



# Pittsburg State University

## Faculty Senate Meeting

**Date:** Monday, Feb 24, 2025

**Time:** 3:00 p.m.

**Location:** Sunflower Room, Overman Student Center

### Agenda

- I. Call to Order**
- II. Campus Update(s):**
- III. Approval of Jan 27, 2024 minutes**
- IV. Announcements**
  - a. Provost and Vice President of Academic Affairs**
  - b. PSU/KNEA Remarks**
  - c. Student Senate Remarks**
  - d. Unclassified Professional Senate Remarks**
  - e. University Support Staff Remarks**
  - f. Graduate College Remarks**
  - g. Faculty Senate President's Report**
- V. Committee Reports**
  - a. Academic Affairs Committee**
    - Undergraduate Curriculum Subcommittee
    - Library Services/Learning Resources Subcommittee
    - Online and Distance Learning Committee
    - Academic Honors Subcommittee
    - Honors College Subcommittee
    - Writing Across the Curriculum Subcommittee
    - Diversity and Multicultural Affairs Subcommittee
  - b. Student-Faculty Committee**

- c. **All-University Committee**
- d. **Faculty Affairs Committee**
- e. **Constitution Committee**
- f. **General Education Committee**
- g. **Budget Committee**
- h. **Academic Honesty Committee**
- i. **AI Committee**

**VI. Unfinished Business:**

**a. Apple Day**

- Wednesday, April 2, 2025 (11:00 AM to 1:00 PM)
- Need volunteers (*Only 2 so far, Still need a few more volunteers*)
  1. (5-6) Hand out apples in the morning (8 AM – 10 AM)
  2. (10) Assist with games (11 AM – 1 PM)

**VII. New Business:**

- a. Resolution in Defense of Tenure and Opposition to KS House Bill HB 2348**

**VIII. Open Forum:**

- a. Faculty Achievement Celebration – Date TBD**

**IX. Adjournment**

- Next Faculty Senate Meeting: **Mar 24, 2025**, in the Sunflower Room, OSC
- Guest Speaker: March – Doug Ball on University Budget

## Faculty Senate President's Report – Feb 2024

- **First 15**

- First 15 Initiative: A Kansas Board of Regents (KBOR) program aimed at allowing eligible Kansas high school students to earn at least 15 college credit hours at no cost.
- Working Group Leadership: Led by KBOR Vice President for Academic Affairs, Rusty Monhollon.
- Key Responsibilities:
  - Identifying courses included in the "First 15" program.
  - Developing a funding framework.
  - Standardizing dual/concurrent enrollment structures.
  - Ensuring statewide accessibility for all eligible students.
- Meeting Schedule:
  - December 17, 2024
  - January 21, 2025
  - February 6, 2025
- Recommendation Deadline: May 1, 2025, for consideration at the May KBOR meeting.
- More Information: Available at [Kansas Board of Regents - First 15](#).

- **HLC 90**

- The Higher Learning Commission (HLC), which accredits degree-granting institutions in Kansas, is developing guidelines and a new substantive change application for institutions interested in offering reduced-credit bachelor's degree programs, sometimes known as three-year bachelor's degree programs.
  - These resources are expected to be available in early September 2024.
- KBOR has not publicly announced specific policies/ positions regarding the adoption or implementation of three-year bachelor's degree programs within the state.
- Concept introduced by VP Academic Affairs Rusty Monhollon at Jan KBOR meeting

- **KBOR Faculty Awards**

- Policy - First Read to Governance Committee on 02-12-25 (*Attached*)
- Criteria – To be submitted to KBOR President at March meeting (Current Draft – *Attached*)

- **KBOR Unified Tuition Assistance Program (UTAP)**

- COCAO – Jan and Feb, final Data presentation at March meeting
- COBO – Feb, final Data presentation at March meeting
- Collecting data on current usage of tuition assistance programs from institutions
  - Survey going out to all employees (faculty and staff) at KBOR institutions
  - Delayed due to issues sharing with faculty and staff at some universities
- COPS – April KBOR Meeting
- Overall Process will extend into 2025-2026 academic year
- **Kansas House Bill No. 2348**
  - Seeks to remove the “property right” of tenure (continuing employment & termination due process)
  - Timeline
    - Fri, 02/07/25 – Submitted by Rep. Howe on behalf of author Dr. Lovett (Referred to Committee on Judiciary)
    - Tues, 02/11/25 – Hearing by Committee on Judiciary (Topeka, KS)
      - Faculty and student representatives attended, mostly Washburn and ESU
      - KBOR President, KU Chancellor and KSU President gave opposing verbal testimony
      - PSU Faculty Senate President only PUS rep in attendance
    - Mon, 02/17/25 – Withdrawn from Committee on Judiciary to Committee on Federal and State Affairs
    - Wed, 02/19/25 – Withdrawn from Committee on Federal and State Affairs to Committee on Judiciary
      - Reset the timeclock on the bill
  - Earliest potential vote on Thurs, 02/27/25, likely 02/24/25 – 02/28/25
    - No additional hearing, watch for substitutions from House Speaker
  - Agenda Item - Resolution in Defense of Tenure and Opposition to KS House Bill HB 2348



**Academic Affairs Committee**

Chair: Mark Diacopoulos / Recorder: Christine Brodsky

No Report

**Library Services/Leaming Resources Subcommittee**

Chair: Lora Winters / Recorder: Beth Hendrickson

No Report

**Online and Distance Learning Committee**

Chair: Kelly Woestmann / Recorder: Paige Boydston

No Report

**Academic Honors Subcommittee**

Chair: Rion Huffman / Recorder:

No Report

**Honors College Subcommittee**

Chair: Randy Winzer / Recorder: Emily George

No Report

**Writing Across the Curriculum Subcommittee**

Chair: Ashley Shaw / Recorder: Janet Zepernick

No Report

**Diversity and Multicultural Affairs Subcommittee**

Chair: Joanne Britz / Recorder: Kristen Maceli

No Report

# Undergraduate Curriculum Subcommittee

Chair: Byron McKay

/

Recorder: Anuradha Ghosh

UGCC voting Feb 2025	Pursley	Carpe	Shos	McKay	Leave	Hess*	
<b>In attendance on Feb 14</b>							
<b>Dept: Kelce Undergrad School of Business</b>							
Accounting Minor_rev	X		X	X			Accepting without comment
ACCTG 670_new - internship	X		X	X			Accepting without comment
BBA Economics_rev	X		X	X			Accepting without comment
BBA Finance_rev	X		X	X			Accepting without comment
BBA Management_rev	X		X	X			Accepting without comment
BUS 370_new	X		X	X			Accepting without comment
Management minor_rev	X		X	X			Accepting without comment
Intl Business emph_rev	X		X	X			Accepting without comment
IB 670_new - internship	X		X	X			Accepting without comment
FIN 670_new - internship	X		X	X			Accepting without comment
FIN 671_new - internship	X		X	X			Accepting without comment
Finance Minor_rev	X		X	X			Accepting without comment
ENTR 201_new**	X		X	X			Accepting without comment
ENTR 310_new	X		X	X			Accepting without comment
ENTR 320_new	X		X	X			Accepting without comment
ENTR 410_new	X		X	X			Accepting without comment
ENTR 510_new	X		X	X			Accepting without comment
ENTR 670_new - internship	X		X	X			Accepting without comment
ENTR 690_new - internship	X		X	X			Accepting without comment
Entrepreneurship Cert_new	X		X	X			Accepting without comment
Entrepreneurship Minor_new	X		X	X			Accepting without comment
MGT 670_new - internship	X		X	X			Accepting without comment
MGT 671_new - internship	X		X	X			Accepting without comment
MKTG 670_new - internship	X		X	X			Accepting without comment
MKTG 671_new - internship	X		X	X			Accepting without comment
DSIS 670_new - internship	X		X	X			Accepting without comment
ECON 670_new - internship	X		X	X			Accepting without comment
CIS Courses_inactivate	X		X	X			Inactivation accepted
Kelce Undergrad Internship Courses_inactivate	X		X	X			Inactivation accepted
Kansas Insurance Cert_rev	X		X	X			Accepting without comment
Professional Sales Cert_rev	X		X	X			Accepting without comment
<b>Dept: Psychology and Counseling</b>							
B.A. B.S. Psych REVISED 01-27-	X		X	X			Accepting without comment
<b>Dept: Engineering Technology</b>							
MECET 423_notification							No voting
MECET 424_notification							No voting
MECET 428_rev	X		X	X			Accepting without comment
MECET 522_rev	X		X	X			Accepting without comment
MECET 523_rev	X		X	X			Accepting without comment
MECET 682_rev	X		X	X			Accepting without comment
<b>Dept: English and Modern Languages</b>							
EML_CreativeWritingCert_new	X		X	X			Accepting without comment
EML_English Minor_rev	X		X	X			Accepting without comment
EML_EnglishCert_new	X		X	X			Accepting without comment
EML_Language&Teaching Emph_Deletion	X		X	X			Deletion accepted
EML_Literature&CultureEmph_rev							Add at least 3 more hours to emphasis courses list
EML_Tech&Prof_WritingEmphV4	X		X	X			Accepting without comment

\*non-voting member

\*\*ENTR resource statement - Positions approved and advertised for all ENTR new courses

**Student-Faculty Committee**

Chair: Serif Uran / Recorder: Joanne Britz  
No Report

**All-University Committee**

Chair: Kristen Maceli / Recorder: Anna Beth Gilmore  
No Report

**Faculty Affairs Committee**

Chair: David Sikolia / Recorder: Kevin Elliott  
No report

**Constitution Committee**

Chair: Mark Johnson / Recorder: Beth Hendrickson  
No Report

**General Education Committee**

Chair: Mark Johnson / Recorder: Michele Barnaby  
Report Pending

**Budget Committee**

Chair: Kent Runyan / Recorder: Karen Johnson  
No Report

**Academic Honesty Committee**

Chair: David Weaver / Recorder:  
No Report

## HOUSE BILL No. 2348

By Committee on Judiciary

Requested by Representative Howe on behalf of Steven Lovett

2-7

1 AN ACT concerning higher education; providing that tenure at  
2 postsecondary educational institutions shall not be defined, awarded or  
3 recognized as an entitlement, right or property interest in a faculty  
4 member's current, ongoing or future employment by an institution.  
5

6 *Be it enacted by the Legislature of the State of Kansas:*

7 Section 1. (a) An award of tenure may confer certain benefits,  
8 processes or preferences, but tenure shall be discretionary and conditional  
9 and shall not, nor shall it be interpreted to, create any entitlement, right or  
10 property interest in a faculty member's current, ongoing or future  
11 employment by an institution.

12 (b) The board of regents and any institution shall not define, award or  
13 otherwise recognize tenure as an entitlement, right or property interest in a  
14 faculty member's current, ongoing or future employment by an institution.

15 (c) No award of tenure by the board of regents or any institution in  
16 existence on the effective date of this act shall be considered or deemed an  
17 entitlement, right or property interest in a faculty member's current,  
18 ongoing, or future employment by an institution.

19 (d) Any special benefits, processes or preferences conferred on a  
20 faculty member by an institution's award of tenure can be at any time  
21 revoked, limited, altered or otherwise modified by the awarding institution  
22 or by the state board of regents.

23 (e) Nothing in this section shall be interpreted or used to infringe or  
24 abrogate a faculty member's otherwise constitutionally protected rights or  
25 interests.

26 (f) As used in this section:

27 (1) "Faculty" means any unclassified employee of any institution  
28 whose primary duties include teaching or research, regardless of rank or  
29 title, except employees who are employed under an employment contract;

30 (2) "institution" means any postsecondary educational institution as  
31 defined in K.S.A. 74-3201b, and amendments thereto;

32 (3) "state board of regents" means the same as defined in K.S.A. 76-  
33 711, and amendments thereto; and

34 (4) "tenure" means a feature of employment that:

35 (A) Shall be affirmatively granted by an institution at its discretion in

1 recognition of meritorious performance and thereafter conditioned on  
2 future meritorious performance; and

3 (B) may conditionally confer special benefits, processes or  
4 preferences.

5 Sec. 2. This act shall take effect and be in force from and after its  
6 publication in the Kansas register.

1 **Position Statement of the Council of Faculty Senate Presidents of the Kansas Board of**  
2 **Regents**

3 **Opposition to Kansas House Bill No. 2348**

4 The Council of Faculty Senate Presidents of the Kansas Board of Regents strongly opposes  
5 House Bill No. 2348, which seeks to redefine and weaken the role of tenure in Kansas  
6 postsecondary institutions. This bill misrepresents the nature of tenure and undermines  
7 the ability of Kansas universities to recruit and retain high-quality faculty essential to  
8 fulfilling our educational mission.

9 **Tenure is a Benefit to the State Economy**

10 Tenure helps drive a state's economic growth, as it ensures stability, academic freedom,  
11 and long-term investment in research and education. By providing job security, tenure  
12 attracts and retains top-tier faculty who contribute to groundbreaking research, securing  
13 grants and funding that fuel innovation and industry partnerships. This research often leads  
14 to technological advancements, startup creation, and economic diversification,  
15 strengthening the state's economy. Moreover, tenured professors enhance the quality of  
16 education, producing a highly skilled workforce that meets the demands of evolving  
17 industries. Without tenure, Kansas risks losing valuable intellectual capital to more  
18 competitive regions, ultimately hindering economic progress.

19 **Tenure is Not a Guarantee of Lifetime Employment**

20 Tenure does not provide unconditional job security. Instead, it serves as a framework  
21 ensuring academic freedom and institutional excellence, which benefits students,  
22 research, and the broader Kansas economy. Tenured faculty are held to rigorous  
23 professional standards through comprehensive post-tenure review processes, ensuring  
24 accountability, productivity, and continued contributions to teaching, research, and  
25 service.

26 **Post-Tenure Review is Comprehensive and Effective**

27 The assumption that tenure creates unchecked employment is inaccurate. Kansas public  
28 universities already have extensive post-tenure review policies in place, ensuring that  
29 faculty members continue to contribute meaningfully to their institutions. These reviews  
30 assess teaching effectiveness, research productivity, and service commitments. Faculty  
31 who fail to meet these expectations face remedial actions, including potential dismissal.  
32 Underperforming tenured faculty are not indefinitely retained—they must demonstrate  
33 continued value to the institution to remain employed.

34 **Impact on Faculty Recruitment and Retention**

35 Weakening tenure will have immediate and long-term negative consequences on faculty  
36 recruitment and retention. High-achieving scholars will be less likely to pursue careers in  
37 Kansas institutions if tenure no longer offers security for academic freedom and  
38 professional stability. Without competitive tenure protections, Kansas will struggle to retain  
39 and attract top-tier faculty, putting the state at a disadvantage in recruiting the best  
40 educators and researchers.

#### 41 **Threat to Academic Freedom and Institutional Autonomy**

42 Tenure protections are critical to preserving academic freedom, ensuring that faculty can  
43 teach, conduct research, and engage in public discourse without fear of political or  
44 ideological reprisal. Weakening tenure grants external entities excessive influence over  
45 academic decisions, compromising the quality and integrity of higher education in Kansas.

#### 46 **Conclusion**

47 House Bill No. 2348 is unnecessary, unfounded, and damaging to higher education in  
48 Kansas. The Council of Faculty Senate Presidents of the Kansas Board of Regents urges  
49 lawmakers to reject this bill and instead support policies that strengthen Kansas  
50 universities' ability to attract and retain world-class faculty. Academic excellence depends  
51 on a robust tenure system that ensures accountability while maintaining the security and  
52 freedom necessary for scholarly achievement.

53 We welcome the opportunity to engage with policymakers to discuss how Kansas can best  
54 support higher education without jeopardizing its faculty workforce and institutional  
55 reputation.

56 Sincerely,

57 Council of Faculty Senate Presidents of the Kansas Board of Regents  
58 *(on behalf of faculty governance at Kansas public universities)*

## **Resolution in Defense of Tenure and Opposition to Kansas House Bill HB 2348**

*Adopted by the Pittsburg State University Faculty Senate*

Date: [Insert Date]

**WHEREAS**, tenure is a cornerstone of academic freedom, ensuring faculty can pursue research, teaching, and service without fear of retribution for exploring controversial or unpopular ideas; and

**WHEREAS**, tenure promotes the long-term stability and excellence of higher education, attracting and retaining highly qualified faculty who contribute to Kansas's intellectual and economic vitality; and

**WHEREAS**, the Kansas Board of Regents (KBOR) and Pittsburg State University have established rigorous policies governing tenure, including standards for awarding tenure, post-tenure review, and procedures for addressing underperformance or misconduct (*KBOR Policy Manual*, Chapter II, Section C; *PSU/Kansas National Education Association (KNEA) Memorandum of Agreement*; and

**WHEREAS**, tenure rises to the level of an entitlement, right, or property interest, earned through years of rigorous evaluation, demonstrated excellence, and significant contributions to the institution, and protected by due process under KBOR and institutional policies; and

**WHEREAS**, Kansas House Bill HB 2348 undermines tenure through the removal of its associated property right; jeopardizing academic freedom, educational quality, and the ability of Kansas universities to compete for top-tier faculty; and

**WHEREAS**, the proposed legislation ignores existing safeguards, including post-tenure review and disciplinary measures, that ensure accountability and high standards for tenured faculty; and

**WHEREAS**, the erosion of tenure would harm Pittsburg State University's ability to achieve its mission of providing high-quality education, advancing innovative research, and serving as an economic and cultural driver for the region and the state of Kansas; and

**WHEREAS**, the Council of Faculty Senate Presidents (CoFSP) of Kansas Board of Regents institutions has submitted formal testimony in opposition to HB 2348, articulating the critical importance of tenure to the mission of higher education and the well-being of faculty, students, and the state of Kansas;

**THEREFORE, BE IT RESOLVED**, that the Pittsburg State University Faculty Senate strongly opposes Kansas House Bill HB 2348 and any legislation that weakens or eliminates tenure; and



**BE IT FURTHER RESOLVED**, that the Pittsburg State University Faculty Senate affirms its commitment to academic freedom and the principle that tenure rises to the level of an entitlement, right, or property interest, as established by KBOR and Pittsburg State University policies (via the contract agreement with PSU-KNEA); and

**BE IT FURTHER RESOLVED**, that the Faculty Senate calls on the Kansas Board of Regents to vigorously defend the right of tenure for its system institutions as a fundamental component of academic excellence and institutional integrity, and to consider changes in leadership if such defense is not forthcoming; and

**BE IT FURTHER RESOLVED**, that the Pittsburg State University Faculty Senate formally endorses the testimony submitted by the Council of Faculty Senate Presidents (CoFSP) in opposition to HB 2348 and commends the CoFSP for its leadership in advocating for the preservation of tenure and academic freedom; and

**BE IT FURTHER RESOLVED**, that the Pittsburg State University Faculty Senate calls on the Kansas Legislature to reject HB 2348 and uphold tenure as essential to higher education and to Pittsburg State University's mission; and

**BE IT FINALLY RESOLVED**, that copies of this resolution be distributed to the Kansas Board of Regents, the Kansas Legislature, the Office of the Governor, the Council of Faculty Senate Presidents, and other relevant stakeholders.

**Adopted by the Pittsburg State University Faculty Senate on this [Insert Date].**

**[Signature of Faculty Senate President]**

Norman H Philipp, P.E., Ed.S.

President, Pittsburg State University Faculty Senate

## Curriculum Revision Form

Effective Date: FALL

Submission Date: 12/9/24

Department: English and Modern Languages

College of: Arts & Sciences

Contact Person: Troy O. Comeau

Minor Required? Yes

Deletion

Major/Minor/Emphasis/Certification Name:

Language and Teaching Emphasis - English Major

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

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

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

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

1. Describe your Changes:

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

This emphasis was created for students seeking international teaching of English which didn't require licensure for teaching English in the United States. This emphasis has had extremely low enrollment and with staffing and budget concerns would make sense to delete at this time.

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

Yes

No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

#### **Definition of an Emphasis**

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

#### **Definition of a Minor**

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

#### **Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

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

-Approved: Department Chair/Director  
Date: 12/9/24 Signature: *Frey J. Comean*

-Approved: College Curriculum Committee  
Date: 1/13/25 Signature: *Christopher Childers*

-Approved: Dean of College  
Date: 1/13/25 Signature: *Christopher Childers*

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: *[Signature]*

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Curriculum Revision Form

Effective Date: FALL

Submission Date: 12/9/24

Department: English and Modern Languages

College of: Arts & Sciences

Contact Person: Troy O. Comeau

Minor Required? Yes

### Revision

Major/Minor/Emphasis/Certification Name:

**Literature and Culture Emphasis - English Major**

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

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

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

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

#### 1. Describe your Changes:

1. Move from B.A to B.S which will delete 9 hours of Foreign Language Requirements
2. Add ENGL 202 English Grammar and Usage to the "Required Emphasis Courses".
3. Delete ENGL 306 Theories and Technologies of Writing from the "Select 3 hours of Writing elective from:" section.
4. Add a section in electives which states "6 hours of any ENGL course 200-level or above (except 299).
5. Add a section at the end which states "3 hours of any university elective".

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

These changes will increase the breadth and depth of knowledge for students in the emphasis. It will lead to a broader and more comprehensive understanding of grammar and cleans up the catalog guide making it easier for students to understand the course requirements.

