money, effect of money on the economy, Monetarist vs. Keynesian views on monetary and fiscal policies, and the role of money in international finance. This course will emphasize financial markets and monetary policy, not bank operation and management. Prerequisites: EC 251 and EC 252.

English (EN)
EN 123 Professional Writing: 4 semester hours
Designed to help students understand the basic resources and techniques of writing pertinent to their chosen professions. Writing assignments and discussions covering such areas as occupational letters, reports, and letters of job application are geared to the student’s individual professional needs. Prerequisite: EN 111 Writing and Film or transfer Composition I and Composition II.

Management (BN)
BN 204 Principles of Management: 3 semester hours
This course includes a systematic examination of the following four functions and processes within an enterprise: Planning – development of objectives and plans; Organizing – structuring work relationships; Leading – activating coordinated efforts; Controlling – measuring progress and taking corrective action. The course emphasizes an overall framework for effective integration of the distinct processes.

BN 304 Human Resource Management: 3 semester hours
This course includes a study of the place and function of the human resource management department in business and industry. Topics include equal opportunity programs, employment planning, recruitment, selection, performance evaluation, and compensation. Also included are training/development, safety/health and work scheduling. Prerequisite: BN 204 Principles of Management.

BN 340 Management Information Systems: 3 semester hours
This course addresses the ongoing process of gathering, storing, and retrieving the information that managers need to make immediate business decisions and to prepare long-term business plans. The concepts learned in this course apply to many functional areas including finance, marketing, manufacturing, production, and human resources. Topics include operational, tactical, and strategic decision making as well as design, analysis, and implementation of management information systems. Prerequisites: BN 204 Principles of Management.

BN 350 International Management: 3 semester hours
Organizations today are competing in a global marketplace that poses new challenges for managers. It is crucial that students of management be knowledgeable about the international dimensions that affect all businesses. This course will study the development of appropriate strategies for multinational companies. The environment and cultural context for international management will be examined along with worldwide developments. Prerequisites: BN 204 and Junior standing or approval of instructor.

BN 364 Product & Operations Management: 3 semester hours
This course will provide students with an introduction to the field of production and operations management. It will cover both manufacturing and service organizations with a balanced overview of quantitative and qualitative material. Particular emphasis will be placed on the subject of quality and its impact on the competitive position of goods and services in the domestic and world markets. Prerequisites: BN 204 Principles of Management and BN 270 Business Statistics.

BN 370 Advanced Topics: MIS: 3 semester hours
This course is an advanced study of contemporary and emerging information system (MIS) issues. Students will examine and focus on the strategic impact and competitive advantage of information technologies on the business (for profit and not-for-profit) environment. Students will develop a firm understanding of the strategic, tactical, technical and management issues surrounding both consumer e-commerce and business-to-business systems, and explore emerging issues related to supply chain management, business process reengineering, enterprise resource planning, and Internet privacy and security. Prerequisite: BN 340 Management Information Systems.
BN 377 Project Management: 3 semester hours
This course is an introductory study of contemporary project management practices and issues designed for juniors or seniors. Students will examine the strategic value and competitive advantage of project management in the business environment. Students will gain a first-hand understanding of initiating, planning, executing, controlling, and closing out a project. Students will develop an understanding of the strategic, tactical, technical and management issues of project management. Emerging issues related to critical chain scheduling, parametric cost estimation, and PM licensure are also reviewed. Lectures will be derived from Project Management Institute’s (PMI) Project Management Body Of Knowledge (PMBOK') and the assigned textbook. Prerequisites: BN 204 Principles of Management and BA 250 Technology & Communication in Business.

BN 380 Organizational Behavior: 3 semester hours
This course examines human behavior in the work environment at the individual and group levels. Emphasis areas include: group behavior/dynamics, theories of motivation, leadership, decision making processes, corporate culture, organizational behavior in the global setting and values and attitudes affecting work behavior. Prerequisites: BN 204; students are strongly encouraged to have PS 101 Intro to Psychology prior to this course.

BN 386 Compensation, Benefits, and Evaluations: 3 semester hours
This course covers the fundamental concepts of compensation theory and application related to hiring, growing, and retaining organizational talent. Other areas of focus include government, legal, and union influences; job analysis and evaluation, building and maintaining compensation and benefit structures, and effectively evaluating employee performance. Students will gain an understanding of how to assess reward systems for equity and cost effectiveness; as well as how to access and diagnose compensation management issues and develop appropriate solutions. Prerequisites: BN 204 and BN 304.

BN 392 Advanced Topics in Human Resource Management: 3 semester hours
This course is an advance topics study of contemporary human resource management practices and issues designed for juniors or seniors. Students will examine the strategic value and a competitive advantage of human resource management in the business environment. Students will gain a first-hand understanding of the assumption that all managers are accountable to their organizations in terms of the impact of their HRM activities, and they are expected to add value by managing their people effectively. Students will develop and expand their understanding of the relevant theory, research, and practices. Prerequisites: BN 104 and BN 304.

Marketing (BK)

BK 208 Principles of Marketing: 3 semester hours
This course is a general introduction to marketing and how marketers anticipate consumer/customer needs and develop appropriate marketing strategies. The course will involve an analysis of the marketing environment of an organization, marketing strategy development, marketing decision areas and buyer behavior.

BK 300 Marketing Communications: 3 semester hours
This course covers the examination of mass and interpersonal communication processes and their roles in the marketing mix; emphasis on creative promotional strategy and tactics which utilize advertising, sales promotion, packaging, personal selling, the Internet, and publicity. Prerequisite: BK 208 Principles of Marketing.

BK 305 Personal Selling: 3 semester hours
This course develops a systematic approach to satisfying customer needs and solving problems. Topics also include an analysis of the ethics of sales and a critique of many techniques used by sales professionals. Each student will develop a sales approach, including a sales book, for a product or service of choice. Students will learn to become good salespeople by practicing with other students. Prerequisite: BK 208 Principles of Marketing.

BK 310 Consumer Behavior: 3 semester hours
This course examines the theoretical and applied dimensions of consumer behavior and how knowledge of consumer behavior principles impact marketing strategy. Included is a study of the consumer decision process and the variables that affect that process including memory, learning, memory, perception, life styles,
culture, groups and attitudes. Emphasis is placed on applying consumer behavior concepts to marketing decisions. Prerequisite: BK 208.

**BK 311 International Marketing: 3 semester hours**
This course focuses on marketing management problems, techniques and strategies necessary to apply the marketing concept to the world market place. The necessity of understanding the impact of a country’s culture and environment on a marketing program is emphasized as well as the problems of competing in markets of different cultures. Lecture, discussion and case analysis will be used. Prerequisite: BK 208 Principles of Marketing.

**BK 321 Market Research: 3 semester hours**
This course includes marketing research methods and the role of marketing information as a management tool in decision-making. It includes the study of secondary data, focus groups, surveys, experiments, and observations. It addresses the problems inherent in sampling, data collection, and analysis of data. Prerequisite: BK 208 Principles of Marketing, BA 370 Business Statistics.