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

Yes

No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

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## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

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

-Approved: Department Chair/Director  
Date: 12/9/24 Signature: Troy O. Comcarl

-Approved: College Curriculum Committee  
Date: 1/13/25 Signature: Christopher Childers

-Approved: Dean of College  
Date: 1/13/25 Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/21/25 Signature: Ryan

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

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# Bachelor of Arts Degree with a Major in English

**Degree: Bachelor of Arts**

**Major: English**

**Emphasis available: Creative Writing, English Education,  
Language and Teaching, Literature and Culture,  
Technical and Professional Writing**

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## Core Requirements

All candidates for this degree must complete a minor, except Education and Language and Teaching emphases.

### English Core Requirements, 14 hours

- ENGL-199 Introduction to English Studies (1 hour)
- ENGL-220 World Masterpieces (3 hours)
- ENGL-699 Senior Seminar in English (1 hour)

### Select 9 hours from the following:

- ENGL-231 American Literature I (3 hours)
- ENGL-232 American Literature II (3 hours)
- ENGL-241 British Literature I (3 hours)
- ENGL-242 British Literature II (3 hours)

## Creative Writing

### Select 3 hours from:

- ENGL-304 Introduction to Writing About Literature (3 hours)
- ENGL-311 Anti-Racist Literature (3 hours)
- ENGL-312 Literature Topics ( ) (3 hours)
- ENGL-313 Multicultural Literature (3 hours)
- ENGL-316 Women's Literature (3 hours)

### Required Creative Writing Courses, 21 hours

- ENGL-351 Fiction Writing and Editing I (3 hours)
- ENGL-352 Poetry Writing and Editing I (3 hours)
- ENGL-451 Fiction Writing and Editing II (3 hours)
- and  ENGL-452 Poetry Writing and Editing II (3 hours)
- ENGL-556 Topics in Writing (\_\_\_\_) (3 hours)
- ENGL-651 Writing and Publishing Fiction (3 hours)
- or  ENGL-652 Writing and Publishing Poetry (3 hours)
- ENGL-653 Writing Experimental Literatures (3 hours)

### Select 3 hours of Writing Electives from:

- ENGL-451 Fiction Writing and Editing II (3 hours)
- Note: If not taken as part of required courses.*
- ENGL-452 Poetry Writing and Editing II (3 hours)

*Note: If not taken as part of required courses.*

- ENGL-528 Writing for Publication I (\_\_\_\_) (3 hours)

*Note: Must be taken as Literary Magazine.*

- ENGL-556 Topics in Writing (\_\_\_\_) (3 hours)

*Note: Must be taken as Creative Writing.*

### Select 3 hours of Genre from:

- ENGL-347 The Craft of Fiction (3 hours)
- ENGL-546 Poetry: Evolution of Forms (3 hours)
- ENGL-560 British Genre (\_\_\_\_) (3 hours)

*Note: Must be taken as Short Story.*

- ENGL-565 American Genre (\_\_\_\_) (3 hours)

*Note: Must be taken as Short Story.*

- ENGL-570 International Literatures Genre (\_\_\_\_) (3 hours)

*Note: Must be taken as Short Story.*

## Foreign Language Requirements, 9 hours

### Select 3 hours of Literature electives from:

- ENGL-555 Topics in Literature (\_\_\_\_) (1-3 hours)
- ENGL-565 American Genre (\_\_\_\_) (3 hours)
- ENGL-566 American Theme (\_\_\_\_) (3 hours)
- ENGL-568 Topics in American Literature ( ) (3 hours)
- ENGL-569 Topics in International Literature ( ) (3 hours)
- ENGL-570 International Literatures Genre (\_\_\_\_) (3 hours)
- ENGL-571 International Literatures Theme (\_\_\_\_) (3 hours)

### Select 6 hours of upper-level electives:

**See notes \*1**

*Notes \*1: Student select 6 hours of ENGL courses numbered 300 or higher.*

## English Education

### English Education Requirements, 19 hours

- ENGL-202 English Grammar and Usage (3 hours)
- ENGL-302 Advanced Composition (3 hours)
- ENGL-304 Introduction to Writing About Literature (3 hours)
- ENGL-478 Literature for Middle and Secondary Schools (3 hours)
- ENGL-480 Internship in Teaching English (1 hour)

*Note: Must be taken concurrently with ENGL 478 or ENGL 479.*

- ENGL-603 History of the English Language (3 hours)

or  ENGL-308 English Linguistics (3 hours)

- ENGL-619 Shakespeare (3 hours)

## Foreign Language Requirements, 9 hours

### Electives, 9 hours

**See notes \*2**

*Notes \*2: Six credit hours must be selected from literature courses numbered above 500; at least three hours must be American.*



**Courses below must be completed for teacher certification and will substitute for a minor.**

**Courses below must be completed before admission to teacher education, 9 hours.**

**See notes \*3**

- PSYCH-155 General Psychology (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- EDUC-261 Explorations in Education (3 hours)

*Notes \*3: See Admission to Professional Semester for professional education grade point requirements.*

**Courses below must be completed before admission to professional semester, 13 hours**

- EDUC-307 Clinical Experience (1 hour)
- PSYCH-357 Educational Psychology (3 hours)

*Note: Must be admitted to teacher education to enroll.*

- ENGL-479 Techniques for Teaching English in Middle and Secondary Schools (3 hours)

*Note: Must be admitted to teacher education to enroll.*

- SPED-510 Overview of Inclusive Education (3 hours)
- EDUC-520 Methods and Materials for Academic Literacy (3 hours)

*Note: Must be admitted to teacher education to enroll.*

**Professional Semester, 15 hours**

- EDUC-458 Methods and Curriculum (3 hours)
- EDUC-464 Measurement and Evaluation (2 hours)
- EDUC-475 Supervised Clinical Experience (9 hours)
- ENGL-579 Supervised Student Teaching and Follow-Up of Teachers (1 hour)

*Department preferred Pitt State Pathway courses: EDUC 261 Explorations in Education (3 hours) PSYCH 155 General Psychology (3 hours) 3 hours of Foreign Language under Human Systems/ Diverse Perspectives (E1)*

**Language and Teaching**

Students seeking licensure for teaching English in the US should enroll in the BA in English, Education Emphasis.

**English Language and Teaching Emphasis, 24 hours**

- ENGL-120 Literature and Film (3 hours)
- or  ENGL-320 Literature and Film (3 hours)
- ENGL-202 English Grammar and Usage (3 hours)
- ENGL-301 Technical/Professional Writing (3 hours)
- ENGL-302 Advanced Composition (3 hours)
- ENGL-304 Introduction to Writing About Literature (3 hours)
- or  ENGL-311 Anti-Racist Literature (3 hours)
- or  ENGL-312 Literature Topics ( ) (3 hours)
- or  ENGL-313 Multicultural Literature (3 hours)
- or  ENGL-316 Women's Literature (3 hours)
- ENGL-308 English Linguistics (3 hours)
- ENGL-506 General English Internship (1-3 hours)
- MLL-479 The Teaching of Languages (3 hours)

**Foreign Language Requirements, 9 hours**

**See notes \*4**

*Notes \*4: The BA requires 9 hours of the same foreign language. Students whose first language is English should enroll in courses with the MLL prefix.*

**Required Psychology courses, 9 hours**

- PSYCH-155 General Psychology (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-357 Educational Psychology (3 hours)

**Education Courses, 25 hours, replaces minor requirements.**

- EDUC-261 Explorations in Education (3 hours)
- EDUC-308 Specialized Clinical Experience (1-3 hours)
- EDUC-320 Developing Curriculum for Elementary Education (3 hours)
- EDUC-321 Methods in Creative Experiences (3 hours)
- EDUC-322 Early Literacy and Language Development (2 hours)
- EDTH-330 Technology for Teaching and Learning (3 hours)
- EDUC-370 Organization and Management of the Middle and Secondary Classroom (2 hours)
- EDUC-464 Measurement and Evaluation (2 hours)
- EDUC-479 Effective Teaching Strategies for Middle and Secondary (3 hours)
- SPED-511 Overview of Inclusive Education (Birth - 6th Grade) (3 hours)

**Literature and Culture**

**Required Emphasis courses**

- ENGL-304 Introduction to Writing About Literature (3 hours)

**Select 3 hours from:**

- ENGL-311 Anti-Racist Literature (3 hours)
- ENGL-312 Literature Topics ( ) (3 hours)
- ENGL-313 Multicultural Literature (3 hours)
- ENGL-316 Women's Literature (3 hours)

**Select 12 hours of Literature electives from:**

- ENGL-546 Poetry: Evolution of Forms (3 hours)
- ENGL-555 Topics in Literature (\_\_\_\_) (1-3 hours)
- ENGL-565 American Genre (\_\_\_\_) (3 hours)
- ENGL-567 Topics in British Literature ( ) (3 hours)
- ENGL-568 Topics in American Literature ( ) (3 hours)
- ENGL-569 Topics in International Literature ( ) (3 hours)
- ENGL-580 Environmental Literature (3 hours)
- ENGL-582 African American Literature (3 hours)
- ENGL-619 Shakespeare (3 hours)
- ENGL-755 Topics in Literature (\_\_\_\_) (1-3 hours)
- ENGL-771 Major Author(s) (\_\_\_\_) (3 hours)
- ENGL-772 Periods in Literature (\_\_\_\_) (3 hours)

**Select 3 hours of Writing elective from:**

- ENGL-250 Introduction to Creative Writing (3 hours)
- ENGL-302 Advanced Composition (3 hours)
- ENGL-306 Theories and Technologies of Writing (3 hours)

- ENGL-351 Fiction Writing and Editing I (3 hours)
- ENGL-352 Poetry Writing and Editing I (3 hours)
- ENGL-556 Topics in Writing (\_\_\_\_) (3 hours)
- ENGL-756 Topics in Writing (\_\_\_\_) (1-3 hours)

**Select 3 hours of Language electives from:**

- ENGL-308 English Linguistics (3 hours)
- ENGL-603 History of the English Language (3 hours)

**Foreign Language Requirements, 9 hours**

**English Electives, 15 hours**

*See notes \*5*

**Select 15 hours of English electives from any English courses except; ENGL 113, 114, 116, 120, or 250.**

*Notes \*5: English majors and minors counting ENGL 250 Introduction to Creative Writing for General Education credit must take an additional writing elective.*

**Technical and Professional Writing**

**Emphasis Requirements, 12 hours**

- ENGL-302 Advanced Composition (3 hours)
- ENGL-306 Theories and Technologies of Writing (3 hours)
- ENGL-308 English Linguistics (3 hours)
- or  ENGL-603 History of the English Language (3 hours)
- ENGL-695 Professional Writing Internship (1-3 hours)

*Note: Should be taken for 3 hours.*

**Select 12 hours of Writing electives from:**

*See notes \*6*

- ENGL-526 Writing in Electronic Environments I (\_\_\_\_) (3 hours)
- ENGL-527 Writing for the Public I (\_\_\_\_) (3 hours)
- ENGL-528 Writing for Publication I (\_\_\_\_) (3 hours)
- ENGL-529 The Art of Discourse I (\_\_\_\_) (3 hours)
- ENGL-626 Writing in Electronic Environments II (\_\_\_\_) (3 hours)
- ENGL-627 Writing for the Public II (\_\_\_\_) (3 hours)
- ENGL-628 Writing for Publication II (\_\_\_\_) (3 hours)
- ENGL-695 Professional Writing Internship (1-3 hours)
- ENGL-729 The Art of Discourse II (\_\_\_\_) (3 hours)

*Notes \*6: Other support courses approved by the Director of Professional Writing.*

**Foreign Language Requirements, 9 hours**

**English Electives, 6 hours**

*Must be at the 300-level or above.*

**Literature Electives, 3 hours**

*Must be at 500-level or above.*

**General Education Requirements**

**English Discipline Requirements - 6 Total Hours**

- ENGL-101 English Composition (3 hours)
- ENGL-299 Introduction to Research Writing (3 hours)

**Communications Discipline Requirements - 3 Total Hours**

- COMM-207 Speech Communication (3 hours)

**Mathematics & Statistics Discipline Requirements - 3 Total Hours**

- MATH-110 College Algebra with Review (5 hours)
- MATH-113 College Algebra (3 hours)
- MATH-126 Pre-Calculus (4 hours)
- MATH-133 Quantitative Reasoning (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MATH-150 Calculus I (5 hours)
- MATH-204 Mathematics for Education I (3 hours)

**Natural & Physical Sciences Discipline Requirements - 4/5 Total Hours**

- BIOL-111 General Biology (3 hours)
- BIOL-112 General Biology Laboratory (2 hours)
- BIOL-113 Environmental Life Science (4 hours)
- BIOL-211 Principles of Biology I (4 hours)
- CHEM-105 Introductory Chemistry (3 hours)
- CHEM-106 Introductory Chemistry Laboratory (1 hour)
- CHEM-215 General Chemistry I (3 hours)
- CHEM-216 General Chemistry I Laboratory (2 hours)
- PHYS-100 College Physics I (4 hours)
- PHYS-104 Engineering Physics I (4 hours)
- PHYS-130 Elementary Physics Laboratory I (1 hour)
- PHYS-160 Physical Geology (3 hours)
- PHYS-165 Physical Geology Laboratory (1 hour)
- PHYS-166 Meteorology (3 hours)
- PHYS-167 Meteorology Laboratory (1 hour)
- PHYS-171 Physical Science (3 hours)
- PHYS-172 Physical Science Laboratory (1 hour)
- PHYS-175 Descriptive Astronomy (3 hours)
- PHYS-176 Astronomy Laboratory (1 hour)
- PHYS-375 Solar System Astronomy (3 hours)

**Social & Behavioral Sciences Discipline Requirements - 6 Total Hours**

- ANTH-101 Introduction to Cultural Anthropology (3 hours)

- \_\_ ECON-191 Issues in Today's Economy (3 hours)
- \_\_ ECON-200 Principles of Microeconomics (3 hours)
- \_\_ ECON-201 Principles of Macroeconomics (3 hours)
- \_\_ ETECH-502 Engineering Economy (3 hours)
- \_\_ GEOG-106 World Regional Geography (3 hours)
- \_\_ GEOG-300 Elements of Geography (3 hours)
- \_\_ GEOG-304 Human Geography (3 hours)
- \_\_ POLS-101 U.S. Politics (3 hours)
- \_\_ POLS-103 Comparative Politics (3 hours)
- \_\_ POLS-201 Introduction to Public Policy (3 hours)
- \_\_ PSYCH-155 General Psychology (3 hours)
- \_\_ SOC-100 Introduction to Sociology (3 hours)
- \_\_ SWK-250 Relationship Skills (3 hours)
- \_\_ WGS-200 Introduction to Women's Studies (3 hours)
- \_\_ WGS-399 Global Women's Issues (3 hours)

## Arts & Humanities Discipline Requirements - 6 Total Hours

- \_\_ ART-178 Introduction to the Visual Arts (3 hours)
- \_\_ ART-188 The Designed World (3 hours)
- \_\_ ART-217 Crafts I (3 hours)
- \_\_ ART-222 Jewelry/Metals I (3 hours)
- \_\_ ART-233 Drawing I (3 hours)
- \_\_ ART-244 Ceramics I (3 hours)
- \_\_ ART-266 Sculpture I (3 hours)
- \_\_ ART-277 Painting I (3 hours)
- \_\_ ART-288 Introduction to Art History I (3 hours)
- \_\_ ART-289 Introduction to Art History II (3 hours)
- \_\_ ART-311 Art Education (3 hours)
- \_\_ COMM-105 Performance Appreciation (3 hours)
- \_\_ COMM-205 Performance Studies (3 hours)
- \_\_ COMM-395 Theatre History ( ) (3 hours)
- \_\_ ENGL-113 Literature and Culture (3 hours)
- \_\_ ENGL-114 General Literature (Genre) (3 hours)
- \_\_ ENGL-116 General Literature (Theme) (3 hours)
- \_\_ ENGL-117 Introduction to Fiction (3 hours)
- \_\_ ENGL-118 Introduction to Poetry (3 hours)
- \_\_ ENGL-120 Literature and Film (3 hours)
- \_\_ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- \_\_ ENGL-122 Introduction to Women's Literature (3 hours)
- \_\_ ENGL-123 The Citizen in Literature (3 hours)
- \_\_ ENGL-125 Introduction to Horror in Literature (3 hours)
- \_\_ ENGL-250 Introduction to Creative Writing (3 hours)
- \_\_ ENGL-315 Mythology (3 hours)
- \_\_ ENGL-320 Literature and Film (3 hours)
- \_\_ HHP-151 Dance Appreciation (3 hours)
- \_\_ HIST-101 World History to 1500 (3 hours)
- \_\_ HIST-102 World History from 1500 (3 hours)
- \_\_ HIST-201 American History to 1865 (3 hours)
- \_\_ HIST-202 American History from 1865 (3 hours)
- \_\_ HONOR-200 The Power of Music (3 hours)
- \_\_ MLL-124 French Language and Culture I (3 hours)
- \_\_ MLL-154 Spanish Language and Culture I (3 hours)
- \_\_ MUSIC-120 Music Appreciation ( ) (3 hours)
- \_\_ MUSIC-121 Introduction to Music Literature (3 hours)
- \_\_ MUSIC-321 History of Music (3 hours)
- \_\_ MUSIC-322 History of Music (3 hours)
- \_\_ PHIL-103 Introduction to Philosophy (3 hours)
- \_\_ PHIL-105 Ethics (3 hours)

- \_\_ PHIL-112 Biomedical Ethics (3 hours)
- \_\_ PHIL-113 Business Ethics (3 hours)
- \_\_ PHIL-114 Environmental Ethics (3 hours)
- \_\_ PHIL-231 World Religions (3 hours)

## Institutionally Designated Requirements - 6 Total Hours

- \_\_ UGS-150 Gorilla Gateway (2 hours)

### Any 1 credit hour class from the following:

- \_\_ DANCE-200 Dance ( ) (1-3 hours)
- \_\_ EXSCI-200 Introduction to Exercise Science (1 hour)
- \_\_ HHP-150 Lifetime Fitness Concepts (1 hour)

### Any 3 credit hour class from 4, 5, 6 or the following:

- \_\_ BIOL-617 Environmental Health (3 hours)
- \_\_ BUS-101 Introduction to Business (3 hours)
- \_\_ DSIS-130 Computer Information Systems (3 hours)
- \_\_ EDUC-261 Explorations in Education (3 hours)
- \_\_ EET-247 Computer Programming for Electronic Systems (3 hours)
- \_\_ EDTH-330 Technology for Teaching and Learning (3 hours)
- \_\_ FCS-203 Nutrition and Health (3 hours)
- \_\_ FCS-230 Consumer Education and Personal Finance (3 hours)
- \_\_ FIN-210 Financial Planning (3 hours)
- \_\_ GT-210 Technology in the World Today (3 hours)
- \_\_ GT-350 Technology and Civilization (3 hours)
- \_\_ HIST-207 Health Habits in American History (3 hours)
- \_\_ MECET-121 Engineering Graphics I (3 hours)
- \_\_ MFGET-263 Manufacturing Methods I (2 hours)
- \_\_ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- \_\_ MFGET-405 Quality Control (3 hours)
- \_\_ NURS-303 Introduction to Public Health (3 hours)
- \_\_ PHIL-206 Rational Decisions (3 hours)
- \_\_ PHIL-207 Critical Thinking (3 hours)
- \_\_ PHIL-208 Logic (3 hours)
- \_\_ REC-350 Promoting Community and Worksite Wellness (3 hours)

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Revised: 11/12/2024

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

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

## Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - B.S., English, Literature and Culture Emphasis**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>14</b>
ENGL	199	Introduction to English Studies	1
ENGL	220	World Masterpieces	3
ENGL	699	Senior Seminar in English	1
		Select 9 hours from the following:	9
ENGL	231	American Literature I	
ENGL	232	American Literature II	
ENGL	241	British Literature I	
ENGL	242	British Literature II	
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses - Literature and Culture</b>			<b>15</b>
ENGL	202	English Grammar and Usage	3
ENGL	304	Introduction to Writing About Literature	3
		Select 3 hours from:	3
ENGL	311	Anti-Racist Literature	
ENGL	312	Literature Topics ( )	
ENGL	313	Multicultural Literature	
ENGL	316	Women's Literature	
		Select 3 hours of Writing elective from:	3
ENGL	250	Introduction to Creative Writing	
ENGL	302	Advanced Composition	
ENGL	351	Fiction Writing and Editing I	
ENGL	352	Poetry Writing and Editing I	
ENGL	556	Topics in Writing ( )	
ENGL	756	Topics in Writing ( )	
		Select 3 hours of Language elective from:	3
ENGL	308	English Linguistics	
ENGL	603	History of the English Language	
<b>Elective Courses -</b>			<b>36</b>
		Select 12 hours of Literature electives from:	12
ENGL	546	Poetry: Evolution of Forms	
ENGL	555	Topics in Literature ( )	

ENGL	565	American Genre ( )	
ENGL	567	Topics in British Literature ( )	
ENGL	568	Topics in American Literature ( )	
ENGL	569	Topics in International Literature ( )	
ENGL	580	Environmental Literature	
ENGL	582	African American Literature	
ENGL	619	Shakespeare	
ENGL	755	Topics in Literature ( )	
ENGL	771	Major Author(s) ( )	
ENGL	772	Periods in Literature ( )	
		English Electives, 15 hours.	15
		Select 15 hours of English electives from any English courses except 113, 114, 116, 120 or 250.	
		6 hours of any ENGL course 200-level or above (except 299)	6
		3 hours of any university elective	3
		English majors and minors counting ENGL 250 Introduction to Creative Writing for General Education credit must take an additional writing elective.	
<b>Total Credit Hours -</b>			<b>65</b>
<b>Minor -</b>			<b>21</b>
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

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

## Curriculum Revision Form

Effective Date: FALL

Submission Date: 12/9/24

Department: English and Modern Languages

College of: Arts & Sciences

Contact Person: Troy O. Comeau

Minor Required? **Yes**

**Revision**

Major/Minor/Emphasis/Certification Name:

**Technical and Professional Writing Emphasis - English Major**

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

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

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

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

1. Describe your Changes:

1. Move from B.A to B.S which will delete 9 hours of Foreign Language Requirements

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

These changes will increase the breadth and depth of knowledge for students in the emphasis. This emphasis is currently suspended, so no other changes will be made at this time. The 9 extra hours will be added to "Any university elective."