**BK 431 Marketing Management: 3 semester hours**
This course focuses on the major decisions facing a marketing manager when developing a marketing plan and carrying out the marketing process. These decisions include analyzing market opportunities, researching and selecting target markets, and developing marketing strategies. Case analysis and a simulation are used, requiring both tactical and strategic decisions. Prerequisites: BK 321 Market Research, BA 379 Financial Management, and BN 204 Principles of Management.

**Mathematics (MA)**

**MA 130 Finite Math: 3 semester hours**
Finite Mathematics will look briefly at a variety of topics, including: systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: two years of high school algebra or MA 006 Intermediate Algebra.

**MA 135 Basic Statistics: 3 semester hours**
This course is an introduction to the basics of probability as well as descriptive and inferential statistics. Topics include measures of central tendency, measures of dispersion, histograms, the normal and binomial distributions, hypothesis testing, confidence intervals, chi-square distribution, correlation, and prediction. Prerequisite: two years of high school algebra, MA 006, or departmental approval. (Offered every spring).

**Philosophy (PL)**

**PL 169 Introduction to Ethics: 3 semester hours**
This course is an introduction to the philosophical discipline of ethics. Among the topics covered are: the nature of ethical inquiry, theories of happiness, an analysis of moral activity, the growth of personal moral character, differing approaches to normative evaluation (such as duty ethics and consequence ethics), and selected moral problems. This course also satisfies the requirement in the Business major’s legal and ethical component.

**ADMISSION TO THE R.N. TO B.S.N. PROGRAM**
Applicants to the R.N. to B.S.N. program must meet the following admission criteria:

1. At least 23 years of age.
2. At least three years of work experience and currently working at least part time as a nurse.
3. Cumulative GPA of 2.70 or higher for transferable college credit.
4. Current and valid Iowa R.N. license. Nursing courses with a clinical component may not be taken by a person: a) Who has been denied licensure by the Board; b) Whose license is currently suspended, surrender or revoked in any U.S. jurisdiction; c) Whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.
5. In consultation with the coordinator of the R.N. to B.S.N. program, select an articulation option.
6. Complete prerequisite courses as appropriate for the articulation option selected.
7. Send a written request for admission to the Admissions, Promotion, and Graduation committee of the Nursing Department.
8. Complete a health examination by a physician or nurse practitioner (within the past two years), receive and/or update the recommended immunizations, and forward this information to the Nursing Department. (Forms for filing this information should be requested from the Nursing Department prior to the physical examination).
9. Show proof of current certification for Basic Cardiac Life Support (BCLS) from the American Heart Association.
10. Show proof of health insurance coverage and nursing liability insurance coverage.
11. Submit a copy of current Iowa nursing license.

**R.N. TO B.S.N. MAJOR:** For R.N. to B.S.N. students entering Mount Mercy in Fall 2009 or later. Admission to the major plus NU 210, NU 230, NU 242, NU 460, and NU 461.

**ACADEMIC REQUIREMENTS:** Students must maintain a C or higher in all nursing courses, and maintain a cumulative grade point average of 2.00.

**COURSE DESCRIPTIONS FOR R.N. to B.S.N.: NURSING MAJOR**

**NU 210 Physical Assessment: 1 semester hour**
This course is designed to validate the R.N.s’ knowledge base and skills of physical assessment through completion of a health history and a comprehensive physical assessment under the guidance of clinical instructors. Prerequisite: R.N. status.

**NU 230 Pharmacotherapeutics: 3 semester hours**
This course provides an introduction to the broad field of pharmacology. Several concepts will be covered with particular emphasis on pharmacotherapeutics, the use of drugs for therapeutic purposes. Major drug groups will be addressed in relation to specific drug prototypes, actions, therapeutic and adverse effects, uses, interactions, contraindications, methods of administration, and consumer information. Principles of safe administration of medications, including drug calculations, will be reinforced. In addition, drug effects on specific populations will be addressed. Prerequisites: current and valid Iowa R.N. license.

**NU 242 Concepts in Baccalaureate Nursing Education: 4 semester hours**
This course is designed for R.N. to B.S.N. students seeking a baccalaureate degree with a major in nursing. The purpose of the course is to provide a transition between the student’s basic nursing education, associate degree or diploma and nursing education. Students will explore the philosophy of nursing along with studying the current issues in nursing practice and nursing education. The focus of the course is the nursing process. Concept development will also be studied. Students will also complete a family assessment, study cultural diversity in the community as well as participate in service/volunteer activities. Prerequisite: current and valid Iowa R.N. licensure.

**NU 460 Extending the Journey: Population Based Nursing: 6 semester hours**
This course is specifically designed for senior level baccalaureate nursing students who have completed their basic preparation for registered nurse licensure and R.N. to B.S.N. students. The course will focus on population-based concepts and application to practice. The course will explore global health care issues and address influences on care of populations. A focus on evidence based nursing practice will also be included in the course. The course will include both theory and community based clinical components. Prerequisite: senior level nursing students or R.N. to B.S.N. student, NU 210, NU 230, NU 242.

**NU 461 Extending the Journey: Professional Aspects of Nursing: 6 semester hours**
This course is organized around issues that are key to the success of professional nurses in today’s constantly changing health care environment. This course is specifically designed for senior level baccalaureate nursing students and R.N. to B.S.N. students who have completed their basic preparation for registered nurse licensure. Course content will address leadership and management, professional development, and legal and workplace issues. The course includes both theory and clinical components. Clinical experiences will provide opportunities for application of theory content in a variety of community-based settings. Prerequisite: senior level nursing students or R.N. to B.S.N. student, NU 210, NU 230, NU 242.
GRADUATE PROGRAMS

Building on our tradition of excellence in undergraduate education, in 2008 Mount Mercy began offering graduate programs in business and education. These fully accredited programs are designed for working professionals with classes conveniently scheduled in the evening, weekends and summer. Grounded in best practices, our programs prepare students for leadership in their chosen career.

GRADUATE DEGREES

Master of Arts in Education with Emphasis in Special Education
Educators trained with a deep understanding of the needs of students with learning and/or behavior disorders are in high demand. This degree allows teachers to obtain an advanced degree in Special Education whether or not they hold initial licensure in the field.

Master of Arts in Education with Emphasis in Reading
Designed to prepare teachers as reading specialists with a dynamic understanding of the reading process and to equip teachers with a variety of resources for enhancing literacy for all learners, this degree prepares specialists in K-8 Reading. This is designed for teachers with or without a prior endorsement in the field.

Master of Business Administration (MBA)
Characterized by its emphasis on ethical and socially responsible leadership, the Master of Business Administration program challenges students to think globally and strategically while solving business problems.