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

#### **Definition of an Emphasis**

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

#### **Definition of a Minor**

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

#### **Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

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

-Approved: Department Chair/Director

Date: 12/9/24

Signature: \_\_\_\_\_

*Troy O. Comeau*

-Approved: College Curriculum Committee

Date: 1/13/25

Signature: \_\_\_\_\_

*Christopher Childers*

-Approved: Dean of College

Date: 1/13/25

Signature: \_\_\_\_\_

*Christopher Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_

*Byn*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



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# Bachelor of Arts Degree with a Major in English

**Degree: Bachelor of Arts**

**Major: English**

**Emphasis available: Creative Writing, English Education,  
Language and Teaching, Literature and Culture,  
Technical and Professional Writing**

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## Core Requirements

All candidates for this degree must complete a minor, except Education and Language and Teaching emphases.

### English Core Requirements, 14 hours

- ENGL-199 Introduction to English Studies (1 hour)
- ENGL-220 World Masterpieces (3 hours)
- ENGL-699 Senior Seminar in English (1 hour)

### Select 9 hours from the following:

- ENGL-231 American Literature I (3 hours)
- ENGL-232 American Literature II (3 hours)
- ENGL-241 British Literature I (3 hours)
- ENGL-242 British Literature II (3 hours)

## Creative Writing

### Select 3 hours from:

- ENGL-304 Introduction to Writing About Literature (3 hours)
- ENGL-311 Anti-Racist Literature (3 hours)
- ENGL-312 Literature Topics ( ) (3 hours)
- ENGL-313 Multicultural Literature (3 hours)
- ENGL-316 Women's Literature (3 hours)

### Required Creative Writing Courses, 21 hours

- ENGL-351 Fiction Writing and Editing I (3 hours)
- ENGL-352 Poetry Writing and Editing I (3 hours)
- ENGL-451 Fiction Writing and Editing II (3 hours)
- and  ENGL-452 Poetry Writing and Editing II (3 hours)
- ENGL-556 Topics in Writing (\_\_\_\_) (3 hours)
- ENGL-651 Writing and Publishing Fiction (3 hours)
- or  ENGL-652 Writing and Publishing Poetry (3 hours)
- ENGL-653 Writing Experimental Literatures (3 hours)

### Select 3 hours of Writing Electives from:

- ENGL-451 Fiction Writing and Editing II (3 hours)
- Note: If not taken as part of required courses.*
- ENGL-452 Poetry Writing and Editing II (3 hours)

*Note: If not taken as part of required courses.*

- ENGL-528 Writing for Publication I (\_\_\_\_) (3 hours)

*Note: Must be taken as Literary Magazine.*

- ENGL-556 Topics in Writing (\_\_\_\_) (3 hours)

*Note: Must be taken as Creative Writing.*

### Select 3 hours of Genre from:

- ENGL-347 The Craft of Fiction (3 hours)
- ENGL-546 Poetry: Evolution of Forms (3 hours)
- ENGL-560 British Genre (\_\_\_\_) (3 hours)

*Note: Must be taken as Short Story.*

- ENGL-565 American Genre (\_\_\_\_) (3 hours)

*Note: Must be taken as Short Story.*

- ENGL-570 International Literatures Genre (\_\_\_\_) (3 hours)

*Note: Must be taken as Short Story.*

## Foreign Language Requirements, 9 hours

### Select 3 hours of Literature electives from:

- ENGL-555 Topics in Literature (\_\_\_\_) (1-3 hours)
- ENGL-565 American Genre (\_\_\_\_) (3 hours)
- ENGL-566 American Theme (\_\_\_\_) (3 hours)
- ENGL-568 Topics in American Literature ( ) (3 hours)
- ENGL-569 Topics in International Literature ( ) (3 hours)
- ENGL-570 International Literatures Genre (\_\_\_\_) (3 hours)
- ENGL-571 International Literatures Theme (\_\_\_\_) (3 hours)

### Select 6 hours of upper-level electives:

*See notes \*1*

*Notes \*1: Student select 6 hours of ENGL courses numbered 300 or higher.*

## English Education

### English Education Requirements, 19 hours

- ENGL-202 English Grammar and Usage (3 hours)
- ENGL-302 Advanced Composition (3 hours)
- ENGL-304 Introduction to Writing About Literature (3 hours)
- ENGL-478 Literature for Middle and Secondary Schools (3 hours)
- ENGL-480 Internship in Teaching English (1 hour)
- Note: Must be taken concurrently with ENGL 478 or ENGL 479.*
- ENGL-603 History of the English Language (3 hours)
- or  ENGL-308 English Linguistics (3 hours)
- ENGL-619 Shakespeare (3 hours)

## Foreign Language Requirements, 9 hours

### Electives, 9 hours

*See notes \*2*

*Notes \*2: Six credit hours must be selected from literature courses numbered above 500; at least three hours must be American.*

**Courses below must be completed for teacher certification and will substitute for a minor.**

**Courses below must be completed before admission to teacher education, 9 hours.**

**See notes \*3**

- PSYCH-155 General Psychology (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- EDUC-261 Explorations in Education (3 hours)

*Notes \*3: See Admission to Professional Semester for professional education grade point requirements.*

**Courses below must be completed before admission to professional semester, 13 hours**

- EDUC-307 Clinical Experience (1 hour)
- PSYCH-357 Educational Psychology (3 hours)

*Note: Must be admitted to teacher education to enroll.*

- ENGL-479 Techniques for Teaching English in Middle and Secondary Schools (3 hours)

*Note: Must be admitted to teacher education to enroll.*

- SPED-510 Overview of Inclusive Education (3 hours)
- EDUC-520 Methods and Materials for Academic Literacy (3 hours)

*Note: Must be admitted to teacher education to enroll.*

**Professional Semester, 15 hours**

- EDUC-458 Methods and Curriculum (3 hours)
- EDUC-464 Measurement and Evaluation (2 hours)
- EDUC-475 Supervised Clinical Experience (9 hours)
- ENGL-579 Supervised Student Teaching and Follow-Up of Teachers (1 hour)

*Department preferred Pitt State Pathway courses: EDUC 261 Explorations in Education (3 hours) PSYCH 155 General Psychology (3 hours) 3 hours of Foreign Language under Human Systems/ Diverse Perspectives (E1)*

**Language and Teaching**

Students seeking licensure for teaching English in the US should enroll in the BA in English, Education Emphasis.

**English Language and Teaching Emphasis, 24 hours**

- ENGL-120 Literature and Film (3 hours)
- or  ENGL-320 Literature and Film (3 hours)
- ENGL-202 English Grammar and Usage (3 hours)
- ENGL-301 Technical/Professional Writing (3 hours)
- ENGL-302 Advanced Composition (3 hours)
- ENGL-304 Introduction to Writing About Literature (3 hours)
- or  ENGL-311 Anti-Racist Literature (3 hours)
- or  ENGL-312 Literature Topics ( ) (3 hours)
- or  ENGL-313 Multicultural Literature (3 hours)
- or  ENGL-316 Women's Literature (3 hours)
- ENGL-308 English Linguistics (3 hours)
- ENGL-506 General English Internship (1-3 hours)
- MLL-479 The Teaching of Languages (3 hours)

**Foreign Language Requirements, 9 hours**

**See notes \*4**

*Notes \*4: The BA requires 9 hours of the same foreign language. Students whose first language is English should enroll in courses with the MLL prefix.*

**Required Psychology courses, 9 hours**

- PSYCH-155 General Psychology (3 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-357 Educational Psychology (3 hours)

**Education Courses, 25 hours, replaces minor requirements.**

- EDUC-261 Explorations in Education (3 hours)
- EDUC-308 Specialized Clinical Experience (1-3 hours)
- EDUC-320 Developing Curriculum for Elementary Education (3 hours)
- EDUC-321 Methods in Creative Experiences (3 hours)
- EDUC-322 Early Literacy and Language Development (2 hours)
- EDTH-330 Technology for Teaching and Learning (3 hours)
- EDUC-370 Organization and Management of the Middle and Secondary Classroom (2 hours)
- EDUC-464 Measurement and Evaluation (2 hours)
- EDUC-479 Effective Teaching Strategies for Middle and Secondary (3 hours)
- SPED-511 Overview of Inclusive Education (Birth - 6th Grade) (3 hours)

**Literature and Culture**

**Required Emphasis courses**

- ENGL-304 Introduction to Writing About Literature (3 hours)

**Select 3 hours from:**

- ENGL-311 Anti-Racist Literature (3 hours)
- ENGL-312 Literature Topics ( ) (3 hours)
- ENGL-313 Multicultural Literature (3 hours)
- ENGL-316 Women's Literature (3 hours)

**Select 12 hours of Literature electives from:**

- ENGL-546 Poetry: Evolution of Forms (3 hours)
- ENGL-555 Topics in Literature (\_\_\_\_) (1-3 hours)
- ENGL-565 American Genre (\_\_\_\_) (3 hours)
- ENGL-567 Topics in British Literature ( ) (3 hours)
- ENGL-568 Topics in American Literature ( ) (3 hours)
- ENGL-569 Topics in International Literature ( ) (3 hours)
- ENGL-580 Environmental Literature (3 hours)
- ENGL-582 African American Literature (3 hours)
- ENGL-619 Shakespeare (3 hours)
- ENGL-755 Topics in Literature (\_\_\_\_) (1-3 hours)
- ENGL-771 Major Author(s) (\_\_\_\_) (3 hours)
- ENGL-772 Periods in Literature (\_\_\_\_) (3 hours)

**Select 3 hours of Writing elective from:**

- ENGL-250 Introduction to Creative Writing (3 hours)
- ENGL-302 Advanced Composition (3 hours)
- ENGL-306 Theories and Technologies of Writing (3 hours)

- ENGL-351 Fiction Writing and Editing I (3 hours)
- ENGL-352 Poetry Writing and Editing I (3 hours)
- ENGL-556 Topics in Writing (\_\_\_\_) (3 hours)
- ENGL-756 Topics in Writing (\_\_\_\_) (1-3 hours)

### Select 3 hours of Language electives from:

- ENGL-308 English Linguistics (3 hours)
- ENGL-603 History of the English Language (3 hours)

## Foreign Language Requirements, 9 hours

### English Electives, 15 hours

See notes \*5

### Select 15 hours of English electives from any English courses except; ENGL 113, 114, 116, 120, or 250.

Notes \*5: English majors and minors counting ENGL 250 Introduction to Creative Writing for General Education credit must take an additional writing elective.

## Technical and Professional Writing

### Emphasis Requirements, 12 hours

- ENGL-302 Advanced Composition (3 hours)
- ENGL-306 Theories and Technologies of Writing (3 hours)
- ENGL-308 English Linguistics (3 hours)
- or  ENGL-603 History of the English Language (3 hours)
- ENGL-695 Professional Writing Internship (1-3 hours)

Note: Should be taken for 3 hours.

### Select 12 hours of Writing electives from:

See notes \*6

- ENGL-526 Writing in Electronic Environments I (\_\_\_\_) (3 hours)
- ENGL-527 Writing for the Public I (\_\_\_\_) (3 hours)
- ENGL-528 Writing for Publication I (\_\_\_\_) (3 hours)
- ENGL-529 The Art of Discourse I (\_\_\_\_) (3 hours)
- ENGL-626 Writing in Electronic Environments II (\_\_\_\_) (3 hours)
- ENGL-627 Writing for the Public II (\_\_\_\_) (3 hours)
- ENGL-628 Writing for Publication II (\_\_\_\_) (3 hours)
- ENGL-695 Professional Writing Internship (1-3 hours)
- ENGL-729 The Art of Discourse II (\_\_\_\_) (3 hours)

Notes \*6: Other support courses approved by the Director of Professional Writing.

## Foreign Language Requirements, 9 hours

### English Electives, 6 hours

Must be at the 300-level or above.

### Literature Electives, 3 hours

Must be at 500-level or above.

## General Education Requirements

### English Discipline Requirements - 6 Total Hours

- ENGL-101 English Composition (3 hours)
- ENGL-299 Introduction to Research Writing (3 hours)

### Communications Discipline Requirements - 3 Total Hours

- COMM-207 Speech Communication (3 hours)

### Mathematics & Statistics Discipline Requirements - 3 Total Hours

- MATH-110 College Algebra with Review (5 hours)
- MATH-113 College Algebra (3 hours)
- MATH-126 Pre-Calculus (4 hours)
- MATH-133 Quantitative Reasoning (3 hours)
- MATH-143 Elementary Statistics (3 hours)
- MATH-150 Calculus I (5 hours)
- MATH-204 Mathematics for Education I (3 hours)

### Natural & Physical Sciences Discipline Requirements - 4/5 Total Hours

- BIOL-111 General Biology (3 hours)
- BIOL-112 General Biology Laboratory (2 hours)
- BIOL-113 Environmental Life Science (4 hours)
- BIOL-211 Principles of Biology I (4 hours)
- CHEM-105 Introductory Chemistry (3 hours)
- CHEM-106 Introductory Chemistry Laboratory (1 hour)
- CHEM-215 General Chemistry I (3 hours)
- CHEM-216 General Chemistry I Laboratory (2 hours)
- PHYS-100 College Physics I (4 hours)
- PHYS-104 Engineering Physics I (4 hours)
- PHYS-130 Elementary Physics Laboratory I (1 hour)
- PHYS-160 Physical Geology (3 hours)
- PHYS-165 Physical Geology Laboratory (1 hour)
- PHYS-166 Meteorology (3 hours)
- PHYS-167 Meteorology Laboratory (1 hour)
- PHYS-171 Physical Science (3 hours)
- PHYS-172 Physical Science Laboratory (1 hour)
- PHYS-175 Descriptive Astronomy (3 hours)
- PHYS-176 Astronomy Laboratory (1 hour)
- PHYS-375 Solar System Astronomy (3 hours)

### Social & Behavioral Sciences Discipline Requirements - 6 Total Hours

- ANTH-101 Introduction to Cultural Anthropology (3 hours)

- \_\_ ECON-191 Issues in Today's Economy (3 hours)
- \_\_ ECON-200 Principles of Microeconomics (3 hours)
- \_\_ ECON-201 Principles of Macroeconomics (3 hours)
- \_\_ ETECH-502 Engineering Economy (3 hours)
- \_\_ GEOG-106 World Regional Geography (3 hours)
- \_\_ GEOG-300 Elements of Geography (3 hours)
- \_\_ GEOG-304 Human Geography (3 hours)
- \_\_ POLS-101 U.S. Politics (3 hours)
- \_\_ POLS-103 Comparative Politics (3 hours)
- \_\_ POLS-201 Introduction to Public Policy (3 hours)
- \_\_ PSYCH-155 General Psychology (3 hours)
- \_\_ SOC-100 Introduction to Sociology (3 hours)
- \_\_ SWK-250 Relationship Skills (3 hours)
- \_\_ WGS-200 Introduction to Women's Studies (3 hours)
- \_\_ WGS-399 Global Women's Issues (3 hours)

## Arts & Humanities Discipline Requirements - 6 Total Hours

- \_\_ ART-178 Introduction to the Visual Arts (3 hours)
- \_\_ ART-188 The Designed World (3 hours)
- \_\_ ART-217 Crafts I (3 hours)
- \_\_ ART-222 Jewelry/Metals I (3 hours)
- \_\_ ART-233 Drawing I (3 hours)
- \_\_ ART-244 Ceramics I (3 hours)
- \_\_ ART-266 Sculpture I (3 hours)
- \_\_ ART-277 Painting I (3 hours)
- \_\_ ART-288 Introduction to Art History I (3 hours)
- \_\_ ART-289 Introduction to Art History II (3 hours)
- \_\_ ART-311 Art Education (3 hours)
- \_\_ COMM-105 Performance Appreciation (3 hours)
- \_\_ COMM-205 Performance Studies (3 hours)
- \_\_ COMM-395 Theatre History ( ) (3 hours)
- \_\_ ENGL-113 Literature and Culture (3 hours)
- \_\_ ENGL-114 General Literature (Genre) (3 hours)
- \_\_ ENGL-116 General Literature (Theme) (3 hours)
- \_\_ ENGL-117 Introduction to Fiction (3 hours)
- \_\_ ENGL-118 Introduction to Poetry (3 hours)
- \_\_ ENGL-120 Literature and Film (3 hours)
- \_\_ ENGL-121 Intro to Anti-Racist Literature (3 hours)
- \_\_ ENGL-122 Introduction to Women's Literature (3 hours)
- \_\_ ENGL-123 The Citizen in Literature (3 hours)
- \_\_ ENGL-125 Introduction to Horror in Literature (3 hours)
- \_\_ ENGL-250 Introduction to Creative Writing (3 hours)
- \_\_ ENGL-315 Mythology (3 hours)
- \_\_ ENGL-320 Literature and Film (3 hours)
- \_\_ HHP-151 Dance Appreciation (3 hours)
- \_\_ HIST-101 World History to 1500 (3 hours)
- \_\_ HIST-102 World History from 1500 (3 hours)
- \_\_ HIST-201 American History to 1865 (3 hours)
- \_\_ HIST-202 American History from 1865 (3 hours)
- \_\_ HONOR-200 The Power of Music (3 hours)
- \_\_ MLL-124 French Language and Culture I (3 hours)
- \_\_ MLL-154 Spanish Language and Culture I (3 hours)
- \_\_ MUSIC-120 Music Appreciation ( ) (3 hours)
- \_\_ MUSIC-121 Introduction to Music Literature (3 hours)
- \_\_ MUSIC-321 History of Music (3 hours)
- \_\_ MUSIC-322 History of Music (3 hours)
- \_\_ PHIL-103 Introduction to Philosophy (3 hours)
- \_\_ PHIL-105 Ethics (3 hours)

- \_\_ PHIL-112 Biomedical Ethics (3 hours)
- \_\_ PHIL-113 Business Ethics (3 hours)
- \_\_ PHIL-114 Environmental Ethics (3 hours)
- \_\_ PHIL-231 World Religions (3 hours)

## Institutionally Designated Requirements - 6 Total Hours

- \_\_ UGS-150 Gorilla Gateway (2 hours)

### Any 1 credit hour class from the following:

- \_\_ DANCE-200 Dance ( ) (1-3 hours)
- \_\_ EXSCI-200 Introduction to Exercise Science (1 hour)
- \_\_ HHP-150 Lifetime Fitness Concepts (1 hour)

### Any 3 credit hour class from 4, 5, 6 or the following:

- \_\_ BIOL-617 Environmental Health (3 hours)
- \_\_ BUS-101 Introduction to Business (3 hours)
- \_\_ DSIS-130 Computer Information Systems (3 hours)
- \_\_ EDUC-261 Explorations in Education (3 hours)
- \_\_ EET-247 Computer Programming for Electronic Systems (3 hours)
- \_\_ EDTH-330 Technology for Teaching and Learning (3 hours)
- \_\_ FCS-203 Nutrition and Health (3 hours)
- \_\_ FCS-230 Consumer Education and Personal Finance (3 hours)
- \_\_ FIN-210 Financial Planning (3 hours)
- \_\_ GT-210 Technology in the World Today (3 hours)
- \_\_ GT-350 Technology and Civilization (3 hours)
- \_\_ HIST-207 Health Habits in American History (3 hours)
- \_\_ MECET-121 Engineering Graphics I (3 hours)
- \_\_ MFGET-263 Manufacturing Methods I (2 hours)
- \_\_ MFGET-268 Manufacturing Methods I Laboratory (1 hour)
- \_\_ MFGET-405 Quality Control (3 hours)
- \_\_ NURS-303 Introduction to Public Health (3 hours)
- \_\_ PHIL-206 Rational Decisions (3 hours)
- \_\_ PHIL-207 Critical Thinking (3 hours)
- \_\_ PHIL-208 Logic (3 hours)
- \_\_ REC-350 Promoting Community and Worksite Wellness (3 hours)

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Revised: 11/12/2024

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

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

## Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - B.S., English, Technical and Professional Writing

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>14</b>
ENGL	199	Introduction to English Studies	1
ENGL	220	World Masterpieces	3
ENGL	699	Senior Seminar in English	1
		Select 9 hours from the following:	9
ENGL	231	American Literature I	
ENGL	232	American Literature II	
ENGL	241	British Literature I	
ENGL	242	British Literature II	
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses - Technical and Professional Writing</b>			<b>12</b>
ENGL	302	Advanced Composition	3
ENGL	306	Theories and Technologies of Writing	3
ENGL	308	English Linguistics	
		or	3
ENGL	603	History of the English Language	
ENGL	695	Professional Writing Internship	3
		Should be taken for 3 hours.	
<b>Elective Courses -</b>			<b>36</b>
		Select 12 hours of Writing elective from:	12
ENGL	526	Writing in Electronic Environments I ( )	
ENGL	527	Writing for the Public I ( )	
ENGL	528	Writing for Publication I ( )	
ENGL	529	The Art of Discourse I ( )	
ENGL	626	Writing in Electronic Environments II ( )	
ENGL	627	Writing for the Public II ( )	
ENGL	628	Writing for Publication II ( )	
ENGL	695	Professional Writing Internship	
ENGL	729	The Art of Discourse II ( )	
Other support courses approved by the Director of Professional Writing.			
		English Electives, 6 hours.	6
		Must be at the 300-level or above.	

Literature Electives, 3 hours	3
Must be at 500-level or above.	
15 hours of Any University Electives	15
<b>Total Credit Hours - 62</b>	
<b>Minor - 24</b>	
<b>General Educaton, 34-35 hours - 34</b>	
<b>Total Credit Hours: 120</b>	

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

## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: 12/9/24

Department: English and Modern Languages College of: Arts & Sciences

Contact Person: Troy O. Comeau

Proposal for a New: **Certificate** Modality of Program: Face to Face

Title of new Minor/Emphasis/Certificate: Creative Writing Certificate

Major: Any Minor Required? **No**

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

1. Purpose/Justification for New Minor/Emphasis/Certificate:

This certificate is designed to allow students to earn a certificate in Creative Writing by taking 15 hours of coursework. The certificate is designed to allow students to explore depth in either fiction writing or poetry writing or allows them more breadth by exploring both fiction and poetry. The coursework will come from courses already required for a Creative Writing emphasis in English, so this additional certificate should come at no other cost to the university.

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

Yes  No

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? *If "yes", please provide an explanation and attach all documentation (emails) between departments.*

Yes  No

4. Does this new minor, emphasis, and certificate meet University catalog definitions? *These can be found at bottom of page 2.*

Yes  No

5. Will additional resources or costs be required?  Yes  No  
If so, what will be needed?

6. Describe the program assessment plan:

a. Enrollment targets = 5-10

b. Outcome expected and process to evaluate =

Since the courses required will come from courses already being offered to Creative Writing students, we will monitor students in the program. The certificate will simply give students an opportunity to earn an Creative Writing certificate without a major in English.

c. Plan to discontinue if enrollment targets not met =

This certificate will not require any additional resources and the courses are already being offered to current Creative Writing emphasis students in English, so there should be no need to discontinue unless the Creative Writing emphasis is discontinued.

**Questions for certificate only: If you have questions, contact the Financial Aid Office, 4240.**

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

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

Yes

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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



## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- |                                       |   |
|---------------------------------------|---|
| ✓ Required fields completed.          | ✓ Required 120 credit hour minimum met.     |
| ✓ Listed courses are currently active | ✓ Academic Planning Excel Attached          |
| ✓ Course Id's match Course names.     | ✓ Current Program Guide from Online Catalog |
| ✓ Course hours are correct.           | ✓ KBOR Forms Attached, if applicable        |

-Approved: Department Chair/Director

Date: 12/9/24

Signature: \_\_\_\_\_

*Troy O. Conneally*

-Approved: College Curriculum Committee

Date: 1/13/25

Signature: \_\_\_\_\_

*Christopher Childers*

-Approved: Dean of College

Date: 1/13/25

Signature: \_\_\_\_\_

*Christopher Childers*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_

*Byn*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval**, it can be found at:  
[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

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

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

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

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

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

### Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - Creative Writing Certificate**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>15</b>
ENGL	250	Introduction to Creative Writing	3
ENGL	653	Writing Experimental Literatures	3
ENGL	351	Fiction Writing and Editing I	
		or	3
ENGL	352	Poetry Writing and Editing I	
		Select one of the following courses:	3
ENGL	351	Fiction Writing and Editing I	
ENGL	352	Poetry Writing and Editing I	
ENGL	451	Fiction Writing and Editing II	
ENGL	452	Poetry Writing and Editing II	
		3 hours of any ENGL course 200-level or above (except for 299)	3
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses - Technical and Professional Writing</b>			<b>0</b>
<b>Elective Courses -</b>			
<b>Total Credit Hours -</b>			<b>15</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>15</b>

Be sure all information is correct and courses are active before submitting.  
 Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.  
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## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: 12/9/24

Department: English and Modern Languages

College of: Arts & Sciences

Contact Person: Troy O. Comeau

Proposal for a New: **Certificate**

Modality of Program: Face to Face

Title of new Minor/Emphasis/Certificate: English Certificate

Major: Any

Minor Required? **No**

New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

1. Purpose/Justification for New Minor/Emphasis/Certificate:

This certificate is designed to allow students to earn a certificate in English by taking 15 hours of coursework. The coursework will come from courses already required for an English major so this additional certificate should come at no other cost to the university.

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

Yes  No

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? *If "yes", please provide an explanation and attach all documentation (emails) between departments.*

Yes  No

4. Does this new minor, emphasis, and certificate meet University catalog definitions? *These can be found at bottom of page 2.*

Yes  No

5. Will additional resources or costs be required?  Yes  No  
If so, what will be needed?

6. Describe the program assessment plan:

a. Enrollment targets = 5-10

b. Outcome expected and process to evaluate =

Since the courses required will come from courses already being offered to English majors, we will monitor number of students in the program. The certificate will simply give students an opportunity to earn an English certificate without a major in English.

c. Plan to discontinue if enrollment targets not met =

Since this certificate will not require any additional resources and the courses are already being offered to current English majors, there should be no need to discontinue unless the English major is discontinued.

**Questions for certificate only: If you have questions, contact the Financial Aid Office, 4240.**

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

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? No

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

Yes

#### **Definition of an Emphasis**

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#### **Definition of a Minor**

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#### **Definition of Certificate Program**

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

### Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- ✓ Required fields completed.
- ✓ Listed courses are currently active
- ✓ Course Id's match Course names.
- ✓ Course hours are correct.
- ✓ Required 120 credit hour minimum met.
- ✓ Academic Planning Excel Attached
- ✓ Current Program Guide from Online Catalog
- ✓ KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 12/9/24

Signature: Troy O. Comeau

-Approved: College Curriculum Committee

Date: 1/13/25

Signature: Christopher Childers

-Approved: Dean of College

Date: 1/13/25

Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/16

Signature: [Signature]

-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval**, it can be found at: [https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

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

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

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

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

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

<b>Academic Planning Document for 2025-2026</b>			
<b>Major/Emphasis/Minor/Certificate - English Certificate</b>			
<b>Course Prefix</b>	<b>Course Num.</b>	<b>Course Name</b>	<b>Cr. Hr.</b>
<b>Core Courses -</b>			<b>15</b>
		6 hours of any ENGL courses (except 101 and 299)	6
		3 of the 6 hours must be a 200 level ENGL course	
		9 hours of any upper level ENGL courses (300 or above)	9
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses - Technical and Professional Writing</b>			<b>0</b>
<b>Elective Courses -</b>			
<b>Total Credit Hours -</b>			<b>15</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>15</b>

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

## Curriculum Revision Form

Effective Date: FALL

Submission Date: 12/9/24

Department: English and Modern Languages

College of: Arts & Sciences

Contact Person: Troy O. Comeau

Minor Required? No



### Revision

Major/Minor/Emphasis/Certification Name:

### English Minor

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

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

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

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

#### 1. Describe your Changes:

1. Delete all courses currently listed as requirements and electives.
2. Add "6 hours of any ENGL courses (except 101 and 299)". Noting that 3 of the 6 hours must be a 200 level ENGL course.
3. Add "15 hours of any upper level ENGL courses (300 or above)". Noting that 3 of the 15 hours must be a 500 level ENGL course.

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

These changes will give students more class choices in the minor. It will clean up the catalog guide making it easier for students to understand the course requirements.

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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



## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

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

-Approved: Department Chair/Director  
Date: 12/9/24 Signature: Jrwy D. Corneau

-Approved: College Curriculum Committee  
Date: 1/13/25 Signature: Christopher Childers

-Approved: Dean of College  
Date: 1/13/25 Signature: Christopher Childers

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: Bjtn

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

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

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

## Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Minor in English

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>0</b>
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses - Technical and Professional Writing</b>			<b>0</b>
<b>Elective Courses -</b>			
		6 hours of any ENGL courses (except 101 and 299)	6
		3 of the 6 hours must be a 200 level ENGL course	
		15 hours of any upper level ENGL courses (300 or above)	15
		3 of the 15 hours must be a 500 level ENGL course	
<b>Total Credit Hours -</b>			<b>0</b>
<b>Minor -</b>			<b>21</b>
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>21</b>

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

# English Minor

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## Standard English Minor (21 hours)

\_\_ ENGL-202 English Grammar and Usage (3 hours)

## Select 6 hours of Writing electives from:

### See notes \*1

\_\_ ENGL-302 Advanced Composition (3 hours)

\_\_ ENGL-304 Introduction to Writing About Literature (3 hours)

\_\_ ENGL-306 Theories and Technologies of Writing (3 hours)

\_\_ ENGL-306 Theories and Technologies of Writing (3 hours)

*Notes \*1: Plus 12 hours of English electives. Electives must include 6 hours of upper-division courses and at least 3 hours in American and 3 hours in British literature.*

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Revised: 11/12/2024

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: **Kelce Undergraduate School of Busi**

College of: **Business**

Contact Person: **Alex Binder**

Prefix: **ACCTG**

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

Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce College of Business.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Internship in Accounting	Internship in Accounting
Course Number:	ACCTG 614	ACCTG 670
Credits:	3 to 6	1 to 6
Grading System:	Pass/Fail	Pass/Fail
Pre/Co-Requisite(s):	Permission of instructor required and junior standing	Permission of instructor required.
Course Description:	Work experience in public, private, governmental, or not-for-profit accounting. The work experience must be approved by the internship committee. May be repeated for a maximum of six hours. Prerequisite: permission of instructor required and junior standing.	An approved, supervised professional work experience in the accounting field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birkin

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Puraley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

---

### **Textbook**

NA

### **Catalog Course Description**

**ACCTG 670: Internship in Accounting.** 1-6 credit hours. An approved, supervised professional work experience in the accounting field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Prerequisite: permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

#### **Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

### **Course Outline**



Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

### **Teaching Methods**

#### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

#### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

#### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

#### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

#### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.





# KELCE COLLEGE OF BUSINESS

Pittsburg State University

**Course Syllabus:**  
Internship in Accounting  
670\*01  
Online  
Asynchronous, Semester

- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

## **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

## **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

## **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

## **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

## **Note**

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

## **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).

## **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.



2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

1. Your internship sponsor/employer must submit a performance evaluation at the conclusion of the internship.
  - a. The employer evaluation is 80% of the overall grade.
2. Students must submit a 1,000-word written report at the conclusion of their internship.
  - a. The written report is 20% of the overall grade.

Since internships frequently do not follow the university calendar, if the course requirements are not completed by the end of the semester, you will automatically be given an Incomplete. The incomplete will be removed and your grade posted after the performance evaluation and internship report have been completed.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: Kelce Undergraduate School of Busi

College of: **Business**

Contact Person: Alex Binder

Prefix: **BUS**

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

Course #: **370**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Exploratory Internship in Business Administration provides a critical early-stage experiential learning opportunity, aligning with our existing offerings to create a more comprehensive and competitive business education program. This course encourages students to engage in real-world internships before their junior or senior years, allowing them to explore various fields within business administration and make more informed decisions about their academic and career paths.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

PSU Faculty Senate 24-25

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Exploratory Internship in Business Administration
Course Number:		<b>BUS 370</b>
Credits:		<b>1 to 6</b>
Grading System:	<b>Select One</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):		Permission of instructor required.
Course Description:		An approved, supervised professional work experience in an appropriate business field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

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

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Puroley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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**KELCE**  
**COLLEGE OF BUSINESS**

Pittsburg State University

**Course Syllabus:**  
Internship in Business Admin  
370\*01  
Online  
Asynchronous, Semester

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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

---

**Textbook**

NA

**Catalog Course Description**

**BUS 370: Internship in Business Administration.** 1-6 credit hours. An approved, supervised professional work experience in an appropriate business field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

**Prerequisites**

Prerequisite: permission of instructor required.

**Course Objectives / Learning Outcomes**

**Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

**Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

**Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.



## **Course Outline**

Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

## **Teaching Methods**

### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

### **Collaboration with Sponsoring Organizations**

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### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

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Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.



- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
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### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).





### **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.
2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

### **Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

### **Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade

## Faculty Senate Course Form

Effective Date: **Spring 2025**

Submission Date:

Department: Kelce Undergrad School of Business      College of: **Business**

Contact Person: Alex Binder      Prefix: **DSIS**

Create New, Revise, Inactivate, or Reactivate: **New**      Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce College of Business.

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

Yes       No

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

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

Yes       No

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

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

Yes       No

5. Will additional resources or costs be required?

Yes       No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	<b>Internship</b>	Internship in Data Science and Information Systems
Course Number:	<b>CIS 610</b>	<b>DSIS 670</b>
Credits:	<b>1 to 3</b>	<b>1 to 6</b>
Grading System:	<b>Pass/Fail</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):	<b>Junior standing and consent of instructor</b>	<b>Permission of Instructor</b>
Course Description:	This course requires an in-depth involvement in on-going project under direct professional supervision. A project may be on-campus or with a business, financial institution or governmental agency. A formal report of project activities must be submitted to the course instructor. Students must apply for admission to the course and selection will be made by the course instructor. Prerequisites: Junior standing and consent of instructor.	An approved, supervised professional work experience in a data science and/or information services-related field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

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

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Purcell

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair:

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Byron

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



---

**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

---

### **Textbook**

NA

### **Catalog Course Description**

**DSIS 670: Internship in Data Science and Information Systems.** 1-6 credit hours. An approved, supervised professional work experience in a data science and/or information services-related field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Prerequisite: permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

#### **Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

### **Course Outline**



Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

### **Teaching Methods**

#### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

#### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

#### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

#### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

#### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.



# KELCE COLLEGE OF BUSINESS

Pittsburg State University

**Course Syllabus:**  
Internship in Data Science and  
Information Systems  
670\*01  
Online  
Arrington, Semester

- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

## **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

## **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

## **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

## **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

## **Note**

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

## **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).

## **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.



2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

**Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade



## Faculty Senate Course Form

Effective Date: **Spring 2025**

Submission Date:

Department: Kelce Undergrad School of Business College of: **Business**

Contact Person: **Alex Binder**

Prefix: **ECON**

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

Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce College of Business.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Internship in Economics	Internship in Economics
Course Number:	<b>ECON 694</b>	<b>ECON 670</b>
Credits:	<b>1 to 6</b>	<b>1 to 6</b>
Grading System:	<b>Pass/Fail</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):	Permission of instructor required.	Permission of Instructor required.
Course Description:	Relevant work experience in private or public institutions. The work experience must be approved by the instructor. May be repeated for a maximum of six hours. Prerequisite: Permission of the instructor required.	An approved, supervised professional work experience in an economics-related field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

<input checked="" type="checkbox"/>	Required fields completed.
<input checked="" type="checkbox"/>	Syllabus attached for new courses
<input checked="" type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Purvaley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



---

**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

---

### **Textbook**

NA

### **Catalog Course Description**

**ECON 670: Internship in Economics.** 1-6 credit hours. An approved, supervised professional work experience in an economics-related field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Prerequisite: permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

#### **Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

### **Course Outline**



Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

### **Teaching Methods**

#### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

#### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

#### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

#### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

#### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.



- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### **Communication**

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### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:  
[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).

### **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.



2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

**Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 09/3/2024

Department: Kelce Undergraduate Sch of Busine

College of: **Business**

Contact Person: Lynn Murray

Prefix: **ENTR**

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

Course #: **201**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. This course will provide insight into the various aspects of entrepreneurship and will serve as the foundation of upcoming academic programs in Entrepreneurship.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?



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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Foundations of Entrepreneurship
Course Number:		201
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		None
Course Description:		Provides insights into the various facets of entrepreneurship including opportunity recognition, idea generation, business planning and strategy, innovation and creativity, along with other general insights to the entrepreneurial ecosystem.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Binda*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purales*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gair*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

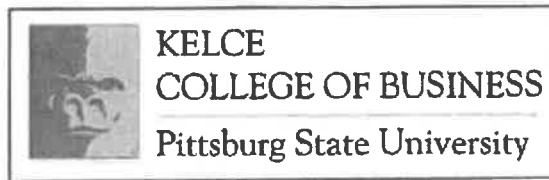
-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



**ENTR 201 Foundations of Entrepreneurship**  
[Course Room]  
[Course Days, Time, Semester]

---

**Instructor:** [Name and Rank]  
**Office:** [Kelce Room #]  
**Hours:** [Times and Days – must be accessible]  
**Phone:** [Office # and others if appropriate]  
**E-mail:** [Official Pitt State address]

**Textbook**

Mariotti, S. & Glackin, C. (2020). *Entrepreneurship: Starting and Operating a Small Business*, 5<sup>th</sup> Edition  
ISBN-13: 9780135210529

**Catalog Course Description**

ENTR 201 Foundations of Entrepreneurship (3 credit hours): Provides insights into the various facets of entrepreneurship including opportunity, recognition, idea generation, business planning and strategy, innovation, and creativity, along with other general insights to the entrepreneurial ecosystem.

**Prerequisites**

None

**Course Objectives / Learning Outcomes**

- Define entrepreneurship and what entrepreneurs do and define small business.
- Identify primary business plan contents and be able to use them to create a business plan.
- Explain marketing mix and be able to figure out the pricing for your business.
- Assess the costs of starting a business.
- Explain what shows up on each of the 4 financial documents used to assess business health.
- Understand the importance of cash flow management.
- Analyze the different types of financing for a business.
- Define the different types of legal structures for a business.
- Explain the types of licenses, permits, and certificates required to start your business.
- Examine options for harvesting and exiting a business.

**Course Outline**

Week 1 Course Introduction  
Week 2 Entrepreneurs and Entrepreneurship  
Week 3 Pathways to Success: Processes and Instruments  
Week 4 Creating Business from Opportunity  
Week 5 Exploring Your Market  
Week 6 Developing the Marketing Mix and Plan  
Week 7 Smart Selling and Effective Customer Service  
Week 8 Understanding and Managing Start-Up, Fixed, and Variable Costs

Week 9	Using Financial Statements to Guide a Business
Week 10	Cash Flow and Taxes
Week 11	Financing Strategy and Tactics
Week 12	Addressing Legal Issues and Managing Risk
Week 13	Operating for Success
Week 14	Management, Leadership and Ethical Practices
Week 15	Franchising, Licensing, and Harvesting: Cashing in Your Brand
Week 15	Final Exam

### **Teaching Methods**

This course is a mix of lecture and experiential learning, including (but not limited to) homework, short homework, discussion, and guest speakers.

### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Many of these will also be announced in class, but not necessarily all – it is your responsibility to regularly check CANVAS for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620-235-4600.

### **Attendance Policy**

Attendance is required and roll will be taken each class period. Five (5) unexcused absences will result in the loss of a letter grade. Class exercises/homework/quizzes missed because of an **unexcused** absence cannot be made up. If you will be absent from class, notify the instructor **in advance**.

### **Classroom Conduct**

Classroom courtesy is not only expected but enforced.

- **Be on time** for class.
- Do not talk or leave the room during class unless it is an emergency.
- Do not pass notes, make noises, or allow your cell phone to ring.
- No texting.
- Students are expected to act professionally in all communications with the instructor and with other students in discussion forums.

### **Academic Integrity**

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

Students pledge to:

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

### Business.

If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodation may be available through the contacts listed on the current Syllabus Supplement.

### Inclement Weather

If the university calls off class due to inclement weather, this class will NOT meet in person. The instructor may provide the opportunity for Zoom on those days to answer questions/study session for a test, but it will not be mandatory.

### Course Evaluation Methods

Your grade will be determined by your performance as follows:

Exams	60%
In-class work	15%
Homework	10%
Project	10%

### Grading Scale

If you have at least	You will earn
90%	A
80%	B
70%	C
60%	D

### Faculty Notification of Student Academic Progress

You'll be able to track your progress and grades in this course through the Canvas gradebook. I anticipate grading your work within one week of the assignment due date. I participate in the Navigate progress reporting system and will report midterm grades as well.

### Notes

Please see PSU's Syllabus Supplement for this semester, available through the Registrar's Office at <https://www.pittstate.edu/registrar/syllabus-supplement.html>

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

## ENTR 201 Foundations of Entrepreneurship Learning Objectives

- Define entrepreneurship and what entrepreneurs do and define small business.
- Identify primary business plan contents and be able to use them to create a business plan.
- Explain marketing mix and be able to figure out the pricing for your business.
- Assess the costs of starting a business.
- Explain what shows up on each of the 4 financial documents used to assess business health.
- Understand the importance of cash flow management.
- Analyze the different types of financing for a business.
- Define the different types of legal structures for a business.
- Explain the types of licenses, permits, and certificates required to start your business.
- Examine options for harvesting and exiting a business.

### Course Evaluation Methods

Your grade will be determined by your performance as follows:

Exams	60%
In-class work	15%
Homework	10%
Project	10%

### Grading Scale

If you have at least	You will earn
90%	A
80%	B
70%	C
60%	D

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **09/3/2024**

Department: **Kelce Undergraduate Sch of Busine**

College of: **Business**

Contact Person: **Lynn Murray**

Prefix: **ENTR**

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

Course #: **310**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. One critical hurdle faced by entrepreneurs is the financial health of the enterprise. This course will provide an overview of the financial concepts, tools and principles utilized by the entrepreneur to initiate, build, and develop a successful entrepreneurial venture.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?