GRADUATE POLICIES

ADMISSIONS POLICIES

ADMISSION AS A DEGREE SEEKING STUDENT
Applicants desiring admission to Mount Mercy graduate programs apply through the Graduate Admissions Office and must meet the graduate admissions criteria. Final admission decisions rest with the academic program. To be considered for admission an applicant must:

1. Hold an undergraduate degree from a regionally accredited college or university or an equivalent degree from an accredited institution outside of the United States. Documentation of degree equivalencies must be submitted by an agency authorized to do so.
2. Have a minimum cumulative grade point average of 3.00 and an undergraduate record that reflects ability to be successful in graduate studies. (If a student has a GPA less than 3.00, see the policy on Conditional Admission below).
3. Provide a personal statement that demonstrates solid writing skills and motivation for graduate studies. (See application form for further instruction).
4. Submit two letters of recommendation, preferably from faculty and/or work supervisors, who can attest to an applicant’s ability to be successful in graduate studies. (See application form for further instruction).
5. Complete any requirements from the specific area of study.
6. Pay $25 application fee.
PROGRAM SPECIFIC REQUIREMENTS ARE AS FOLLOWS:

**Master of Arts in Education**
1. Bachelor’s degree in teaching.
2. A valid teaching license or be eligible for a teaching license.
3. Resume that lists past and current teaching experience.

**Master of Business Administration**
1. At least 24 years old.
2. Three (3) years of full-time work experience. (Provide a resume to document this work experience).

An application is complete when the applicant submits the following required items:
1. A completed Mount Mercy application, including personal statement, and two letters of recommendation.
2. Official transcripts of all previous academic work from which undergraduate and graduate grade point averages can be computed. Transcripts should be mailed directly to the Graduate Admissions Office. Official transcripts must be submitted in a sealed envelope and display the appropriate seal and signature of the institution.

**MBA ADMISSIONS**
A student may be admitted to the MBA program prior to completing the prerequisite courses. Upon admission, the student will meet with his/her academic advisor who will provide the student with an advising form that indicates the prerequisite courses that need to be completed and in what order. The student may enroll in either Advance or traditional classes to complete prerequisite course at the tuition rate for those classes. However the MBA grading polices will be in effect for all MBA and prerequisite classes taken at Mount Mercy.

**CONDITIONAL ADMISSION**
An applicant who does not meet the above criteria may qualify for either admission or conditional admission upon approval of the Program Director. Students admitted on a conditional basis will be apprised in writing of the conditions they must fulfill in order to achieve regular admission status. The maximum number of graduate credits that can be earned while in conditional status is 12.

**INTERNATIONAL STUDENTS**
Mount Mercy welcomes international students to its campus, recognizing that they enrich the educational experience for all students by contributing to the intellectual, social and cultural diversity of the Mount Mercy community. The following additional items are required for admission for international students.
1. Official or true certified copies of the applicant’s post-secondary academic record (transcripts, examination scores, mark sheets, etc.) translated into English by an official English Language Translator or Foreign Credential Evaluation Agency
2. Documentation of English language proficiency for all non-native speakers of English. (TOEFL, Step Eiken, IELTS or equivalent).
   TOEFL test scores accepted:
   a. 550 on the paper-based version (scores between 500-550 may be accepted upon an interview with the Program Director) or 79 on internet version (iBT) or 213 on computer-based total.
   b. Proof of comprehension and conversational proficiency as indicated by a 23 or higher on the TOEFL speaking sub-section and interview with the Program Director (phone interview can be substituted).
Program Directors may waive the English language proficiency test scores upon interviewing a student who meets one of the following criteria:

i. Undergraduate education in English
ii. Worked in United States in a professional job for more than 1 year
iii. Studied for at least two semesters in the United States
iv. English is native language

3. Students who are applying for an F-1 visa must also provide a Certificate of Finance form or Letter with Affidavit from the Bank stating that they have sufficient funds to study in the U.S. The Certificate of Finance form can be found and downloaded at our web site at www.mtmercy.edu/admission/international.html.

**GRADUATE SPECIAL STUDENT STATUS (OR NON-DEGREE STATUS)**

A student with a baccalaureate degree who wishes to earn graduate credit, but not a graduate degree, may be accepted for admission as a graduate student with special status. Credits earned as a graduate student with special status with a grade of “B” or above may be applied to a graduate degree at Mount Mercy, upon admission to the program and with the approval of both the Dean of Graduate Studies and the Program Director. Special student status students are not eligible for financial aid.

**TRANSFER POLICIES**

Students may transfer in graduate courses upon the approval of the Program Director. The maximum number of transferable credit hours is 9. Credit allowance for graduate courses is considered on an individual basis, however, students must have earned a “B” or higher for the course to be considered. Course syllabi, college catalog, and a sample of previous course work may be requested for consideration of a class.

**READMISSION**

When a student withdraws or is terminated from any of the graduate programs at Mount Mercy, a recommendation will be made by the Program Director at the time of withdrawal or termination about whether the student will be eligible for readmission. Documentation of this recommendation will be maintained.

The student who has withdrawn or has been terminated from any graduate program and wishes to be readmitted will be considered for readmission by the Program Director according to the following criteria: the recommendation made by the Program Director at the time of the student’s withdrawal or termination; evidence student has improved in all needed areas.

Students who wish to be readmitted to a graduate program must complete the application process.

**POLICY ON ADMISSION OF UNDERGRADUATES**

Mount Mercy seniors who meet the following criteria may take graduate courses for graduate credit:

1. They have senior status.
2. They are eligible for admission to graduate study.
3. They limit their load to a maximum of 15 credits for the semester, including undergraduate and graduate credits.
4. They file an application for admission to the graduate program and secure the approval of the department in which they wish to earn graduate credit.

Undergraduate students admitted to graduate study under this policy may earn a maximum of 12 graduate credits. Graduate credits earned under this policy may be applied to a graduate program only with the approval of the appropriate Program Director.
DELAYED ADMISSIONS
Students have one year from date of acceptance to begin classes. Students who do not enroll for classes within the year deadline must reapply for admission.

GRADING POLICIES
Graduate courses are graded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>F</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

- F Failure: no credit earned. A student earning an “F” grade may not repeat the Course for which the “F” was received without the approval of the Program Director.
- I Incomplete: a temporary grade given only when extenuating circumstances prevent completion of all course work on time.
- P Pass: a mark used to show satisfactory performance.
- W Withdraw: A non-punitive grade which will be entered on the permanent record if a student withdraws from a class within the published withdrawal period.
- NA Non-attendance

The cumulative grade point average is calculated by dividing cumulative grade points by cumulative hours graded.

ACADEMIC STANDING/PROBATION
A student is required to achieve a minimum grade point average of 3.00. A student whose cumulative grade point average falls below 3.00 will be placed on probation and the student will have two enrolled terms to remove that status. If the student fails to earn a minimum grade point average of 3.00 within that time, the student will be dismissed from the program.

Only two “C” grades are permitted in the graduate program. A third grade of “C” or below will result in academic dismissal from the program. No course with a grade of “C+” or below will count toward a graduate degree. Any grade of “F” may be cause for dismissal from the program. A second “C” (or below) in a repeated course may be cause for dismissal from the program. Dismissals may be appealed through the appeal process.

Departments can identify courses in which a “B” is the minimum grade required.

INCOMPLETE GRADES
The incomplete (I) is a temporary grade given only when extenuating circumstances prevent completion of all course work on time. To remove an incomplete grade, a student must complete all required work in the course no later than 30 days from the close of the term. Failure to do so automatically results in failure in the course. An exception is made for incomplete grades given for thesis research course. Extensions may be given by the course instructor.