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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Entrepreneurial Finance
Course Number:		310
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship
Course Description:		Provides an overview of the financial concepts, tools and principles utilized by the entrepreneur to initiate, build, and develop a successful entrepreneurial venture. This course distinguishes entrepreneurial finance from corporate finance in terms of the sources of financing available to initiate and develop the venture. Additional topics include, but are not limited to, proforma financial statement development; business valuation models; cash flow analysis; monitoring of key metrics; the use of incubators or accelerators; provisioning for taxes, and raising capital from private investors, venture capitalists, crowd funding, and banks. Prerequisite: ENTR 201 Foundations of Entrepreneurship.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Birch*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purcell*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gair*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

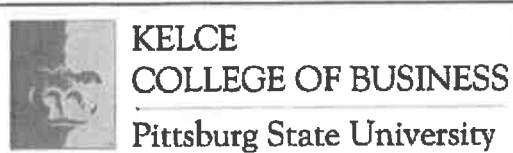
-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



## ENTR 310 Entrepreneurial Finance

*[Term]*

*[Times]*

**Instructor:** [Name and Rank]  
**Office:** [Kelce Room #]  
**Hours:** [Times and Days – must be accessible]  
**Phone:** [Office # and others if appropriate]  
**E-mail:** [Official Pitt State address]

### Textbook

Entrepreneurial Finance, 7<sup>th</sup> Edition, Phillips, J. Chris Leach, Ronald W. Melicher, Cengage Learning. You have the option of choosing a hard copy textbook or the e-book and will need to add Cengage MindTap.



### Catalog Course Description

Provides an overview of the financial concepts, tools and principles utilized by the entrepreneur to initiate, build, and develop a successful entrepreneurial venture. This course distinguishes entrepreneurial finance from corporate finance in terms of the sources of financing available to initiate and develop the venture. Additional topics include, but are not limited to, proforma financial statement development; business valuation models; cash flow analysis; monitoring of key metrics; the use of incubators or accelerators; provisioning for taxes, and various methods of securing capital.

### Prerequisites

ENTR 201 Foundations of Entrepreneurship

### Course Objectives / Learning Outcomes

Students will be able to:

1. Describe the typical life cycle that a successful venture goes through.
2. Identify the various avenues of fund raising for a new, young, or private venture.
3. Formulate or evaluate a business plan as an entrepreneur or an investor.
4. Explain the requirements, investment terms and conditions of a typical professional venture capital fund.
5. Illustrate how private ventures may be valued by the professional venture capital funds.
6. Calculate the shareholding of various shareholders after different rounds of funding received by a venture.
7. Negotiate the investment terms with the entrepreneur or with the professional venture capital fund.
8. Employ different risk-mitigating investment terms to formulate an Investment Terms Sheet for the purpose of discussion and negotiation (between the entrepreneur and the professional venture capital fund).
9. Demonstrate the importance of group work as co-founders of young ventures, and as members of the investment team in a professional venture capital firm.

### Course Content:

- Introduction To Finance For Entrepreneurs
- Developing The Business Idea

- Organizing And Financing A New Venture
- Preparing And Using Financial Statements
- Evaluating Operating And Financial Performance
- Managing Cash Flow
- Projecting Financial Statements
- Types And Costs Of Financial Capital
- Valuing Early-Stage Venture
- Venture Capital Valuation Methods
- Professional Venture Capital
- Other Financing Alternatives
- Security Structures And Determining Enterprise Values
- Harvesting The Business Venture Investment

### **Academic Integrity**

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

Students pledge to:

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

In summary: **DO YOUR OWN WORK!**

Using solution manuals that are found online is inappropriate assistance. If you identify a solutions manual online, the right thing to do is to let your professor know that it is available online. Solution manuals are copyrighted and unfortunately, have been illegally made accessible through online cheating forums.

If you are assigned questions, the professor does not want to know whether you can search for the question bank on the internet, rather they are wanting you to find it in the course material to help you understand the subject. Ethics is commonly defined as doing the right thing even when no one is watching. My hope is that all of you will always do the right thing.

**Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### Course Evaluation Methods

You earn your own grade in this course.

<u>Assignment Group</u>	<u>Percentage of grade</u>
Class Participation	10%
Individual Presentation	10%
Individual and Group Assignments	30%
Final Exam (Covers All Course Materials)	50%
Total	100%

Guaranteed grade cutoffs: 90% - A; 80% - B; 70% - C; 60% - D; Below 60% - F.

**Grades: You will be able to track your grades in Canvas. I anticipate grading your work within one week of the assignment due date. I also participate in the Navigate progress reporting system and will report midterm grades as well.**

#### Class Participation

Points will be rewarded based on oral communication skills. Through class participation, you will have a lot of opportunities to think critically about the issues in the seminars, to listen carefully to other students' input and to practice oral and presentation skills

#### Individual Presentation

Points will be rewarded based on oral communication skills. The assignments require you to generate, analyze and deliver various solutions in a guided manner.

#### Individual and Group Assignments

Points will be awarded based on performance, teamwork, and interpersonal skills. Group work provides opportunities for you to improve your ability to work with others, to jointly resolve academic and potential group dynamic problems.

#### Final Exam

Exam may consist of problems, multiple choice, true/false, matching, and short answer. The instructor should be informed *in advance* if a student must be absent on the day of an exam and arrangements must be made to take the exam *in advance*. In the event of an emergency preventing a student from taking an exam, the instructor is to be informed as soon as possible and will determine if a makeup exam will be allowed, based on the circumstances. Exams will be worth 50% of your total grade and will be administered during the university scheduled final exam time.

#### Note

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

Please see PSU's Syllabus Supplement for this semester, available through the Registrar's Office at <http://www.pittstate.edu/registrar/syllabus-supplement.html>.  
Tentative Course Schedule

<b>Date of Class</b>	<b>Topic</b>	<b>Learning Objectives</b>	<b>Readings</b>
Week 1	Lecture 1	1. Introduction to entrepreneurship and Entrepreneurial Finance 2. Develop business ideas 3. Analyze business feasibility	Chapter 1,2
Week 2	Lecture 2	1. Organize a new venture 2. Protect IP 3. Create the product 4. Financing alternatives at the Start-up stage	Chapter 3
Week 3	Lecture 3	1. Prepare and use financial statements 2. Determine Survival Revenue	Chapter 4
Week 4	Lecture 4	1. Monitor financial performance 2. Manage Cash Flows	Chapter 5,6
Week 5	Lecture 5	1. Types and costs of financing 2. Project financial statements 3. Estimate (AFN) Additional Funds Needed	Chapter 7,9
Week 6	Lecture 6	Value early-stage ventures	Chapter 10,11
Week 7	Lecture 7	E-learning on managing finances of a start up at different stages of the life cycle	
Week 8	Lecture 8	1. Professional VC 2. Alternative financing 3. VC Valuation method	Chapter 11, 12
Week 9	Lecture 9	1. Value more mature ventures 2. Harvest successful ventures 3. Exit strategy	Chapter 13, 14, 15
Week 10	Lecture 10	E-learning on pitching the start-up for VC financing, negotiating the deal, and agree on the term sheet.	
Week 11	Entrepreneur Presentation	Project Event 1 Business Plan Presentation for all teams	Presentation and Design book
Week 12	VC Presentation	Project Event 2 Investment Analysis Presentation for all teams	Presentation and Design book
Week 13	Deal Review	Project Event 3 Deal agreement Presentation for all teams Final course review	
FINAL EXAM			Cover ALL course materials

## **ENTR 310 Entrepreneurial Course Objectives / Learning Outcomes**

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

1. Describe the typical life cycle that a successful venture goes through.
2. Identify the various avenues of fund raising for a new, young, or private venture.
3. Formulate or evaluate a business plan as an entrepreneur or an investor.
4. Explain the requirements, investment terms and conditions of a typical professional venture capital fund.
5. Illustrate how private ventures may be valued by the professional venture capital funds.
6. Calculate the shareholding of various shareholders after different rounds of funding received by a venture.
7. Negotiate the investment terms with the entrepreneur or with the professional venture capital fund.
8. Employ different risk-mitigating investment terms to formulate an Investment Terms Sheet for the purpose of discussion and negotiation (between the entrepreneur and the professional venture capital fund).
9. Demonstrate the importance of group work as co-founders of young ventures, and as members of the investment team in a professional venture capital firm.

### **Course Evaluation Methods**

You earn your own grade in this course.

<u>Assignment Group</u>	<u>Percentage of grade</u>
Class Participation	10%
Individual Presentation	10%
Individual and Group Assignments	30%
Final Exam (Covers All Course Materials)	<u>50%</u>
Total	100%

Guaranteed grade cutoffs: 90% - A; 80% - B; 70% - C; 60% - D; Below 60% - F.



## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 09/3/2024

Department: Kelce Undergraduate Sch of Busine

College of: **Business**

Contact Person: Lynn Murray

Prefix: **ENTR**

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

Course #: **320**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. Particularly challenging for entrepreneurs is developing and managing customer value. This course provides an overview the process of pursuing opportunities and launching and growing ventures that create perceived customer value.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Entrepreneurial Marketing
Course Number:		320
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship
Course Description:		Explores the process of pursuing opportunities and launching and growing ventures that create perceived customer value. Particular focus is paid to innovativeness, creativity, selling, market immersion, networking, especially in circumstances of limited resources. Prerequisite: ENTR 201 Foundations of Entrepreneurship.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Puraley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Byron

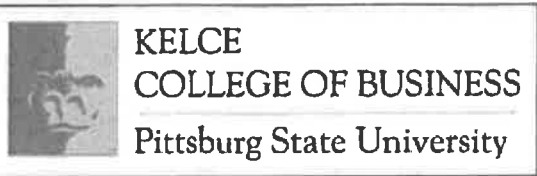
-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



**Entrepreneurial Marketing**  
**ENTR 320**  
[Course Room]  
[Course Days, Time, Semester]

**Instructor:** [Name and Rank]  
**Office:** [Kelce Room #]  
**Hours:** [Times and Days – must be accessible]  
**Phone:** [Office # and others if appropriate]  
**E-mail:** [Official Pitt State address]

**Textbook**

Goldstein, B. (2019). *Entrepreneurial Marketing*. SAGE Publications, Inc. (US). <https://bookshelf.vitalsource.com/books/9781544397443>



**Catalog Course Description**

ENTR 320 Entrepreneurial Marketing (3 credit hours): Explores the process of pursuing opportunities and launching and growing ventures that create perceived customer value. Particular focus is paid to innovativeness, creativity, selling, market immersion, networking, especially in circumstances of limited resources. Prerequisite: ENTR 201 Foundations of Entrepreneurship.

**Prerequisites**

ENTR 201 Foundations of Entrepreneurship

**Course Objectives / Learning Outcomes**

- Deploy appropriate customer discovery tools to identify customer and market needs, problems, and entrepreneurial opportunities.
- Define customer profiles and create personas to align customer outreach methods and messaging with identified behaviors, interests, and attitudes.
- Identify evolving unmet customer needs.
- Develop, manage, and measure the success of an omnichannel marketing campaign that creates traction and engagement for entrepreneurial organizations.
- Develop content that directly addresses consumer needs and creates brand engagement.
- Analyze various market opportunities and assess risks with the focus on meeting customer needs.
- Develop (and adjust when necessary) key performance indicators (KPIs), metrics, and milestones for their campaign and evaluate their success based on achieving these metrics.
- Effectively allocate limited resources and budgets

## Course Outline

Week 1	Course Introduction
Week 2	Marketing Using an Entrepreneurial Lens
Week 3	Understanding Your Ecosystem
Week 4	Identifying Your Customers' Journey
Week 5	Listening to the Voice of the Customer
Week 6	Managing Competition and Inertia
Week 7	Creating Brand Engagement
Week 8	Designing Marketing Partnerships That Empower Growth
Week 9	Review and Midterm
Week 10	Creating Sales Processes and Systems
Week 11	Solution Selling
Week 12	Doing Well While Doing Good
Week 13	Deploying Omnichannel Marketing to Create Customer Engagement
Week 14	Leveraging Old School Marketing Tactics
Week 15	Using Data and Passion to Move From Idea to Market
Week 16:	Final Exam

## Teaching Methods

A mix of lecture, discussion, and experiential learning will be used in this course.

## Canvas

Announcements, assignments, and other resources for your use will be posted on Canvas. Many of these will also be announced in class, but not necessarily all—it is your responsibility to regularly check CANVAS for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

## Attendance Policy

Learning in this class requires your presence on a regular basis (leaving early or arriving late may count as an absence). I do not distinguish between excused and unexcused absences – you are here or you are not. Your presence is necessary as your classmates will depend on you. *However*, the health and safety of your classmates also depends on you. Please use common sense – if you aren't feeling well, if you've been told to quarantine or isolate, **DON'T COME TO CLASS!**

There is always the possibility of us needing to meet remotely due to weather or other reasons – I plan for these to be *synchronous* unless otherwise noted.

## Classroom Conduct

I expect you behave as a professional whether working with clients, colleagues, or faculty (including me). This is a time to develop the habits necessary for a successful career.

## Communication

Please use the email function in Canvas to contact me regarding the class. I will NOT respond to course related emails through my campus email address! Please ensure the email listed in Canvas is correct.

## Electronic Devices

Unless otherwise specified, NO electronic devices are to be used in class—no laptops, tablets, or phones.

## **Academic Integrity**

Academic honesty is fundamental to the activities and principles of a university. Academic integrity can be boiled down to five words:

# **YOUR WORK MUST BE YOURS!**

Any effort to gain an advantage not given to all students is dishonest regardless of the success or failure of the effort. Following University guidelines (<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>), my response to academic dishonesty will be one of the following:

- ◆ You will fail the assignment;
- ◆ You will fail the class;
- ◆ You will fail the class and your transcript will show an XF, indicating failure due to academic dishonesty.

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement (<https://www.pittstate.edu/registrar/syllabus-supplement.html>). Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students shall:

- ◆ Refrain from class disturbances.
- ◆ Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- ◆ Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- ◆ Prepare for and participate in all classes.
- ◆ Treat fellow students, staff, faculty and administrators with respect.
- ◆ Prepare assignments and exams honestly.
- ◆ Avoid plagiarism or unacknowledged appropriation of another's work in any academic work.
- ◆ Refrain from giving or receiving inappropriate assistance.
- ◆ Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
- ◆ Respect University property and use resources in the most effective and efficient manner.
- ◆ Be fair and constructive in the evaluation of faculty.
- ◆ Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Kelce College of Business.

If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

## **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### Course Evaluation Methods

#### *In-class work and project (35%)*

We will do a significant number of activities during class in which you will practice the lessons from the text. A project is also planned for this course.

#### *Exams (40%)*

Two exams will be administered – a mid-term and a final.

#### *Chapter Assignments (25%)*

In these assignments, you'll apply the chapter material. The following rubric will be used to evaluate your performance on these assignments.

Grading Scale	
To earn	Minimum Percentage
A	90
B	80
C	70
D	60

Criteria	Ratings				Points
	7 points	5.25	3.94 points	0 points	
Address all aspects of the assignment and demonstrates an at least adequate understanding of concepts.	At least adequately addressed	Not all aspects of assignment addressed but what is there demonstrates understanding	Attempted but needs work	No good faith effort apparent	
Formatting	Appearance, format, grammar all acceptably professional	Needs work – not professional in appearance, format, grammar, or other errors	Significant work needed	No good faith effort apparent	
Total Points					10

### Faculty Notification of Student Academic Progress

You'll be able to track your progress and grades in this course through the Canvas gradebook. I anticipate grading your work within one week of the assignment due date. I participate in the Navigate progress reporting system and will report midterm grades as well.]

### Notes

Please see PSU's Syllabus Supplement for this semester, available through the Registrar's Office at <https://www.pittstate.edu/registrar/syllabus-supplement.html>.

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

**Course Evaluation Methods**

*In-class work and project (35%)*

We will do a significant number of activities during class in which you will practice the lessons from the text. A project is planned for this course.

*Exams (40%)*

Two exams will be administered – a mid-term and a final.

*Chapter Assignments (25%)*

In these assignments, you'll apply the chapter material. The following rubric will be used to evaluate your performance on these assignments.

Grading Scale	
To earn	Minimum Percentage
A	90
B	80
C	70
D	60

also

**Chapter Assignment Rubric**

Criteria	Ratings				Points
	7 points	5.25	3.94 points	0 points	
Address all aspects of the assignment and demonstrates at least an adequate understanding of concepts.	At least adequately addressed	Not all aspects of assignment addressed but what is there demonstrates understanding	Attempted but needs work	No good faith effort apparent	
Formatting	Appearance, format, grammar all acceptably professional	Needs work – not professional in appearance, format, grammar, or other errors	Significant work needed	No good faith effort apparent	
				Total Points	10



## **ENTR 320 Entrepreneurial Marketing Course Objectives / Learning Outcomes**

- Deploy appropriate customer discovery tools to identify customer and market needs, problems, and entrepreneurial opportunities.
- Define customer profiles and create personas to align customer outreach methods and messaging with identified behaviors, interests, and attitudes.
- Identify evolving unmet customer needs.
- Develop, manage, and measure the success of an omnichannel marketing campaign that creates traction and engagement for entrepreneurial organizations.
- Develop content that directly addresses consumer needs and creates brand engagement.
- Analyze various market opportunities and assess risks with the focus on meeting customer needs.
- Develop (and adjust when necessary) key performance indicators (KPIs), metrics, and milestones for their campaign and evaluate their success based on achieving these metrics.
- Effectively allocate limited resources and budgets

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 09/3/2024

Department: Kelce Undergraduate Sch of Busine

College of: **Business**

Contact Person: Lynn Murray

Prefix: **ENTR**

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

Course #: **410**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. This course will provide insight into leading entrepreneurial ventures.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes  No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Entrepreneurial Leadership and Management
Course Number:		<b>410</b>
Credits:		<b>3</b>
Grading System:	<b>Select One</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship
Course Description:		Explores the challenges and complexities of leadership in an entrepreneurial environment, specifically startups, family businesses, traditional small-to-mid-sized businesses and franchises. Prerequisite: ENTR 201 Foundations of Entrepreneurship.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director:

Alexander D. Birchen

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Purvalley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gier

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Byron

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



KELCE  
COLLEGE OF BUSINESS  
Pittsburg State University

## **Entrepreneurial Leadership**

### **ENTR 410**

[Course Room]

[Course Days, Time, Semester]

**Instructor:** [Name and Rank]  
**Office:** [Kelce Room #]  
**Hours:** [Times and Days – must be accessible]  
**Phone:** [Office # and others if appropriate]  
**E-mail:** [Official Pitt State address]

---

#### **Textbook**

Materials available on Canvas

#### **Catalog Course Description**

ENTR 410 Entrepreneurial Leadership and Management (3 credit hours) – explores the challenges and complexities of leadership in an entrepreneurial environment, specifically startups, family businesses, traditional small-to-mid-sized businesses and franchises. Prerequisite Entr 201 Foundations of Entrepreneurship.

#### **Course Objectives / Learning Outcomes**

Upon completion of this course, students will be able to

- Define “Entrepreneurial Leadership” and recognize its components
- Demonstrate the elements and characteristics of Entrepreneurial Leadership
- Discuss how to create and lead an entrepreneurial enterprise
- Compare how leadership across different forms such as start-ups, family businesses, SMEs, and franchises

#### **Teaching Methods**

A mix of lecture, discussion, and experiential learning will be used in this course.

#### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Many of these will also be announced in class, but not necessarily all—it is your responsibility to regularly check CANVAS for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

#### **Attendance Policy**

Learning in this class requires your presence on a regular basis (leaving early or arriving late may count as an absence). I do not distinguish between excused and unexcused absences – you are here or you are not. Your presence is necessary as your classmates will depend on you. *However*, the health and safety of your classmates also depends on you. Please use common sense – if you aren't feeling well, if you've been told to quarantine or isolate, **DON'T COME TO CLASS!**

There is always the possibility of us needing to meet remotely due to weather or other reasons – I plan for these to be *synchronous* unless otherwise noted.

### **Classroom Conduct**

I expect you behave as a professional whether working with clients, colleagues, or faculty (including me). This is a time to develop the habits necessary for a successful career.

### *Communication*

Please use the email function in Canvas to contact me regarding the class. I will NOT respond to course related emails through my campus email address! Please ensure the email listed in Canvas is correct.

### *Electronic Devices*

Unless otherwise specified, NO electronic devices are to be used in class—no laptops, tablets, or phones.

### **Academic Integrity**

Academic honesty is fundamental to the activities and principles of a university. Academic integrity can be boiled down to five words:

## **YOUR WORK MUST BE YOURS!**

Any effort to gain an advantage not given to all students is dishonest regardless of the success or failure of the effort. Following University guidelines (<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>), my response to academic dishonesty will be one of the following:

- ◆ You will fail the assignment;
- ◆ You will fail the class;
- ◆ You will fail the class and your transcript will show an XF, indicating failure due to academic dishonesty.

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement (<https://www.pittstate.edu/registrar/syllabus-supplement.html>). Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students shall:

- ◆ Refrain from class disturbances.
- ◆ Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- ◆ Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- ◆ Prepare for and participate in all classes.
- ◆ Treat fellow students, staff, faculty and administrators with respect.
- ◆ Prepare assignments and exams honestly.
- ◆ Avoid plagiarism or unacknowledged appropriation of another's work in any academic work.
- ◆ Refrain from giving or receiving inappropriate assistance.
- ◆ Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
- ◆ Respect University property and use resources in the most effective and efficient manner.
- ◆ Be fair and constructive in the evaluation of faculty.

- ♦ Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Kelce College of Business.

If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### Course Evaluation Methods

*Assignments*                      25%

In these assignments, you will apply the theories discussed in class. The following rubric will be used to evaluate your performance on these assignments.

Criteria	Ratings				Points
Address all aspects of the assignment and demonstrates an at least adequate understanding of concepts.	<b>7 points</b> At least adequately addressed	<b>5.25</b> Not all aspects of assignment addressed but what is there demonstrates understanding	<b>3.94 points</b> Attempted but needs work	<b>0 points</b> No good faith effort apparent	
Formatting	<b>3 points</b> Appearance, format, grammar all acceptably professional	<b>2 points</b> Needs work – not professional in appearance, format, grammar, or other errors	<b>1 point</b> Significant work needed	<b>0 points</b> No good faith effort apparent	
<b>Total Points</b>					<b>10</b>

*In-class*                              25%

These in-class discussions and exercises will reinforce and practice key concepts.

*Exams*                                50%

Four exams will be administered through the term.

### Grading Scale

Grading Scale	
To earn	Minimum Percentage
A	90
B	80
C	70
D	60

### Faculty Notification of Student Academic Progress

You'll be able to track your progress and grades in this course through the Canvas gradebook. I anticipate grading your work within one week of the assignment due date. I participate in the Navigate progress reporting system and will report midterm grades as well.]

**Notes**

Please see PSU's Syllabus Supplement for this semester, available through the Registrar's Office at <https://www.pittstate.edu/registrar/syllabus-supplement.html>.

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



**ENTR 410 Entrepreneurial Leadership and Management Course Objectives / Learning Outcomes**

Upon completion of this course, students will be able to

- Define “Entrepreneurial Leadership” and recognize its components
- Demonstrate the elements and characteristics of Entrepreneurial Leadership
- Discuss how to create and lead an entrepreneurial enterprise
- Compare how leadership across different forms such as start-ups, family businesses, SMEs, and franchises

## ENTR 410 Entrepreneurial Leadership & Management Course Evaluation Methods

### *Assignments* 25%

In these assignments, you will apply the theories discussed in class. The following rubric will be used to evaluate your performance on these assignments.

Criteria	Ratings				Points
Address all aspects of the assignment and demonstrates an at least adequate understanding of concepts.	<b>7 points</b> At least adequately addressed	<b>5.25</b> Not all aspects of assignment addressed but what is there demonstrates understanding	<b>3.94 points</b> Attempted but needs work	<b>0 points</b> No good faith effort apparent	
Formatting	<b>3 points</b> Appearance, format, grammar all acceptably professional	<b>2 points</b> Needs work – not professional in appearance, format, grammar, or other errors	<b>1 point</b> Significant work needed	<b>0 points</b> No good faith effort apparent	
				<b>Total Points</b>	<b>10</b>

### *In-class* 25%

These in-class discussions and exercises will reinforce and practice key concepts.

### Exams 50%

Four exams will be administered through the term.

### *Grading Scale*

Grading Scale	
<i>To earn</i>	<i>Minimum Percentage</i>
A	90
B	80
C	70
D	60

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **09/3/2024**

Department: **Kelce Undergraduate Sch of Busine**

College of: **Business**

Contact Person: **Lynn Murray**

Prefix: **ENTR**

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

Course #: **510**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. This course will provide hands-on experience in entrepreneurship and start-up culture by working with the Small Business Development Center in providing advice and guidance to SBDC clients.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Gorilla Consulting
Course Number:		510
Credits:		1
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship and Permission of Instructor
Course Description:		Working with the area Small Business Development Center, students will provide consulting services to area small businesses. Prerequisite: ENTR 201 Foundations of Entrepreneurship and permission of instructor. May be taken up to three times for a total of three credit hours.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Bimber*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purvaley*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gair*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

## **ENTR 510 Gorilla Consulting**

Instructor:  
Office: TBD  
Hours:  
Phone:  
E-mail:

### **Catalog Course Description**

ENTR 510 Gorilla Consulting (1 credit hour, may be repeated up to three times): Working with the area Small Business Development Center, students will provide consulting services to area small businesses. Prerequisites: ENTR 201 Foundations of Entrepreneurship and permission of instructor required.

### **Course Learning Objectives**

Upon completion of this course, students will have

- Gained insight into the challenges and risks of starting a business.
- Experienced the startup environment
- Enhanced entrepreneurial skills
- Explored entrepreneurial resources
- Developed leadership and management skills

### **Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original post and two replies to peer Gorilla Consultants. The original post should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something for a client or with a colleague.

The replies are meant to encourage interaction and connection with your peer Gorilla Consultants

- **Midterm Check in Assignment – 50 points**  
Students will submit an overview video detailing how their consultantship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- **Consultant Final Project – 150 points**
- **SBDC Evaluation – 50 points**  
At the conclusion of the internship, the SBDC supervisor will evaluate overall performance.

### **Grading Scale**

A: At least 90% of points available are earned

B: At least 80% of points available are but less than 90% are earned

C At least 70% of points available but less than 80% are earned

D: At least 60% of points available but less than 70% are earned

F: Less than 60% of points available are earned

NOTE: If CPT or OPT authorization (work authorizations for international students) is required, the student must follow the appropriate process and obtain authorizations as presented in the international office.

### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material.

Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

### **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

### **Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and

guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

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

#### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

#### **Note**

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

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link: <https://www.pittstate.edu/registrar/syllabus-supplement.html>





### **Course Learning Objectives**

Upon completion of this course, students will have

- Gained insight into the challenges and risks of starting a business.
- Experienced the startup environment
- Enhanced entrepreneurial skills
- Explored entrepreneurial resources
- Developed leadership and management skills



### **ENTR 510 Gorilla Consulting Assessment\**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- **Introduction – 25 points**
  - Your name, hometown, class (junior, senior, etc), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
  
- **Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total**

Post one original post and two replies to peer Gorilla Consultants. The original post should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something for a client or with a colleague.

The replies are meant to encourage interaction and connection with your peer Gorilla Consultants
  
- **Midterm Check in Assignment – 50 points**

Students will submit an overview video detailing how their consultantship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
  
- **Consultant Final Project – 150 points**
  
- **SBDC Evaluation – 50 points**

At the conclusion of the internship, the SBDC supervisor will evaluate overall performance.

#### **Grading Scale**

- A: At least 90% of points available are earned
- B: At least 80% of points available are but less than 90% are earned
- C At least 70% of points available but less than 80% are earned
- D: At least 60% of points available but less than 70% are earned
- F: Less than 60% of points available are earned

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **09/3/2024**

Department: **Kelce Undergraduate Sch of Busine**

College of: **Business**

Contact Person: **Lynn Murray**

Prefix: **ENTR**

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

Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. This course will provide hands-on experience in entrepreneurship and start-up culture by working with the Small Business Development Center in providing advice and guidance to SBDC clients.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes  No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Internship in Entrepreneurship
Course Number:		670
Credits:		1-3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship and Permission of Instructor
Course Description:		An approved, supervised professional work experience in an appropriate field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. The internship must have an entrepreneurial focus. Prerequisite: ENTR 201 Foundations of Entrepreneurship and permission of instructor.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Birch*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purcell*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Grier*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

## **ENTR 670 Internship in Entrepreneurship**

Instructor:  
Office: TBD  
Hours:  
Phone:  
E-mail:

### **Catalog Course Description**

**ENTR 670 Internship in Entrepreneurship** 1-3 hours. An approved, supervised professional work experience in an appropriate field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. The internship must have an entrepreneurial focus. Pre-requisite: ENTR 201 Foundations of Entrepreneurship and permission of instructor.

### **Course Learning Objectives**

Upon completion of the internship, students will have

- Developed and/or improved skills including but not limited to communication (oral and/or written), teamwork, leadership.
- Gain knowledge and experience in understanding the workplace, operating procedures, the sponsoring organization and its product, and other organizational concepts
- Gain career awareness
- Develop personally in areas such as self-confidence, assertiveness, and basic work habits.

### **Course Overview and Expectations**

For three hours of course credit, the student intern must work at least 120 hours for the sponsoring organization. The grade for the course will be based on an internship report to be prepared by the student intern, the sponsoring organization's evaluation of the student intern's performance, and the faculty member's assessment of the work (based largely on sponsor's input). The student intern's report and the sponsoring organization's evaluation are described further in the Student Intern's Responsibility and the Sponsoring Organization's Responsibility sections below.

### **STUDENT INTERN'S RESPONSIBILITY:**

1. The student intern will obtain employment in a position comparable to that of an entry-level, degreed marketing / management / international business graduate.
2. There must be an agreement among the student intern, the sponsoring organization, and the department internship representative/faculty member.
3. The student intern will perform the duties determined by the employer. At the conclusion of the internship, the student intern will prepare a final project describing the experience obtained and the usefulness of the experience. This final project must be submitted to the

department internship representative/faculty member for the student to receive a grade, and credit, for the course.

(IMPORTANT: The student must enroll in ENTR 670 during the semester that the internship will be performed.)

**SPONSORING ORGANIZATION'S RESPONSIBILITY:**

1. The sponsoring organization will be expected to provide quality work experience comparable to at least that of an entry-level position.
2. The sponsoring organization will be expected to prepare an intern performance report at the conclusion of the internship. This report, which will be submitted to the department internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.
3. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total

Post one original post and two replies to peer Kelce Interns. The original post should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.

The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points

Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points

- **Employer Evaluation – 50 points**

At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

### **Grading Scale**

A: At least 90% of points available are earned

B: At least 80% of points available are but less than 90% are earned

C At least 70% of points available but less than 80% are earned

D: At least 60% of points available but less than 70% are earned

F: Less than 60% of points available are earned

NOTE: If the internship requires a “CPT” or “OPT” authorization (work authorizations for international students), the student must follow the appropriate process and obtain authorizations as presented in the international office.

### **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material.

Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

### **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

### **Academic Integrity**

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



**Students pledge to:**

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

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

**Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

**Note**

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

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link: <https://www.pittstate.edu/registrar/syllabus-supplement.html>

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
  
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total

Post one original post and two replies to peer Kelce Interns. The original post should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.

The replies are meant to encourage interaction and connection with your peer Kelce Interns.
  
- Midterm Check in Assignment – 50 points

Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
  
- Internship Final Project – 150 points
  
- Employer Evaluation – 50 points

At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

### **Grading Scale**

A: At least 90% of points available are earned

B: At least 80% of points available are but less than 90% are earned

C At least 70% of points available but less than 80% are earned

D: At least 60% of points available but less than 70% are earned

F: Less than 60% of points available are earned

### **Course Learning Objectives**

Upon completion of the internship, students will have

- Developed and/or improved skills including but not limited to communication (oral and/or written), teamwork, leadership.
- Gain knowledge and experience in understanding the workplace, operating procedures, the sponsoring organization and its product, and other organizational concepts
- Gain career awareness
- Develop personally in areas such as self-confidence, assertiveness, and basic work habits.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: 09/3/2024

Department: Kelce Undergraduate Sch of Busine

College of: **Business**

Contact Person: Lynn Murray

Prefix: **ENTR**

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

Course #: **690**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Entrepreneurship is vital to the health of the national, regional, and local economies. This capstone course will provide students with the opportunity to experience the entrepreneurial process and culminates in a pitch competition.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Business Generation
Course Number:		690
Credits:		3
Grading System:	Select One	A-F, IN
Pre/Co-Requisite(s):		ENTR 201 Foundations of Entrepreneurship; ENTR 310 Entrepreneurial Finance; ENTR 320 Entrepreneurial Marketing; ENTR 510 Gorilla Consulting OR ENTR 670 Internship in Entrepreneurship
Course Description:		Explores the challenges and complexities of leadership in an entrepreneurial environment, specifically startups, family businesses, traditional small-to-mid-sized businesses and franchises. Prerequisite: ENTR 201 Foundations of Entrepreneurship; ENTR 310 Entrepreneurial Finance; ENTR 320 Entrepreneurial Marketing; ENTR 510 Gorilla Consulting OR ENTR 670 Internship in Entrepreneurship

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 9/8/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Binda*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purcell*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gai*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



KELCE  
COLLEGE OF BUSINESS  
Pittsburg State University

**Business Generation**  
**ENTR 690**  
[Course Room]  
[Course Days, Time, Semester]

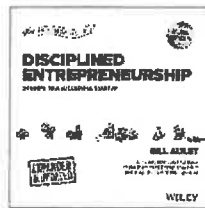
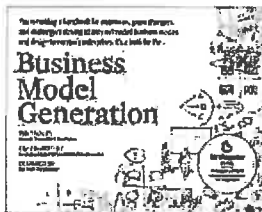
**Instructor:** [Name and Rank]  
**Office:** [Kelce Room #]  
**Hours:** [Times and Days – must be accessible]  
**Phone:** [Office # and others if appropriate]  
**E-mail:** [Official Pitt State address]

**Textbooks**

Osterwalder, Alexander and Yves Pigneur (2010). *Business Model Generation: A Handbook for Visionaries, Game Changers, and Challengers*. Wiley. ISBN: 978-0-470-87641-1

Bill Aulet (2024). *Disciplined Entrepreneurship: 24 Steps to a Successful Startup, Expanded & Updated 2<sup>nd</sup> Edition*. Wiley. ISBN: 978-1394222513

Bill Aulet (2017). *Disciplined Entrepreneurship Workbook*. Wiley. ISBN: 978-1119365792



**Catalog Course Description**

This capstone course ties earlier coursework together. An experiential course that explores and uses various frameworks of new venture development; provides a step-by-step guide to launching new ventures or new products. Culminates in a pitch competition. Prerequisites: ENTR 201, ENTR 310, ENTR 320 and either ENTR 670 OR ENTR 510  
**Prerequisites**  
Bus 3xx Foundations of Entrepreneurship

**Course Objectives / Learning Outcomes**

- Experience the entrepreneurial process:
  - Learn about ideation, market research, business planning, and launching a new venture.
  - Gain insights into the challenges and risks of starting a business.
- Develop business acumen:
  - Learn how to identify market opportunities and assess business ideas.
  - Understand financial management, budgeting, and fundraising for startups.
  - Explore different business models and revenue streams.

- Experience the startup environment:
  - Work in a fast-paced, dynamic, and often resource-constrained environment.
  - Develop adaptability, problem-solving, and critical thinking skills.
  - Understand the importance of teamwork, collaboration, and communication.
- Enhance entrepreneurial skills:
  - Practice pitching ideas and communicating value propositions effectively.
  - Develop negotiation, networking, and relationship-building abilities.
- Cultivate creativity, innovation, and an entrepreneurial mindset.

### Course Topics

- Course Introduction
- Stage 1: Entrepreneurial Foundations
  - Goals
  - Systems
- Market Testing
  - Market Research
  - Assets
  - Marketing
  - Sales – Early customers
- Product Development
  - Roadmap
  - Design
  - Testing
  - Engineering – from product design to development
- Resource Acquisition
  - Legal
  - Finance
  - Fundraising
  - Hiring
- Pitch

### Teaching Methods

A mix of lecture, discussion, and experiential learning will be used in this course.

### Canvas

Announcements, assignments, and other resources for your use will be posted on Canvas. Many of these will also be announced in class, but not necessarily all—it is your responsibility to regularly check CANVAS for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

### Attendance Policy

Learning in this class requires your presence on a regular basis (leaving early or arriving late may count as an absence). I do not distinguish between excused and unexcused absences – you are here or you are not. Your presence is necessary as your classmates will depend on you. *However*, the health and safety of your classmates also depends on you. Please use common sense – if you aren't feeling well, if you've been told to quarantine or isolate, **DON'T COME TO CLASS!**

There is always the possibility of us needing to meet remotely due to weather or other reasons – I plan for these to be *synchronous* unless otherwise noted.

### Classroom Conduct



I expect you behave as a professional whether working with clients, colleagues, or faculty (including me). This is a time to develop the habits necessary for a successful career.

### *Communication*

Please use the email function in Canvas to contact me regarding the class. I will NOT respond to course related emails through my campus email address! Please ensure the email listed in Canvas is correct.

### *Electronic Devices*

Unless otherwise specified, NO electronic devices are to be used in class—no laptops, tablets, or phones.

### **Academic Integrity**

Academic honesty is fundamental to the activities and principles of a university. Academic integrity can be boiled down to five words:

## **YOUR WORK MUST BE YOURS!**

Any effort to gain an advantage not given to all students is dishonest regardless of the success or failure of the effort. Following University guidelines (<http://www.pittstate.edu/audiences/current-students/policies/rights-and-responsibilities/academic-misconduct.dot>), my response to academic dishonesty will be one of the following:

- ◆ You will fail the assignment;
- ◆ You will fail the class;
- ◆ You will fail the class and your transcript will show an XF, indicating failure due to academic dishonesty.

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement (<https://www.pittstate.edu/registrar/syllabus-supplement.html>). Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students shall:

- ◆ Refrain from class disturbances.
- ◆ Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- ◆ Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- ◆ Prepare for and participate in all classes.
- ◆ Treat fellow students, staff, faculty and administrators with respect.
- ◆ Prepare assignments and exams honestly.
- ◆ Avoid plagiarism or unacknowledged appropriation of another's work in any academic work.
- ◆ Refrain from giving or receiving inappropriate assistance.
- ◆ Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
- ◆ Respect University property and use resources in the most effective and efficient manner.
- ◆ Be fair and constructive in the evaluation of faculty.
- ◆ Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Kelce College of Business.

If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### Course Evaluation Methods

#### *New Enterprise & In-Class Work (75%)*

This capstone course revolves around the development of a new enterprise and culminates in a pitch.

	Exceptional	Good	Adequate	Needs Work	Not Included	Point Value
Operational Goals & KPIs						20
Systems Development						10
Market Research - Secondary						10
Market Research - Primary						10
Visual Assets						10
Customer Personas						15
Early Customer Demand Generation						15
Product Roadmap						15
Product Design						15
User Testing						10
Transitioning from Design to Development						10
Financial Model						15
					<b>Pitch</b>	<b>155</b>
<i>Written proposal will include above plus:</i>						
Legal (written proposal only)						15
Fundraising (written proposal only)						15
Hiring (written proposal only)						15
						<b>Written Proposal 200</b>

#### *Exams (25%)*

Two exams will be administered during the term

#### *Grading Scale*

Grading Scale	
To earn	Minimum Percentage
A	90
B	80
C	70
D	60

**Faculty Notification of Student Academic Progress**

You'll be able to track your progress and grades in this course through the Canvas gradebook. I anticipate grading your work within one week of the assignment due date. I participate in the Navigate progress reporting system and will report midterm grades as well.]

**Notes**

Please see PSU's Syllabus Supplement for this semester, available through the Registrar's Office at <https://www.pittstate.edu/registrar/syllabus-supplement.html>.

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

## **ENTR 690 Business Generation Learning Objectives**

- **Experience the entrepreneurial process:**
  - Learn about ideation, market research, business planning, and launching a new venture.
  - Gain insights into the challenges and risks of starting a business.
- **Develop business acumen:**
  - Learn how to identify market opportunities and assess business ideas.
  - Understand financial management, budgeting, and fundraising for startups.
  - Explore different business models and revenue streams.
- **Experience the startup environment:**
  - Work in a fast-paced, dynamic, and often resource-constrained environment.
  - Develop adaptability, problem-solving, and critical thinking skills.
  - Understand the importance of teamwork, collaboration, and communication.
- **Enhance entrepreneurial skills:**
  - Practice pitching ideas and communicating value propositions effectively.
  - Develop negotiation, networking, and relationship-building abilities.
- **Cultivate creativity, innovation, and an entrepreneurial mindset.**

## ENTR 690 Business Generation Assessment Plan

### *New Enterprise & In-Class Work (75%)*

This capstone course revolves around the development of a new enterprise and culminates in a pitch. The rubric for each is below.

	Exceptional	Good	Adequate	Needs Work	Not Included	Point Value
Operational Goals & KPIs						20
Systems Development						10
Market Research - Secondary						10
Market Research - Primary						10
Visual Assets						10
Customer Personas						15
Early Customer Demand Generation						15
Product Roadmap						15
Product Design						15
User Testing						10
Transitioning from Design to Development						10
Financial Model						15
					<b>Pitch</b>	<b>155</b>
<i>Written proposal will include above plus:</i>						
Legal (written proposal only)						15
Fundraising (written proposal only)						15
Hiring (written proposal only)						15
					<b>Written Proposal</b>	<b>200</b>

### *Exams (25%)*

Two exams will be administered during the term

### *Grading Scale*

Grading Scale	
To earn	Minimum Percentage
A	90
B	80
C	70
D	60

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: Kelce Undergraduate School of Busi

College of: **Business**

Contact Person: Alex Binder

Prefix: **FIN**

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

Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Exsisting	New/Proposed
Title:	Internship in Finance	Internship in Finance
Course Number:	FIN 694	FIN 670
Credits:	1 to 6	1 to 6
Grading System:	Pass/Fail	Pass/Fail
Pre/Co-Requisite(s):	55 hours completed and permission of instructor required	Permission of instructor required.
Course Description:	Relevant work experience in private or public institutions. The work experience must be approved by the instructor. May be repeated for a maximum of six hours. Prerequisite: 55 hours completed and permission of the instructor required.	An approved, supervised professional work experience in finance. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Birch*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Puraley*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gair*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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





# KELCE COLLEGE OF BUSINESS

Pittsburg State University

**Course Syllabus:**  
Internship in Finance  
670\*01  
Online  
Asynchronous, Semester

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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

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## Textbook

NA

## Catalog Course Description

**FIN 670: Internship in Finance.** 1-6 credit hours. An approved, supervised professional work experience in finance. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

## Prerequisites

Prerequisite: permission of instructor required.