REPEATING COURSES
A student receiving a “C+”, “C” or “C-“ may repeat a graduate course once. A maximum of two different courses in a student’s degree program may be repeated. Both the original course and the repeated course remain on the transcript. The cumulative grade point average will include only the second grade.
ACADEMIC POLICIES

ADD/DROP AND TUITION REFUND POLICY

MBA Program
The MBA program runs on the accelerated calendar and add/drop dates are located on the inside back cover of this catalog. Students in the MBA program must drop a course prior to class beginning in order to avoid being charged for the class. If the course is dropped on or after the start of the class, but prior to the second day of class, the student will receive a grade of “W” on the academic transcript reflecting the withdrawal but will not be charged. Students dropping the course during the second day of class or thereafter, will be charged 100% of the tuition. Students that never show up to a class but do not drop the course, will receive a grade of “NA” and will be charged 100% of the tuition for the course.

Education Program
The education program runs on the semester calendar and add/drop dates are located on the inside front cover of this catalog. Courses must be dropped prior to the last class meeting. A student’s final bill will be determined on the last day to add classes for each term. This is generally seven (7) days after the beginning of the term and is referred to as the final bill date. Before the final bill date, students may adjust their class schedule without incurring add/drop fees. Students who withdraw from Mount Mercy after the final bill date may be eligible to receive a refund of a portion of the tuition charged for the semester. The tuition refund schedule follows the federal financial aid guidelines. Please contact the Business Office for more information regarding tuition refund amounts.

After conclusion of the add/drop or withdrawal period, all change requests must be approved by the Program Director. Late adds and drops are limited to unusual circumstances that must be documented in writing.
ATTENDANCE
Attendance requirements in graduate courses are established by programs and individual instructors. Attendance policies are stated in each course syllabus.

CONTINUOUS ENROLLMENT
Students do not have to be contiguously enrolled in graduate classes and may take one semester off at anytime. However, students must be enrolled in classes for the following semester or the student will need to complete a leave of absence request or withdraw from the program. Students should be aware there may be financial aid implications of not being contiguously enrolled in classes and should consult with the financial aid office. All students must complete the program within six years unless arrangements have been made with the program director.

FULL-TIME STATUS
Students enrolled in 6 credit hours per semester will be considered full-time. A student has to be enrolled in at least 3 credit hours to be considered part-time.

LEAVES OF ABSENCE
Students desiring a Leave of Absence must meet with the Program Director to complete the appropriate paperwork. If the leave is granted the student must return to Mount Mercy within one year. Students who do not return at the end of the leave will be withdrawn from the program and must submit a petition for subsequent readmission. An exception to this time period will be made for students called to active duty in the military. Students are required to provide proof of deployment prior to being deployed. A Leave of Absence will only be granted if the student has no course work in process.

SECOND MASTER’S DEGREE
A student may pursue a second Masters Degree at Mount Mercy. The degree must be significantly different from the initial degree. A maximum of 12 credits from the initial degree may be accepted toward the Mount Mercy degree.

STATUTE OF LIMITATIONS
Students enrolled in a graduate program must complete all degree requirements no later than six years after the date of first enrollment in the program. A student may petition the Dean of Graduate Studies for an extension for a limited period if such extension is sought before the six-year limit expires.

THESIS CONTINUATION
Master of Arts in Education students are required to complete an education thesis in order to graduate. After finishing the action research class, students must continuously enroll in a 0-1 credit Education Thesis (ED 602) course until the thesis receives final approval from the student’s thesis committee. Students will receive 1 credit hour the first semester registered for the course and 0 credit hours each semester after that (Fall and Spring) until the student is finished. A continuation fee, equivalent to one credit hour, will be assessed for every semester the student is enrolled in ED 602 Education Thesis. An incomplete will be given in Education Thesis until the final thesis is approved by the committee. Upon approval of the thesis the grade will be changed to a pass. If a student does not enroll in Education Thesis once the project has begun, the incomplete grades will turn to a Fail. Students do not need to enroll in Education Thesis (ED 602) in the summer.
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FINANCIAL INFORMATION
TUITION

Tuition is charged per semester hour. Current tuition rates are:
Master of Arts in Education .  .  .  .  $390 semester hour
MBA .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  $500 semester hour
Education Students may take advantage of the Mercy Payment Plan which allows tuition to
be paid in four (4) equal installments due on the tenth day of August, September, October and
November for fall semester and the tenth of January, February, March, and April for spring
semester. Students are eligible for the Mercy Payment Plan unless:
1. The student is reimbursed by his/her employer,
2. The student account is considered delinquent, and/or
3.	 A student at anytime has declared bankruptcy in which a Mount Mercy account has
been written off.

DELINQUENT ACCOUNTS

All students, except those on employer reimbursement, are required to have their entire account
paid in full by the last day of class. Any balance remaining after this date will be considered
delinquent.
Students who are reimbursed by their employers are required to have their entire account
paid in full within 60 days of receiving their grade report for each class, or their account will
be considered delinquent. It is the student’s responsibility to notify the Business Office that
s/he is eligible for employer reimbursement.
Students with delinquent accounts may be subject to the following actions until the balance is paid in full:
a.	 All current and future registrations will be cancelled
b.	 All financial aid for future terms will be cancelled
c.	 All student account privileges will be revoked
d.	 Official transcripts will not be made available
e.	 Interest of 18% per annum will be assessed on the unpaid balance
f.	 Accounts will be turned over to a collection agency unless arrangements have been
made for the timely payment of the delinquent amount due.

ADDITIONAL FEES

(All fees are non-refundable)
Additional parking stickers .  .  .  .  .  .  .  .  .  . $2
Application fee .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  . $25
Audit fee for a regular course  .  .  .  .  .  .  . $500
Continuation fee .  .  .  .  .  .  .  .  .  .  .  .  .  . $390
Course drop fee .  .  .  .  .  .  .  .  .  .  .  .  .  .  .  . $5
Mount Mercy ID replacement card fee .  .  . $15
Official transcript  .  .  .  .  .  .  .  .  .  .  .  .  .  .  $5
Replacement diploma .  .  .  .  .  .  .  .  .  .  .  . $20
Returned check  .  .  .  .  .  .  .  .  .  .  .  .  .  .  . $25


MASTER OF ARTS IN EDUCATION

Master of Arts Program Core: 12 semester hours
A five-course core provides a vibrant shared experience for all Master of Arts in Education students. These courses focus on developing the broader perspectives needed for leadership in the profession. Understanding legal and policy issues, building leadership skills, examining cultural and ethical implications, and applying the tools of research are but a few of the outcomes targeted by the program’s core experiences. All Master’s students will complete an independent Action Research Project and will present the project to the Mount Mercy community.

REQUIRED CORE COURSES: ED 500, ED 505, ED 600, ED 601, ED 602

Emphasis in Special Education: 30-35 semester hours
The Masters of Arts Degree in Education with emphasis in Special Education program is designed to prepare teachers to provide appropriate levels of instruction to students with disabilities at the elementary and secondary levels. Four options are available under this program:

• Instructional Strategist I K-8 endorsement
• Instructional Strategist I 5-12 endorsement
• Instructional Strategist II K-12 endorsement
• Special Education – no endorsement

The goal of this degree is to provide teachers with updated research, legal procedures, knowledge, and best practices to be successful with students who struggle to learn and/or behave appropriately in general education classrooms.

REQUIRED COURSES (all options): ED 550, ED 555, ED 560

Instructional Strategist I K-8: 30 semester hours
Requirements: Program Core, Required Courses and ED 570, ED 530, ED 650

Instructional Strategist I 5-12: 33 semester hours
Requirements: Program Core, Required Courses and ED 575, ED 525, ED 580, ED 651

Strategist II K-12: 33 semester hours
Requirements: Program Core, Required Courses and ED 580, ED 585, ED 530, ED 652 or 653, ED 654 or 655

No Endorsement: 30 semester hours
Requirements: Program Core, Required Courses and 9 hours from endorsement areas or from ED 590, ED 565, ED 566, ED 576, ED 571

Emphasis in Reading: 37 semester hours
The Master of Arts Degree in Education with emphasis in Reading is designed to prepare reading specialists for K-8 reading education. Students pursuing this degree will be eligible for the reading endorsement from the State of Iowa upon completion of the program.

The goal of the program is to prepare teachers as reading strategists who have a dynamic understanding of the reading process and who take with them a variety of resources for enhancing literacy for all learners that goes beyond the undergraduate experience. Candidates will add to their existing knowledge base by engaging in in-depth analysis of current research as well as their own individual action research.

REQUIRED COURSES: Program Core Requirements plus, ED 510, ED 515, ED 520, ED 525, ED 530, ED 535 and ED 540
ELECTIVES: ED 545
COURSE DESCRIPTIONS

ED 500 Educational Policy: 3 semester hours
This course will examine the different governing bodies that influence policy and how it is created, the ethic of critique, the ethic of care, the ethic of justice, and professional ethics; educational law; the theory of change and the processes for implementing change; and review educational standards.

ED 505 Educational Leadership: 3 semester hours
This course will examine the various types of leadership. Students will observe and examine the school culture and the primary leadership style. Students will use leadership inventories to help them determine their main leadership style.

ED 510 Foundations of Reading: 3 credit hours
Practitioners will read, analyze, and evaluate current and historical research in reading and writing processes. Research on instructional strategies, motivation, and the major reading and writing components will be examined.

ED 515 Children’s Literature: Enhancing Instruction: 3 semester hours
This course provides a broad up-dated survey of children’s and adolescent literature with a focus on locating and using literature in the classroom to support reading, writing, and cross-curricular instruction.

ED 520 Language, Literacy and Culture: 3 semester hours
This course will examine some ways in which growth in language reflects and enables cognitive development and how language empowers and constrains children as they attempt to make sense of their world. First and second language reading and writing processes and the role socioeconomic status and cultural diversity have on children’s literacy learning within various ethnic communities and school environments will be studied. Drawing on readings in psychology, anthropology, linguistics, and education, students will formulate ideas on the role language plays before children enter school and the role it plays once they begin their formal education.

ED 525 Content Area Reading and Writing: 3 semester hours
This course examines best practices for the integration of reading and writing across the language arts and content area subjects. Specific attention will be given to embedding the teaching of reading and writing skills into content area instruction. Practitioners will investigate how reading, writing, listening and speaking supports the acquisition of new knowledge across all subject areas.

ED 530 Diagnostic Assessment of Reading and Writing: 3 semester hours
This course focuses on the diagnosis of reading and writing proficiencies and needs. Tests, testing procedures, and formal and informal diagnostic techniques will be examined, discussed, and evaluated. The practitioner will reflect on assessment results to inform instructional decisions in light of the nature and causes of reading/writing disabilities.

ED 535 Prescriptive Reading Instruction (with Reading Clinic): 4 semester hours
Current research-based methods and strategies for instructing less proficient readers will be studied and implemented. Practitioners will complete a clinical field-based experience in a specialized reading setting where they will select appropriate materials and strategies for individualized and/or small group instruction. Reflective analysis of anecdotal and assessment data will be used by practitioners to evaluate the effectiveness of their instruction.

ED 540 Reading Research Seminar: 3 semester hours
Practitioners select and explore a topic of professional interest through a review of the research and professional publications. Practitioners may prepare a literature review of a selected topic and share their findings with peers. Discussion, questioning and collegial feedback will frame the professional development paradigm for this course.

ED 545 Topics in Literacy Instruction: 3 semester hours
This course will offer a specialized study of current topics, issues, and trends in the field of literacy. Topics may include: Literacy Coaching, Word-study, Writing Process, English Language Learners, Gender
Issues, Interest and Motivation, Phonemic Awareness, Phonics, Word Identification, Fluency, Vocabulary, Comprehension, or Reading Research. Practitioners may complete more than one topics course in consultation with an academic advisor.

ED 550 Special Education: Law, Collaboration, & Consultation: 3 semester hours
This course provides the most current legal information regarding students/schools in regard to special education. Additionally, collaboration with professionals and parents, as well as the consultant role, will be explored.

ED 555 Assessment in Special Education: 3 semester hours
This course provides knowledge and application of the collection and use of assessment data (academic and behavioral) for educational diagnosis and evaluation of individuals with disabilities.

ED 560 Behavior Interventions: 3 semester hours
This course is designed to provide strategies for identifying, anticipating, and managing individual and group behavior issues in regular and special education classes.

ED 565 Teaching Social Competency: 3 semester hours
This course will provide exploration into the social skills areas necessary for success both in school and in society in general. Included will be exposure to curricula in social skills.

ED 566 Individual Planning in Education: 3 semester hours
This course will provide opportunities for planning educational programming for individual student needs for those identified with a disability by using case study analysis.

ED 570 Methods & Strategies for Instructional Strategist I (K-8): 3 semester hours
This course addresses the characteristics and trends in serving students with mild/moderate disabilities. It offers theoretical and practical approaches which are research-based interventions.

ED 571 Universal Design: 3 semester hours
This course will provide exploration and practice in multiple means of representation to give learners various ways of acquiring information and knowledge, multiple means of expression to provide learners alternatives for demonstrating what they know, and multiple means of engagement to tap into learners’ interests, offer appropriate challenges, and increase motivation.

ED 575 Methods & Strategies for Instructional Strategist I (5-12): 3 semester hours
This course addresses the characteristics and trends in serving students with mild/moderate disabilities. It offers theoretical and practical approaches which are research-based interventions.

ED 576 Trends and Strategies in Teaching Children w/Autism: 3 semester hours
This course will provide information on autism as it relates to methods and materials to use in the special education setting.

ED 580 Transitions & Career Planning: 3 semester hours
This course provides an understanding of the process for transition from high school to post-secondary options for students with disabilities. It includes creating a transition plan.