## Course Objectives / Learning Outcomes

### Apply Theoretical Knowledge in a Professional Setting

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

### Develop Practical Skills and Professional Competencies

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

### Critically Assess Internship Experience

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.



## **Course Outline**

Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

## **Teaching Methods**

### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.



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

### **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

### **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:  
<https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-summer-2019.pdf>.



### Assignment Strategies

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.
2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

### Grading/Credit:

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

### Other

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade



**KELCE**  
**COLLEGE OF BUSINESS**  

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**Pittsburg State University**

**Course Syllabus:**  
Internship in Finance  
670\*01  
Online  
Asynchronous, Semester

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: Kelce Undergraduate School of Busi

College of: **Business**

Contact Person: Alex Binder

Prefix: **FIN**

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

Course #: **671**

### Course Form:

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

### 1. Purpose/Justification for the Changes:

Internship in Financial Services would be a key addition to the Kansas Insurance Certificate program, soon transitioning to the Financial Services Certificate, and will expand the range of elective options available to students. This course offers students hands-on experience in financial services, including insurance, banking, and investment sectors, providing practical exposure that complements their academic knowledge. By offering FIN 671, we aim to make the Financial Services Certificate more attainable and appealing, allowing students to fulfill elective requirements while gaining valuable industry experience that enhances their employability and professional development in the financial sector.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

PSU Faculty Senate 24-25

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:		Internship in Financial Services
Course Number:		FIN 671
Credits:		1 to 6
Grading System:	Select One	Pass/Fail
Pre/Co-Requisite(s):		Permission of instructor required.
Course Description:		An approved, supervised professional work experience in finance. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Puraley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Byn

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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





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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

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### **Textbook**

NA

### **Catalog Course Description**

**FIN 671: Internship in Financial Services.** 1-6 credit hours. An approved, supervised professional work experience in financial services. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Prerequisite: permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

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**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

**Course Syllabus:**  
Internship in Financial Services  
671\*01  
Online  
Asynchronous, Semester

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
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- Treat fellow students, staff, faculty, administrators, and property with respect.
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### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

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### **Grading/Credit:**

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  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
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    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
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- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

### **Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade



**KELCE**  
**COLLEGE OF BUSINESS**

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Pittsburg State University

**Course Syllabus:**

Internship in Financial Services

671\*01

Online

Asynchronous, Semester

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: Kelce Undergraduate School of Busi      College of: **Business**

Contact Person: Alex Binder      Prefix: **IB**

Create New, Revise, Inactivate, or Reactivate: **New**      Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce

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

Yes       No

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

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

Yes       No

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

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

Yes       No

#### 5. Will additional resources or costs be required?

Yes       No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Internship in International Business	Internship in International Business
Course Number:	<b>IB 620</b>	<b>IB 670</b>
Credits:	<b>1 to 3</b>	<b>1 to 6</b>
Grading System:	<b>Pass/Fail</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):	permission of instructor required	Permission of instructor required.
Course Description:	Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.	An approved, supervised professional work experience in international business. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Birch*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purvaley*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gair*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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# KELCE COLLEGE OF BUSINESS

Pittsburg State University

**Course Syllabus:**  
Internship in International Business  
670\*01  
Online  
Asynchronous, Semester

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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

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## Textbook

NA

## Catalog Course Description

**IB 670: Internship in International Business.** 1-6 credit hours. An approved, supervised professional work experience in an appropriate business field. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

## Prerequisites

Prerequisite: permission of instructor required.

## Course Objectives / Learning Outcomes

### Apply Theoretical Knowledge in a Professional Setting

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

### Develop Practical Skills and Professional Competencies

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

### Critically Assess Internship Experience

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

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#### **Reflective Analysis and Feedback**

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#### **Collaboration with Sponsoring Organizations**

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Canvas will be kept up-to-date for current grades.

### **Note**

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

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- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
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    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

**Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: **Kelce Undergraduate School of Busi**

College of: **Business**

Contact Person: **Alex Binder**

Prefix: **MGT**

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

Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Internship in Management	Internship in Management
Course Number:	MGT 620	MGT 670
Credits:	1 to 3	1 to 6
Grading System:	Pass/Fail	Pass/Fail
Pre/Co-Requisite(s):	permission of instructor required	Permission of instructor required.
Course Description:	Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.	An approved, supervised professional work experience in management. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Purvalley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Byn

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



---

**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

---

### **Textbook**

NA

### **Catalog Course Description**

**MGT 670: Internship in Management.** 1-6 hours. An approved, supervised professional work experience in marketing. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Prerequisite: permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

#### **Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

### **Course Outline**





Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

### **Teaching Methods**

#### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

#### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

#### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

#### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

#### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.



- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

### **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

### **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).

### **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.



2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

**Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade

## Faculty Senate Course Form

Effective Date: **Spring 2025**      Submission Date:

Department: Kelce Undergrad School of Bus      College of: **Select One**

Contact Person: Alex Binder      Prefix: **MGT**

Create New, Revise, Inactivate, or Reactivate: **New**      Course #: **671**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

This course will be a requirement for our proposed Supply Chain Management major. This course will allow students to get hands-on, practical experience in the field of supply chain management.

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

Yes       No

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

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

Yes       No

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

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

Yes       No

5. Will additional resources or costs be required?

Yes       No

If so, what will be needed?

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

Yes       No

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

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

Course Numbers cannot be changed, only created.

	Existing	New/Proposed
Title:		Internship in Supply Chain Management
Course Number:		<b>MGT 671</b>
Credits:		<b>1 to 6</b>
Grading System:	<b>Select One</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):		Permission of instructor required.
Course Description:		An approved, supervised professional work experience in management. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Birchen*

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purvaley*

-Approved: Dean of College

Date: 12/16/24

Signature, Dean: \_\_\_\_\_

*Paul W. Gier*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



**KELCE**  
**COLLEGE OF BUSINESS**

Pittsburg State University

**Course Syllabus:**  
Internship in Supply Chain  
Management  
671\*01  
Online  
Asynchronous Semester

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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

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**Textbook**

NA

**Catalog Course Description**

**MGT 671: Internship in Supply Chain Management.** 1-6 credit hours. An approved, supervised professional work experience in management. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

**Prerequisites**

Prerequisite: permission of instructor required.

**Course Objectives / Learning Outcomes**

**Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

**Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

**Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

**Course Outline**



Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

### **Teaching Methods**

#### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

#### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

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Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

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- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.





- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
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### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).

### **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.



2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
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  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

**Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: Kelce Undergraduate School of Busi

College of: **Business**

Contact Person: Alex Binder

Prefix: **MKTG**

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

Course #: **670**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Internship in Marketing	Internship in Marketing
Course Number:	<b>MKTG 620</b>	<b>MKTG 670</b>
Credits:	<b>1 to 3</b>	<b>1 to 6</b>
Grading System:	<b>Pass/Fail</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):	permission of instructor required	Permission of instructor required.
Course Description:	Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.	An approved, supervised professional work experience in marketing. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birkin

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Purcell

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



---

**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

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### **Textbook**

NA

### **Catalog Course Description**

**MKTG 670: Internship in Marketing.** 1 – 6 credits. An approved, supervised professional work experience in marketing. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Prerequisite: permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

#### **Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.



## **Course Outline**

Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

## **Teaching Methods**

### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.



**KELCE**  
**COLLEGE OF BUSINESS**  
Pittsburg State University

Course Syllabus:  
Internship in Marketing  
670\*01  
Online  
Asynchronous, Semester

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

### **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

### **Writing and the Writing Center**

If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

### **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

### **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

### **Note**

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

### **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:  
<https://www.pittstate.edu/registrar/files/documents/syllabus-supplement-summer-2019.pdf>.





### Assignment Strategies

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.
2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

### Grading/Credit:

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

### Other

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade



**KELCE**  
**COLLEGE OF BUSINESS**

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Pittsburg State University

**Course Syllabus:**

Internship in Marketing

670\*01

Online

Asynchronous, Semester

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date:

Department: Kelce Undergraduate School of Busi      College of: **Business**

Contact Person: **Alex Binder**      Prefix: **MKTG**

Create New, Revise, Inactivate, or Reactivate: **New**      Course #: **671**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are not changing the course content, but rather aligning the course numbers and descriptions to better serve both students and faculty. This initiative aims to clarify and effectively manage our expanding internship program, which remains a priority for the Kelce

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

Yes       No

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

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

Yes       No

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

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

Yes       No

5. Will additional resources or costs be required?

Yes       No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Internship in Professional Sales	Internship in Professional Sales
Course Number:	<b>MKTG 621</b>	<b>MKTG 671</b>
Credits:	<b>3</b>	<b>1 to 6</b>
Grading System:	<b>Pass/Fail</b>	<b>Pass/Fail</b>
Pre/Co-Requisite(s):	MKTG 450 Personal Selling and Sales Management and permission of instructor required	Permission of instructor required.
Course Description:	Internship work experience in a professional selling role. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester an time in which the internship occurs. Prerequisite: MKTG 450 Personal Selling and Sales Management and permission of Instructor required.	An approved, supervised professional work experience in marketing. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs. Permission of instructor required.

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input checked="" type="checkbox"/> | Syllabus attached for new courses |
| <input checked="" type="checkbox"/> | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/14/24

Signature, Chair/Director:

Alexander D. Birch

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Puraley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Gair

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Ryan

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



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**Instructor:** TBD  
**Office:** Kelce Room 220  
**Hours:** By appointment – generally available between 8 AM – 4 PM, M-F  
**Phone:** 620- 235-2559  
**E-mail:** [kelceinternships@pittstate.edu](mailto:kelceinternships@pittstate.edu)

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### **Textbook**

NA

### **Catalog Course Description**

**MKTG 671: Internship in Professional Sales.** An approved, supervised professional work experience in marketing. May be completed at for-profit companies, non-profit organizations, government agencies, and schools. One credit hour is earned for every forty work-hours completed. Students must enroll in the course during the same semester in which the internship occurs.

### **Prerequisites**

Permission of instructor required.

### **Course Objectives / Learning Outcomes**

#### **Apply Theoretical Knowledge in a Professional Setting**

Students will integrate and apply core concepts of marketing, management, or international business in a real-world organizational context, simulating the responsibilities of an entry-level professional.

#### **Develop Practical Skills and Professional Competencies**

Students will gain hands-on experience, enhancing their technical skills, communication abilities, and work ethic while performing tasks aligned with a full-time entry-level position in their field of study.

#### **Critically Assess Internship Experience**

Students will evaluate the relevance and effectiveness of their internship experience through reflective analysis, preparing a comprehensive report that demonstrates their learning outcomes, professional growth, and insights gained from their work.

### **Course Outline**



Course work will be minimal with the primary focus being on field work in your internship opportunity. However, there will be an introduction, midterm, and final project.

### **Teaching Methods**

#### **Individual Mentorship and Guidance**

The instructor will provide personalized mentorship, meeting with each student periodically to discuss their internship progress, address challenges, and offer feedback on how to best apply academic knowledge in the workplace.

#### **Reflective Analysis and Feedback**

The instructor will review and assess students' final reports, offering detailed feedback on their ability to critically reflect on their experiences and connect them with course concepts. This process will help students develop their analytical and self-assessment skills.

#### **Collaboration with Sponsoring Organizations**

The instructor will work closely with sponsoring organizations to ensure that students are receiving meaningful, relevant work experience. This will involve evaluating the performance reports provided by the organizations and using this input to guide student learning and professional development.

#### **Canvas**

Announcements, assignments, and other resources for your use will be posted on Canvas. Regularly check Canvas for announcements and assignments. If you are having trouble accessing Canvas, contact Gorilla Geeks: [geeks@pittstate.edu](mailto:geeks@pittstate.edu) or 620.235.4600.

Students are advised to access, and review material posted including (and not limited to) PowerPoint presentations, notes, study guides, schedules, and other learning material. Grades will be posted to Canvas. Students should periodically check Canvas to find any new materials added by the instructor.

#### **Academic Integrity**

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

Students pledge to:

Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.

- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.



# KELCE COLLEGE OF BUSINESS

Pittsburg State University

**Course Syllabus:**  
Internship in Professional Sales  
671\*01  
Online  
Asynchronous, Semester

- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

## **Communication**

The best way to contact me is through Canvas messages. You can expect a response from me typically within 24 hours Monday-Friday. On the weekends, you can generally expect me to respond within 48 hours.

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If you struggle with expressing yourself in writing, contact the Writing Center @ PSU, located in AXE Library. This is a free service offered to all Gorillas. Contact them in time to allow you the opportunity to edit your work. They will conduct electronic consultations. Their website is [www.pittstate.edu/office/writing\\_center](http://www.pittstate.edu/office/writing_center). I suggest making an appointment early.

## **Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

## **Faculty Notification of Student Academic Progress**

Canvas will be kept up-to-date for current grades.

## **Note**

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

## **Syllabus Supplement**

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus and is available through the following link:

[https://www.pittstate.edu/registrar/\\_files/documents/syllabus-supplement-summer-2019.pdf](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-summer-2019.pdf).

## **Assignment Strategies**

1. internship representative/faculty member, will evaluate the student intern's work habits, technical competence and learning experiences while completing the internship. The sponsoring organization may use the evaluation form provided by the department, or its own evaluation form.





2. The sponsoring organization will execute an agreement with the student intern and compensation for the student intern will be determined by the agreement between the sponsoring organization and the student.

**Grading/Credit:**

The grade for the course will be based on the sponsoring organization's evaluation of the student's internship performance and on an internship final project prepared by the student. The grade will be assigned by the internship representative/faculty member.

- Introduction – 25 points
  - Your name, hometown, class (junior, senior, etc.), and your degree
  - The company you will intern for
  - The work you will be doing
  - What you hope to gain from the internship
- Bi-weekly Journal Entries – Discussion – 8 entries, 12.5 points per entry – 100 points total
  - Post one original thread and two replies to peer Kelce Interns
    - ♣ The original thread should be similar to a journal entry and include a minimum of four sentences covering at least 1) one new thing learned, 2) one challenge/struggle, 3) one thing you hope for next week, and 4) a picture of you on the job doing something related to your internship or with a colleague, etc.
    - ♣ The replies are meant to encourage interaction and connection with your peer Kelce Interns.
- Midterm Check in Assignment – 50 points
  - Students will submit an overview video detailing how their internship is going. The video should be supported with a PowerPoint slide, use good lighting, camera placement, and the student should dress professionally. The video should be approximately 5 minutes long.
- Internship Final Project – 150 points
- Employer Evaluation – 50 points
  - At the conclusion of the internship, the host employer will evaluate overall performance and submit it to the faculty or internship coordinator.

**Other**

- Position Description Assignment – 10 points \*points do not count towards final grade
- Intro Call/Discovery Conversation – 20 points \*points do not count towards final grade

## Faculty Senate Course Form

Effective Date: **Spring 2025**

Submission Date: 9/25/24

Department: KUSB

College of: **Business**

Contact Person: Alex Binder

Prefix: **Several**

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

Course #: **Several**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We are creating new internship course numbers and descriptions to better align them in service to students and faculty. This is part of our overall internship program initiative. We are inactivating the current internship courses as part of this process.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

PSU Faculty Senate 24-25

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	See attached	
Course Number:	<b>See attached</b>	
Credits:	<b>See attached</b>	
Grading System:	<b>Pass/Fail</b>	<b>Select One</b>
Pre/Co-Requisite(s):	Permission of Instructor and junior standing	
Course Description:	See attached	

## Authorization Sign-Off

### Checklist

<input checked="" type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 9/25/24

Signature, Chair/Director:

Alexander D. Birnba

-Approved: College Curriculum Committee

Date: 12/16/24

Signature, Committee Chair:

Jennifer Purvoley

-Approved: Dean of College

Date: 12/16/24

Signature, Dean:

Paul W. Grier

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair:

Byron

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

Kelce College of Business Undergraduate Internship courses to be inactivated:

ACCTG 614  
ECON 694  
CIS 610  
FIN 694  
IB 620  
MGT 620  
MKTG 620  
MKTG 621

ACCTG-614 Internship in Accounting (3-6 hours). Work experience in public, private, governmental, or not-for-profit accounting. The work experience must be approved by the internship committee. May be repeated for a maximum of six hours. Prerequisite: permission of instructor required and junior standing.

CIS-610 Internship (1-3 hours). This course requires an in-depth involvement in on-going project under direct professional supervision. A project may be on-campus or with a business, financial institution or governmental agency. A formal report of project activities must be submitted to the course instructor. Students must apply for admission to the course and selection will be made by the course instructor. Prerequisites: Junior standing and consent of instructor.

ECON-694 Internship in Economics (1-6 hours). Relevant work experience in private or public institutions. The work experience must be approved by the instructor. May be repeated for a maximum of six hours. Prerequisite: Permission of the instructor required.

FIN-694 Internship in Finance (1-6 hours). Relevant work experience in private or public institutions. The work experience must be approved by the instructor. May be repeated for a maximum of six hours. Prerequisite: 55 hours completed and permission of the instructor required.

IB-620 Internship in International Business (1-3 hours). Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.

MGT-620 Internship in Management (1-3 hours). Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.

MKTG-620 Internship in Marketing (1-3 hours). Internship work experience in public, private, governmental, or not-for-profit business setting. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester and time in which the internship occurs. Prerequisite: Permission of instructor required.

MKTG-621 Internship in Professional Sales (3 hours). Internship work experience in a professional selling role. The work experience must be approved by a departmental internship representative/faculty member. Students must enroll in the course during the same semester an time in which the internship occurs. Prerequisite: MKTG 450 Personal Selling and Sales Management and permission of Instructor required.

## Faculty Senate Course Form

Effective Date: **Spring 2025**

Submission Date: 9/25/24

Department: KUSB

College of: **Business**

Contact Person: Alex Binder

Prefix: **Several**

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

Course #: **Several**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

We renamed the CIS program--Data Science and Information Systems. We also updated the curriculum. As such, we no longer need the CIS courses to be active.

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

Programs that utilize CIS courses in their curriculum were notified last year of the DSIS equivalent. Each of those courses simply underwent a prefix change. This inactivation of CIS courses therefore does not affect any other programs at Pitt State.

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	See attached	
Course Number:	<b>See attached</b>	
Credits:	<b>See attached</b>	
Grading System:	<b>A-F, IN</b>	<b>Select One</b>
Pre/Co-Requisite(s):	See attached	
Course Description:	See attached	

## Authorization Sign-Off

### Checklist

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Required fields completed.        |
| <input type="checkbox"/>            | Syllabus attached for new courses |
| <input type="checkbox"/>            | Assignment Strategies Attached    |

-Approved: Department Chair/Director

Date: 10/11/24

Signature, Chair/Director: \_\_\_\_\_

*Alexander D. Binda*

-Approved: College Curriculum Committee

Date: 12/18/24

Signature, Committee Chair: \_\_\_\_\_

*Jennifer Purvaley*  
*Paul W. Grier*

-Approved: Dean of College

Date: 12/18/24

Signature, Dean: \_\_\_\_\_

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



Kelce College of Business CIS courses to be inactivated:

CIS 130	CIS 420	CIS 610
CIS 227	CIS 430	CIS 615
CIS 228	CIS 470	CIS 625
CIS 230	CIS 539	CIS 640
CIS 325	CIS 589	CIS 670
CIS 350	CIS 603	CIS 671
CIS 380	CIS 604	CIS 690

Course Descriptions:

CIS-130 Computer Information Systems (3 hours). An introduction to the use of computer systems in business and industry including hands-on use of productivity software. Concepts covered include computer hardware and software, data security, and computer-based information systems.

CIS-227 Workshop (\_\_\_) (1/2 - 5 hours). Specialized instruction offered as a short-term workshop. May be repeated when the title is different. Neither course nor credit hours can be counted toward a degree, but may be utilized in creation of a credential certificate. May be graded as pass/fail or letter grade.

CIS-228 Workshop (\_\_\_) (1/2 - 5 hours). Specialized instruction offered as a short-term workshop. May be repeated when the title is different. Neither course nor credit hours can be counted toward a degree, but may be utilized in creation of a credential certificate. May be graded as pass/fail or letter grade.

CIS-230 Introduction to Programming (3 hours). The course introduces students to the basic elements and concepts of object-oriented programming. The language used as the tool to convey the concepts of programming will be a programming language such as Visual Basic or C++. Prerequisite: MATH 019 Intermediate Algebra or MATH 110 College Algebra with Review or MATH 113 College Algebra.

CIS-240 Intermediate Programming (3 hours). The course covers intermediate concepts of object-oriented programming using an advanced programming language such as Java. It covers object-oriented programming concepts such as advanced algorithm development, modeling using UML, design concepts, pattern development, and application architecture. It is intended to be a second course in programming concepts. Prerequisite: CIS 230 Introduction to Programming. Corequisite: CIS 380 Systems Analysis and Design.