ED 585 Curriculum & Methods for Instructional Strategist II: 3 semester hours
This course provides an in-depth look at the strategies and approaches used with students diagnosed with moderate to severe learning disabilities, behavior disorders, autism, and Asperger’s, as well as other disabilities.

ED 590 Curriculum Design & Adaptation in Content Areas for Children with Special Needs: 3 semester hours
This course will provide an opportunity to explore curricula designed to reach students with disabilities in the moderate to severe range. It will also address best practices for adapting content to meet individual needs.
ED 599 Special Topics in Education: 1-3 semester hours
This course will be offered as an elective to address special topics in education that Mount Mercy does not currently offer in its Master of Arts in Education program (e.g., seminars related to special education and/or literacy; conference credits given by Mount Mercy as a result of attendance, participation, and work completed in accordance with conference guidelines).

ED 600 Educational Research: 3 semester hours
This course is an introduction to educational research, designed to help students become critical evaluators and consumers of research. Students will evaluate research findings and analyze their application to classroom practice. This course provides a foundation for students to be able to conduct original action research.

ED 601 Action Research Project: 2 semester hours
Students will design an action research project that will be implemented in a K-12 classroom and/or school setting. Students will present a formal proposal of their research to a faculty committee.

ED 602 Education Thesis: 0-1 semester hour
Students will meet with the project advisor weekly until they complete their Action Research Project. Students will report on the data gathered in a presentation to a faculty committee and to the greater Mount Mercy community. Students will continuously enroll in this course until the project is complete.

ED 650 Student Teaching Instructional Strategist I K-8: 3 semester hours
A student will complete a supervised teaching assignment in a Level I or co-teaching setting. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to elementary students with mild to moderate disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

ED 651 Student Teaching Instructional Strategist I 5-12: 3 semester hours
A student will complete a supervised teaching assignment in a Level I or co-teaching setting. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with mild to moderate disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

ED 652 Student Teaching Instructional Strategist II K-8: 3 semester hours
A student will complete a supervised teaching assignment in a Level II classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

ED 653 Student Teaching Instructional Strategist II 5-12: 3 semester hours
A student will complete a supervised teaching assignment in a Level II classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with moderate to severe disabilities. During this 8-week placement, the student will be asked to lead teach for the majority of the time.

ED 654 Student Teaching Alternate Level Instructional Strategist II K-8: 3 semester hours
A student will complete a supervised student teaching assignment in a Level II or Level III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to elementary students with moderate to severe disabilities. During this 20-day placement, the student will be asked to lead teach for the majority of the time.

ED 655 Student Teaching Alternate Level Instructional Strategist II 5-12: 3 semester hours
A student will complete a supervised student teaching assignment in a Level II or Level III classroom. He/she will apply knowledge, skills, and dispositions of relevant educational theory to actual classroom situations while teaching special education strategies to secondary students with moderate to severe disabilities. During this 20-day placement, the student will be asked to lead teach for the majority of the time.
MBA MEAD OF BUSINESS ADMINISTRATION

Characterized by its emphasis on ethical and socially responsible leadership, the Mount Mercy Master of Business Administration program challenges students to think globally and strategically while using a multi-disciplinary approach to solving business problems.

The accelerated format allows students to complete the program in less than two years, while maintaining full-time employment. Classes are offered on Saturday morning, Saturday afternoon and weeknights. Students work together, incorporating real business and non-profit organizations as clients and will gain an interdisciplinary approach to leadership development in the tradition of Mercy values.

Courses are offered in both 5 and 10 week blocks. Five week classes meet twice a week or all day Saturday and 10 week classes meet once a week or half days on Saturday.

PREREQUISITE COURSES (18 credit hours): Students must complete the following prerequisite courses prior to enrolling in MBA courses (the MBA Program Director may make exceptions to this on a case by case basis). The following prerequisites are offered both in the traditional and Advance format at Mount Mercy: BK 208, BN 204, MA 130, EC 251, BC 265 and BC 266 or BC 202.

Note: BC 202 in the Advance program replaces BC 265 and BC 266.

CORE REQUIREMENTS (36 credit hours): EC 580, BA 500, BK 500, BA 505, BN 510, BN 500, BC 500, BC 600, BA 515, BA 510, BN 600, BA 600.

ELECTIVES (9 credit hours): Select 3 from the following list: BA 515, BA 610, BK 600, BN 610, BN 620, BN 625, BN 640, BN 645. Additional electives may be added to the schedule – check the current calendar to see all elective offerings.

PREREQUISITE COURSE DESCRIPTIONS

BK 208 Principles of Marketing: 3 semester hours
This course is a general introduction to marketing and how marketers anticipate consumer/customer needs and develop appropriate marketing strategies. The course will involve an analysis of the marketing environment of an organization, marketing strategy development, marketing decision areas and buyer behavior.

MA 130 Finite Math: 3 semester hours
Finite mathematics will look briefly at a variety of topics, including systems of linear equations, matrices, linear programming, combinatorics, probability, sequences and series, and interest on money. Prerequisite: Two years of high school algebra or MA 006.

EC 251 Macroeconomics: 3 semester hours
An introduction to the study of economics along with some facts about the U.S. economic system; theoretical analysis of the determination of total output employment and price levels; use of monetary and fiscal policy weapons to influence economic activity, money and the banking system; economic growth and development; and international finance.

BC 265 Principles of Accounting I: 3 semester hours
This first course in accounting provides an introduction to the elements of financial accounting including the accounting cycle and the four basic financial statements – the balance sheet, the income statement, the statement of owner’s equity, and the statement of cash flows. The various asset accounts – cash, accounts receivable, inventories, and property, plant, and equipment, will be studied in depth. Accounting for payables and other current liabilities also will be explored. Students should possess basic algebra skills.
BC 266 Principles of Accounting II: 3 semester hours
This course is a continuation of BC 265 and includes further study of financial accounting along with an introduction to management accounting. Financial accounting topics include: partnership accounting, stockholder’s equity, long term investments, bonds payable, the time value of money, the statement of cash flows and basic financial statement analysis. The introduction to management accounting includes the following topics: financial statements specific to a manufacturing concern, cost allocation, product costing including job order and process costing, cost-volume-profit analysis and budgeting. Prerequisite: BC 265.

MBA CORE COURSE DESCRIPTIONS

BA 500 Legal Environment of Business: 3 semester hours
This course examines the legal and regulatory environment of business, and managerial decision making within the context of laws, regulations, and court decisions. Focus is on analysis of the legal system, including contracts, agencies, governmental regulations, torts, corporate and other types of business entities.

BA 505 Statistics for Managerial Decision Making: 3 semester hours
This course provides students with analytical tools and methodologies useful in management. The emphasis is on the use of data for modeling and solving problems in the areas of marketing, finance, human resources, and operations. Topics covered include data analysis and modeling, simple and multiple regression, nonparametric statistics, and statistical quality control.

BA 510 The Global Business Environment: 3 semester hours
This course introduces the students to the economic, political, legal and social dimensions in conducting international business operations. Students will be introduced to basic economic principles of international trade and comparative advantage. The course will address political and legal conditions in different regions and how they impact business operations and will discuss how social and cultural contexts affect business operations and decisions. This course will enable the students to see how a global business operation differs from a domestic one in terms of strategy, management, finance and marketing. The knowledge and the skills that students develop in this class will help them become better strategic planners, managers, communicators and decision makers in an international business context.

BA 515 Business Ethics: 3 semester hours
This course will explore how values shape individual ethical behaviors, and how these behaviors influence leadership and decision making. The course will provide practical knowledge and tools needed to effectively manage the everyday ethical issues that can arise in business. Students will discuss how legal, philosophical, and corporate practices influence ethical behavior for individuals and companies. Students will examine how social, environmental, and stakeholder responsibilities, as well as different values, impact ethical behavior in companies.

BC 500 Corporate Financial Reporting: 3 semester hours
This course will be taught from a financial statement user’s perspective, as opposed to a preparer’s perspective. Students will learn to read, interpret and analyze the information contained in the financial statements of public companies, prepared in accordance with generally accepted accounting principles, to aid in effective management decision making.

BC 600 Managerial Finance: 3 semester hours
This course builds on the basic concepts introduced in the Corporate Finance Reporting course. The course will equip students with a solid grounding in the core financial concepts and the necessary tools they need to make good decisions. Along with the core concepts of finance, the course will focus on the various methods of financial analysis. Prerequisite: BC 500 Corporate Financial Reporting.

BK 500 Managerial Marketing: 3 semester hours
Students will use a managerial approach to solving advanced topics in marketing with a heavy emphasis on case analysis. Students will use research data to make strategic marketing recommendations. Topics will include: market analysis, strategic planning, and implementation of marketing strategy.
**BN 500 Organizational Effectiveness: 3 semester hours**
This course introduces students to the basic principles of human behavior and how these principles apply to the management of individuals and groups in organizations. Topics include: individual differences in abilities and attitudes, attribution, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design.

**BN 510 Operations Management: 3 semester hours**
This course focuses on managerial issues in manufacturing including project management, PERT, critical path analysis, and time-cost models. The major operations management issues are quality management and control, capacity management, plant location, layout and design, production planning and scheduling, supply chain management, and inventory management. Prerequisite: BA 505 Statistics for Managerial Decision Making.

**BN 600 Strategic Human Resource Management: 3 semester hours**
Global competition combined with the transition to a knowledge-based economy requires organizations to take an integrated, strategic approach to preparing a workforce that can meet the business demands of the future. This course focuses on the history and changes in human resources, understanding business strategies and devising HR practices to support them, identifying how organizations gain sustainable competitive advantage through effective human resource strategies, and how workforce diversity and globalization is capable of enhancing an organization’s human talent to drive successful business results. Particular focus will be given to measuring human resource outcomes and the integration with overall business strategy.

**BN 650 Business Capstone: 3 semester hours**
The Business Capstone course will give students the opportunity as individuals to conduct an organizational assessment of an organization utilizing the criteria of the National Baldrige Award. The students will also work in small teams to specifically frame and analyze an area of concern suggested by an organization utilizing their learning from the MBA curriculum. Prerequisites: 9 of core classes must be complete before enrolling in this course.

**EC 580 Managerial Economics: 3 semester hours**
Students will apply the principles of economics to managerial decision making. Topics will include: interest rates, inflation, international trade, business cycles and supply and demand. Case studies will be used to demonstrate the impact of pricing policies, and the relationship between market structure and strategy.

**MBA ELECTIVE COURSES**

**BA 610 Entrepreneurial Endeavors: 3 semester hours**
Students will be exposed to the “entrepreneurial mindset” of what it takes to start, grow, and maintain a business. Critical to this effort is to understand the vital aspect of “strategic fit...” does the market want or need what I (my business) have to offer? Starting and operating a new venture involves considerable risk in today’s fast-paced business environment. In the creation and growth of a new enterprise, the entrepreneur assumes all the risk for development and survival yet stands to receive the ultimate reward, if/when successful. Key to continued success is the entrepreneur’s ability to seek partners that insure future growth, vision, and profitability.

**BK 600 Competitive Intelligence: 3 semester hours**
Competitive intelligence is analysis of the competitive environment for better business decisions. It’s the systematic process by which information is collected and transformed into valuable intelligence for use in making tactical and strategic decisions. This course is an overview of the competitive intelligence process including intelligence collection, analysis, and dissemination of strategic recommendations to business decision makers.

**BN 610 Quantitative Modeling for Decision Making: 3 semester hours**
This course is a survey of statistical and mathematical programming models and their applications in business and management. These techniques include statistical distributions, multiple regression, linear and Integer Programming, Network Models, the transportation and assignment method, Game Theory, Decision Theory, Queuing and Goal Programming.
BN 620  Principles of Project Management: 3 semester hours
Effective management of a project is a skill many (if not all) MBA students will need to have at some time during their professional career. The goal of this course is to give students the effective tools and knowledge to accomplish this successfully. Students will learn how projects get started, how to successfully manage a project and its resources, and how organizations select the “right” project to work on.

BN 625  Sustainability & Growth: 3 semester hours
A survey of environmental economics and management. The course covers economic theories and management practices that balance short and medium term commercial gain against the long term goals of preserving natural resources and productive capacity. Economic topics include externality theory, regulation economics and the evaluation of public policy. Management topics include sustainable growth policies and practices, product and process design and the impact of corporate practices on consumers and communities. The course will address local, national and global impacts of government public policy and corporate environmental practices.

BN 630  Methods of Quality Management: 3 semester hours
This course as an elective will provide the historical context of quality management and introduce the student to a number of quality management systems including Total Quality Management (TQM), ISO, the National Baldrige Award, Lean and Six Sigma that are currently being implemented in today’s organizations. The course will host several guest lecturers from the community who are specialists in quality management.

BN 640  System Theory & Organizational Design Methodology: 3 semester hours
This course provides an introduction to social systems theory and its application to organizational leadership and practice. Emphasis is placed on the role of the manager/leader as designer, steward, teacher, and participant in building and sustaining effective organizations.
CAMPUS BUILDINGS
CAMPUS BUILDINGS

*Andreas House:* Opened in 1999, the three suite-style residential halls have brought a new level of campus living to Mount Mercy College. Each suite promotes community living, with four bedrooms housing eight students, two full bathrooms, a kitchen, a living room and storage space. The furnished suites also feature amenities including cable TV, campus network connections and programmable heating and air conditioning. A connecting middle building has an exercise facility and full kitchen. Martin L. Andreas is a long-time trustee of Mount Mercy.

*Basile Hall:* Opened in 2003, Basile Hall is the newest campus academic building designed to house Mount Mercy’s business and science programs. It contains technology-ready classrooms and teaching laboratories, seminar rooms, a computer teaching laboratory, large multi-purpose meeting room and faculty offices. Business and academic classrooms are housed on the second and third floors; sciences are located on first floor. The Mount Mercy Institute, which administers Mount Mercy College’s accelerated programs, is also located in Basile Hall. Basile Hall is named for Columbus “Cal” Basile, a former trustee, businessman and long-time friend of Mount Mercy.

*Busse Center:* Opened in February 1993, the Busse Center is named for Lavern and Audrey Busse. Mr. Busse is a trustee emeritus of Mount Mercy. It houses the library, computer center, Campus Ministry Center and the Chapel of Mercy. In addition to its collection of over 125,000 volumes listed on a computerized catalog, the library offers comfortable study areas, group study rooms, computerized catalog and periodical guides, a media viewing room and the computer center. The Campus Ministry Center provides a place for the Mount Mercy community to come together for prayer, socializing and service. Students of all faiths are invited to attend services in the Chapel of Mercy.

*Betty Cherry Heritage Hall:* Named in honor of a long-time trustee of Mount Mercy, this Hall serves multiple purposes for the Mount Mercy Community. It is located on the terrace level of McAuley Hall and offers spectacular views of the campus. Some of the activities that take place in Cherry Heritage Hall are student registrations, guest speakers and lecturers, fitness classes and student development activities.

*Donnelly Center:* Opened in December 1975, the Donnelly Center was named in honor if its benefactors, Mr. and Mrs. M.J. Donnelly, major donors to Mount Mercy and friends to the Sisters of Mercy for over seventy years. The building houses the health sciences division and offers numerous classrooms, laboratories and faculty offices.

*Hennessey Recreation Center:* Opened in 1985, the Hennessey Recreation Center’s 2,000 seat gymnasium with regulation basketball and volleyball courts, a racquetball court, a Universal weight room and locker rooms are available to students, faculty, staff and alumni. The Center is named after Sr. Mary Agnes Hennessey, the fifth president of Mount Mercy.
**Lower Campus Apartments:** Opened in September 1976, the lower campus apartments consist of four buildings named after Sisters of Mercy: Mullany House, after Sister Mary Agatha Mullany, first mother superior of the Cedar Rapids Sisters of Mercy; McCullough House, after Sister Mary Gertrude McCullough, the mother superior who purchased the Mound Farm property that is currently Mount Mercy College; Holland House, after Sister Mary Ildephonse Holland, foundress and first president of Mount Mercy; and Reilly House, after Sister Mary Xavier Reilly, Mount Mercy’s first dean and long-time member of the English department. Four-person apartments are available for junior and senior students. The apartments feature furnished living rooms, kitchens, bedrooms and bathrooms. All apartments are air-conditioned.

**Lundy Commons:** Located adjacent to the terrace level of McAuley Hall, Lundy Commons provides a place for students to relax and socialize. It houses a lounge with a large screen TV, board games, video games, area newspapers, the offices of student activities, conference rooms, the Student Government Association office, counseling and career services, recreation and wellness, club offices, the campus bookstore, mail boxes, and a game room with pool tables, air hockey, table tennis and video games. J. Edward Lundy served Mount Mercy as a trustee from 1957 until his death in 2007.

**McAuley Hall:** Opened in 1956, McAuley Hall was named in honor of Catherine McAuley, foundress of the Sisters of Mercy. This hall features double room suites with adjoining private baths. Rooms in McAuley are furnished with beds, dressers, desks and desk chairs. Some students may choose to arrange their rooms as four-person suites. Kitchens in the Regina Lounge and the McAuley penthouse are available to students who live in McAuley Hall. This residence hall is co-educational with men and women living on separate floors. It houses the cafeteria and several student services offices, including financial aid.

**President’s Home:** Located at 305 Nassau Street SE, the Mount Mercy College President’s Home serves as the official residence of the President of Mount Mercy College, as well as the venue for numerous meetings, receptions and other official college events. Purchased by Mount Mercy in 2006, the home is located in Cedar Rapids’ historic Brucemore neighborhood.

**Regina Hall:** Opened in September 1964, Regina Hall is home to mostly freshmen students and features traditional two-person rooms complete with studio beds, desks and chairs, dressers, private sinks and closets. Kitchens in the Regina Lounge and the McAuley penthouse are available to students who live in Regina Hall. This residence hall is co-educational with men and women living on separate floors. Regina Hall also houses the Admission Offices.

**Warde Hall:** Built in 1924, Warde Hall is the oldest building on the Mount Mercy College campus. The building itself was originally called Mount Mercy College, but its name was changed to Warde Hall when McAuley Hall was built. The building is named after Frances Warde, the first Sister of Mercy in America. It is home to the Academic Affairs Office, Business Office, Institutional Advancement, President’s Office and the Registrar’s Office as well as classroom and office space.
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<tbody>
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<tr>
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<tr>
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<tr>
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<tr>
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</table>

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AREA MAP – WHERE TO FIND US
## Accelerated 2009-10 Academic Calendar

### Fall Semester 2009

<table>
<thead>
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<th>Block</th>
<th>Dates</th>
<th>Last day to add</th>
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<tbody>
<tr>
<td>Block 1</td>
<td>August 31 - October 3</td>
<td>August 21</td>
<td>August 28</td>
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<tr>
<td>Block 1/2</td>
<td>August 31 - November 7</td>
<td>August 21</td>
<td>August 28</td>
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<tr>
<td>Block 2</td>
<td>October 5 - November 7</td>
<td>September 25</td>
<td>October 2</td>
</tr>
<tr>
<td>Block 2/3</td>
<td>October 5 - December 19</td>
<td>September 25</td>
<td>October 2</td>
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<tr>
<td>Block 3</td>
<td>November 9 - December 19</td>
<td>October 30</td>
<td>November 6</td>
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</table>

- **Semester ends**: December 19
- **Graduation date**: December 19

### Breaks - No Class
- Labor Day: September 7
- Thanksgiving Break: November 25-29

### Winter Term 2010

<table>
<thead>
<tr>
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<td>Block 4</td>
<td>January 4 - February 6</td>
<td>December 23</td>
<td>January 4</td>
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<td>Block 4/5</td>
<td>January 4 - March 13</td>
<td>December 23</td>
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- **Graduation date**: February 6

### Spring Semester 2010

<table>
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<td>Block 5</td>
<td>February 8 - March 13</td>
<td>January 29</td>
<td>February 5</td>
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<tr>
<td>Block 5/6</td>
<td>February 8 - April 24</td>
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<td>February 5</td>
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<td>Block 6</td>
<td>March 15 - April 24</td>
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<td>March 12</td>
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<td>Block 7</td>
<td>April 26 - June 1</td>
<td>April 16</td>
<td>April 23</td>
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</table>

- **Graduation date**: May 23
- **Graduation date**: June 5

### Breaks - No Class
- College Closed: March 26
- Easter: April 2-3
- Memorial Day: May 29

### Summer Semester 2010

<table>
<thead>
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<th>Dates</th>
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<td>June 7 - July 17</td>
<td>May 28</td>
<td>June 4</td>
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<td>Block 8/9</td>
<td>June 7 - August 21</td>
<td>May 28</td>
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<td>Block 9</td>
<td>July 19 - August 21</td>
<td>July 9</td>
<td>July 16</td>
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</table>

- **Semester ends**: August 21
- **Graduation date**: August 21