CIS-325 Advanced Visual Basic Programming (3 hours). This course covers advanced topics in Visual Basic and the Visual Studio.Net program development environment. It covers advanced object-oriented programming concepts as well as three-tier application development and deployment using Visual Basic.Net. Prerequisite: CIS 230 Introduction to Programming and 55 hours completed. CIS-345 Object Oriented Programming Using Java (3 hours). An introduction to advanced object-oriented programming methodologies using the language Java. Prerequisite: CIS 240 Intermediate Programming and junior standing.

CIS-350 Introduction to System Administration (3 hours). An introduction to the concepts and practices of computer systems administration. Topics include the installation and management of systems and applications and hardware components including network devices, access control for system resources; the role of administrative policies and procedures, identification of threats and countermeasures; operational controls, and audit practices required for system security and system recovery. Prerequisites: CIS 240 Intermediate Programming and junior standing.

CIS-380 Systems Analysis and Design (3 hours). An introduction to methods used to design computer applications. The course will explore traditional and object-oriented methods used for the analysis and design of large application systems. It will focus on Object Oriented Analysis (OOA) and Object-Oriented Design (OOD) methodologies. Prerequisite: CIS 240 Intermediate Programming and junior standing.

CIS-420 Management Information Systems (3 hours). Survey of the principle concepts with emphasis on computer-based transactional and management information system. Computer systems, files and file processing, systems analysis and design, managerial, organizational and social impacts. Prerequisites: "C" in CIS 130 Computer Information Systems, junior standing, or permission of instructor.

CIS-430 Data Analytics: Business Intelligence (3 hours). The course focuses on the collection, storage, access, and manipulation of standard and large datasets; data visualization; predictive analytics; and clustering. Various data mining techniques will be discussed. Analytical tools and programming packages will be introduced and utilized. Prerequisite: CIS 420 Management Information Systems.

CIS-470 Network and Information Security (3 hours). Concepts of communications, computer networking principles, and survey of technical components of a distributed computer system all with an emphasis on network security. Prerequisite: CIS 230 Introduction to Programming.

CIS-539 Workshop (\_\_\_) (1/2 - 5 hours). Specialized instruction offered as a short-term workshop. May be repeated when the title is different. Neither course nor credit hours can be counted toward a degree, but may be utilized in creation of a credential certificate. May be graded as pass/fail or letter grade.

CIS-589 Workshop (\_\_\_) (1/2 - 5 hours). Specialized instruction offered as a short-term workshop. May be repeated when the title is different. Neither course nor credit hours can be counted toward a degree, but may be utilized in creation of a credential certificate. May be graded as pass/fail or letter grade.

CIS-603 Senior Honors Project 1 (3 hours). The Senior Honors Project is an optional way to earn Academic Honors for students who are members of the Honors College. The course is a two-semester sequence where the student undertakes a year-long research project or creative endeavor under the guidance of a faculty member to expand their knowledge in an area integral to their academic growth and development. The Senior Honors Project 1 is the first course in the sequence and will focus on the fundamental development of the project and preliminary scope of work to be completed. Students will receive a grade of A, B, IP (in progress) or NC (no credit) for each enrollment of the Senior Honors Project. A grade of NC voids the process and the student must then complete their Academic Honors in the traditional way.

CIS-604 Senior Honors Project 2 (3 hours). The Senior Honors Project is an optional way to earn Academic Honors for students who are members of the Honors College. The course is a two-semester sequence where the student undertakes a year-long research project or creative endeavor under the guidance of a faculty member to expand their knowledge in an area integral to their academic growth and development. The Senior Honors Project 2 is the culmination of the project started in Senior Honors Project 1 and will result in a public presentation of the work. Students must earn a grade of A or B to receive credit for this course. Failure to complete the course with a grade of A or B will void this option and students will have to satisfy their Academic Honors requirement in the traditional way. There will be no IP (in progress) or IN (incomplete) grades for this course. Projects must be done by the end of the spring term to count towards Academic Honors requirements. Prerequisite: Senior Honors Project 1.

CIS-610 Internship (1-3 hours). This course requires an in-depth involvement in on-going project under direct professional supervision. A project may be on-campus or with a business, financial institution or governmental agency. A formal report of project activities must be submitted to the course instructor. Students must apply for admission to the course and selection will be made by the course instructor. Prerequisites: Junior standing and consent of instructor.

CIS-615 Database Management (3 hours). Analysis and design of large integrated data bases. Logical and physical representation of data. Storage and retrieval mechanisms and languages. Survey of existing systems. Roles of the Database Manager and Analyst. Prerequisite: CIS 240 Intermediate Programming and junior standing.

CIS-625 Advanced Database Management (3 hours). Introduces students to advanced database design and implementation techniques such as advanced SOL, data warehousing, object-oriented database applications, distributed databases, etc. The course will provide students with opportunities in learning through projects and collaboration. Prerequisite: CIS 615 Database Management. Recommended corequisite: CIS 640 E-Business and Application Development.

CIS-640 E-Business Application Development (3 hours). This course covers the development of Internet- and intranet- based business applications. It introduces the application architecture of Internet-based applications as well as the tools necessary to develop those applications. Topics include Web services, serve application development, database connectivity, as well as tools such as XML, CSS, Perl, Javascript, and others. Prerequisites: CIS 240 Intermediate programming and CIS 380 Systems Analysis and Design. Recommended corequisite: CIS 625 Advanced Database Management.

CIS-670 Management of Computer Security (3 hours). Managerial aspects of information system security are over-viewed. Topics include law and ethics compliance, governance and strategic planning of information security, security policy development, and risk management. Prerequisite: CIS 470 Network and Information Security.

CIS-671 Information Assurance and Computer Security II (3 hours). Information systems security models, software security and systems lifecycle management, policy development, personnel responsibilities, contingency planning, physical security and administrative controls. Prerequisite: CIS 670 Management of Computer Security and junior standing.

CIS-690 Topics in Computer Science (\_\_\_\_) (1-3 hours). Computing topics consistent with current interests of staff and students. May be repeated with different topics for a maximum of 6 hours. Prerequisite: CIS 420 Management Information Systems or ACCTG 420 Accounting Information Systems.

CIS-715 Database Management (3 hours). Analysis and design of large integrated data bases. Logical and physical representation of data. Storage and retrieval mechanisms and languages. Survey of existing systems. Roles of the Database manager and Analyst. Prerequisite: CIS 240 Intermediate Programming and junior standing or permission of instructor.

CIS-720 Management Information Systems (3 hours). Survey of the principle concepts with emphasis on computer-based transactional and management information system. Computer systems, files and file processing, systems analysis and design, managerial, organizational and social impacts. Prerequisites: "C" in CIS 130 Computer Information Systems, junior standing, or permission of instructor.

CIS-740 E-Business Application Development (3 hours). This course covers the development of Internet- and intranet- based business applications. It introduces the application architecture of Internet-based applications as well as the tools necessary to develop those applications. Topics include Web services, serve application development, database connectivity, as well as tools such as XML, CSS, Peri, JavaScript and others. Prerequisites: CIS 240 Intermediate Programming, CIS 280 Systems Analysis and Design, or permission of instructor. CIS 625 Advanced Database Management is recommended as a co-requisite.

CIS-801 Topics: ( ) (1-3 hours). A study of an area of Information Systems theory or applications. A specific topic will be defined each time the course is offered. May be repeated if the topic is different. Prerequisite: CIS 420 Management Information Systems and permission of instructor.

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

### Revision

Major/Minor/Emphasis/Certification Name:

**Business Economics**

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

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

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

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

#### 1. Describe your Changes:

We are changing the language from taking 6 hours of a specific list of upper-level economics electives to taking 6 hours of economics electives numbered 400 and above.

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

Changing the language allows for fewer revisions to the program requirements as electives are added.

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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

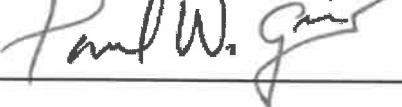
## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached.
<input checked="" type="checkbox"/>	120 Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names.
<input checked="" type="checkbox"/>	Course hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active
<input type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director  
Date: 11/15/24 Signature: 

-Approved: College Curriculum Committee  
Date: 12/18/24 Signature: 

-Approved: Dean of College  
Date: 12/18/24 Signature: 

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: 

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Bachelor of Business Administration Degree with a Major in Business Economics

**Degree:** Bachelor of Business Administration

**Major:** Business Economics

**Emphasis available:** International Business

---

12 hours of coursework are required for all business majors prior to completing the Kelce Core.

The prerequisite courses include:

## Kelce Core Prerequisites

- \_\_\_ DSIS-130 Computer Information Systems (3 hours)
- \_\_\_ ECON-200 Principles of Microeconomics (3 hours)
- \_\_\_ ECON-201 Principles of Macroeconomics (3 hours)

At the heart of the BBA is the Kelce College Core. The Core provides students with an integrative experience of the various business disciplines that allows students to develop a well-rounded understanding of how business works.

## Kelce Core Requirements

**See notes \*1**

- \_\_\_ ACCTG-201 Financial Accounting (3 hours)
- \_\_\_ ACCTG-202 Managerial Accounting (3 hours)
- \_\_\_ BUS-101 Introduction to Business (3 hours)
- or \_\_\_ MGT-105 Introduction to Entrepreneurship (3 hours)
- \_\_\_ BUS-210 Business Professionalism (3 hours)
- \_\_\_ DSIS-420 Management Information Systems (3 hours)
- \_\_\_ FIN-326 Business Finance (3 hours)
- \_\_\_ MGT-330 Management and Organizational Behavior (3 hours)
- \_\_\_ MGT-430 Legal and Social Environment of Business (3 hours)
- \_\_\_ MGT-690 Business Strategy (3 hours)
- \_\_\_ MKTG-330 Principles of Marketing (3 hours)
- \_\_\_ QBA-210 Business Statistics (3 hours)
- \_\_\_ QBA-310 Business Analytics I (3 hours)
- \_\_\_ QBA-410 Business Analytics II (3 hours)

*Notes \*1: Plus 3 hours of ECON, 300-level or above*

## No Emphasis

### Major Requirements

- \_\_\_ ECON-318 Intermediate Microeconomics (3 hours)
- \_\_\_ ECON-319 Intermediate Macroeconomics (3 hours)
- \_\_\_ ECON-650 Econometrics (3 hours)
- \_\_\_ ECON-665 Seminar in Applied Economics (3 hours)

### Select 6 hours of Electives from:

- \_\_\_ ECON-430 Money and Banking (3 hours)
- \_\_\_ ECON-433 Sports Economics (3 hours)
- \_\_\_ ECON-437 Economics of Sustainability (3 hours)
- \_\_\_ ECON-440 International Economics (3 hours)
- \_\_\_ ECON-468 Labor Economics (3 hours)
- \_\_\_ ECON-485 Industrial Organization (3 hours)
- \_\_\_ ECON-693 Topics in Economics (\_\_\_) (1-3 hours)

*Additional Requirements -General PSU electives, including Kelce courses, 14 hours.*

## International Business Emphasis

### Major Requirements

- \_\_\_ ECON-318 Intermediate Microeconomics (3 hours)
- \_\_\_ ECON-319 Intermediate Macroeconomics (3 hours)
- \_\_\_ ECON-650 Econometrics (3 hours)
- \_\_\_ ECON-665 Seminar in Applied Economics (3 hours)

### Emphasis Requirements

- \_\_\_ ECON-440 International Economics (3 hours)
- \_\_\_ IB-330 International Business (3 hours)

### Select 6 hours from:

- \_\_\_ IB-340 International Marketing (3 hours)
- \_\_\_ IB-520 Emerging Markets (3 hours)
- \_\_\_ IB-530 Cross Cultural Analysis (3 hours)
- \_\_\_ FIN-625 International Finance (3 hours)

## Plus International Experience

**See notes \*2**

- \_\_\_ IB-630 Special Topics (International Experience - International Business) (1-3 hours)

*Notes \*2: A number of experiences may meet this requirement (e.g. study abroad and so forth). All International Experiences must be approved in advance by the International Business advisor.*

*Total minimum hours for a Bachelor of Business Administration Degree with a Major in Business Economics, 120 hours.*

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Revised: 10/09/2024



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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Business Economics

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Major Courses - Business Economics Major</b>			<b>18</b>
ECON	318	Intermediate Microeconomics	3
ECON	319	Intermediate Macroeconomics	3
ECON	650	Econometrics	3
ECON	665	Seminar in Applied Economics	3
ECON	>399	6 hours of economics electives from any ECON >399	6
<b>Core Courses - Kelce Core &amp; Prerequisites</b>			<b>51</b>
DSIS	130	Computer Information Systems	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
DSIS	420	Management Information Systems	3
FIN	326	Business Finance	3
BUS	101	Introduction to Business	3
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	690	Business Strategy	3
MKTG	330	Principles of Marketing	3
ECON	>300	Economics Elective	3
<b>Elective Courses -</b>			<b>17</b>
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	2
<b>Total Credit Hours -</b>			<b>86</b>
<b>Minor -</b>			<b>0</b>
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

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

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

Your legislation will be returned if either is found.

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

**Revision**

Major/Minor/Emphasis/Certification Name:

**Finance**

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

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

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

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

1. Describe your Changes:

We are adding the newly created internship course to the list of finance electives.

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

We would like to promote internships for credit and there is no place currently in the major's requirements for the internship course. As it stands currently, the internship course would only count as an open elective. We would like it to count toward the major.

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Program guide from current catalog. |
| <input checked="" type="checkbox"/> | Academic Planning Excel attached.   |
| <input checked="" type="checkbox"/> | 120 Credit hours met.               |
| <input checked="" type="checkbox"/> | Course Id's match Course names.     |
| <input checked="" type="checkbox"/> | Course hours are correct.           |
| <input checked="" type="checkbox"/> | Listed courses are currently active |
| <input type="checkbox"/>            | Needed Documentation attached.      |

-Approved: Department Chair/Director  
Date: 11/15/24 Signature: Alexander D. Binda

-Approved: College Curriculum Committee  
Date: 12/18/24 Signature: Jennifer Purales

-Approved: Dean of College  
Date: 12/18/24 Signature: Paul W. G...

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: Byn

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Bachelor of Business Administration Degree with a Major in Finance

**Degree: Bachelor of Business Administration**

**Major: Finance**

---

12 hours of coursework are required for all business majors prior to completing the Kelce Core. Note that these classes may also satisfy some Pitt State Pathway requirements.

The prerequisite courses include:

## Kelce Core Prerequisites

- DSIS-130 Computer Information Systems (3 hours)
- ECON-200 Principles of Microeconomics (3 hours)
- ECON-201 Principles of Macroeconomics (3 hours)

At the heart of the BBA is the Kelce College Core. The Core provides students with an integrative experience of the various business disciplines that allows students to develop a well-rounded understanding of how business works.

## Kelce Core Requirements

*See notes \*1*

- ACCTG-201 Financial Accounting (3 hours)
- ACCTG-202 Managerial Accounting (3 hours)
- BUS-101 Introduction to Business (3 hours)
- or  MGT-105 Introduction to Entrepreneurship (3 hours)
- BUS-210 Business Professionalism (3 hours)
- DSIS-420 Management Information Systems (3 hours)
- FIN-326 Business Finance (3 hours)
- MGT-330 Management and Organizational Behavior (3 hours)
- MGT-430 Legal and Social Environment of Business (3 hours)
- MGT-690 Business Strategy (3 hours)
- MKTG-330 Principles of Marketing (3 hours)
- QBA-210 Business Statistics (3 hours)
- QBA-310 Business Analytics I (3 hours)
- QBA-410 Business Analytics II (3 hours)

*Notes \*1: Plus 3 hours of ECON, 300-level or above*

## Major Requirements

- FIN-621 Investments I (3 hours)
- FIN-623 Financial Institutions and Markets (3 hours)
- FIN-627 Advanced Business Finance (3 hours)
- FIN-631 Seminar in Financial Management (3 hours)

## Three hours selected from

- ECON-650 Econometrics (3 hours)
- FIN-624 Investments II (3 hours)
- FIN-625 International Finance (3 hours)
- FIN-693 Topics in Finance (\_\_\_) (1-3 hours)

## Three hours selected from

- ACCTG-315 Intermediate Managerial Accounting (3 hours)
- ACCTG-318 Intermediate Financial Accounting I (3 hours)

## General Electives

*Total minimum, 120 hours required for the Bachelor of Business Administration Degree with a Major in Finance.*

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Revised: 10/09/2024

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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Finance minor

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Major Courses - Business Economics Major</b>			<b>18</b>
FIN	621	Investments I	3
FIN	623	Financial Institutions and Markets	3
FIN	627	Advanced Business Finance	3
FIN	631	Seminar in Financial Management	3
		3 hours selected from:	3
ECON	650	Econometrics	
FIN	624	Investments II	
FIN	625	International Finance	
FIN	693	Topics in Finance	
FIN	670	Internship in Finance	
FIN	671	Internship in Financial Services	
		3 hours selected from:	3
ACCTG	315	Intermediate Managerial Accounting	
ACCTG	318	Intermediate Financial Accounting I	
<b>Core Courses - Kelce Core &amp; Prerequisites</b>			<b>51</b>
DSIS	130	Computer Information Systems	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
DSIS	420	Management Information Systems	3
FIN	326	Business Finance	3
BUS	101	Introduction to Business	3
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	690	Business Strategy	3
MKTG	330	Principles of Marketing	3
ECON	>300	Economics Elective	3
<b>Elective Courses -</b>			<b>17</b>
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	2
<b>Total Credit Hours -</b>			<b>86</b>
<b>Minor -</b>			<b>0</b>
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

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

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

Your legislation will be returned if either is found.

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

**Revision**

Major/Minor/Emphasis/Certification Name:

**Management**

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

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

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

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

1. Describe your Changes:

We are adding the newly created internship courses (MGT 670 and MGT 671) to and deleting the current/soon-to-be-former internship course (MGT 620) from the list of management electives. We are also adding the previously created MGT 550 to the list of electives.

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

The major requirements need to reflect correct course numberings. Adding electives gives students more choices to match their interests and career pursuits when completing their major requirements.

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

Yes

No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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



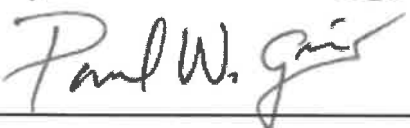
## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Program guide from current catalog. |
| <input checked="" type="checkbox"/> | Academic Planning Excel attached.   |
| <input checked="" type="checkbox"/> | 120 Credit hours met.               |
| <input checked="" type="checkbox"/> | Course Id's match Course names.     |
| <input checked="" type="checkbox"/> | Course hours are correct.           |
| <input checked="" type="checkbox"/> | Listed courses are currently active |
| <input type="checkbox"/>            | Needed Documentation attached.      |

-Approved: Department Chair/Director  
Date: 11/15/24 Signature: 

-Approved: College Curriculum Committee  
Date: 12/18/24 Signature: 

-Approved: Dean of College  
Date: 12/18/24 Signature: 

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: 

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Bachelor of Business Administration Degree with a Major in Management

**Degree: Bachelor of Business Administration**

**Major: Management**

---

12 hours of coursework are required for all business majors prior to completing the Kelce Core. Note that these classes may also satisfy some Pitt State Pathway requirements.

The prerequisite courses include:

## Kelce Core Prerequisites

- DSIS-130 Computer Information Systems (3 hours)
- ECON-200 Principles of Microeconomics (3 hours)
- ECON-201 Principles of Macroeconomics (3 hours)

At the heart of the BBA is the Kelce College Core. The Core provides students with an integrative experience of the various business disciplines that allows students to develop a well-rounded understanding of how business works.

## Kelce Core Requirements

**See notes \*1**

- ACCTG-201 Financial Accounting (3 hours)
- ACCTG-202 Managerial Accounting (3 hours)
- BUS-101 Introduction to Business (3 hours)
- or  MGT-105 Introduction to Entrepreneurship (3 hours)
- BUS-210 Business Professionalism (3 hours)
- DSIS-420 Management Information Systems (3 hours)
- FIN-326 Business Finance (3 hours)
- MGT-330 Management and Organizational Behavior (3 hours)
- MGT-430 Legal and Social Environment of Business (3 hours)
- MGT-690 Business Strategy (3 hours)
- MKTG-330 Principles of Marketing (3 hours)
- QBA-210 Business Statistics (3 hours)
- QBA-310 Business Analytics I (3 hours)
- QBA-410 Business Analytics II (3 hours)

*Notes \*1: Plus 3 hours of ECON, 300-level or above*

## Major Requirements

- IB-330 International Business (3 hours)
- or  IB-340 International Marketing (3 hours)
- MGT-510 Operations Management (3 hours)
- MGT-520 Quality Management (3 hours)
- MGT-530 Advanced Organizational Behavior (3 hours)
- MGT-540 Human Resources Management (3 hours)

## Select 6 hours of electives from:

- ACCTG-422 Internal Auditing (3 hours)
- ACCTG-625 Fraud Examination (3 hours)
- COMM-450 Small Group Communication (3 hours)
- COMM-629 Theories of Human Communication (3 hours)
- COMM-755 Organizational Communication (3 hours)
- ECON-433 Sports Economics (3 hours)
- ECON-437 Economics of Sustainability (3 hours)
- ECON-468 Labor Economics (3 hours)
- ECON-485 Industrial Organization (3 hours)
- EST-293 Introduction to Industrial Safety (3 hours)
- HRD-596 Introduction to Human Resource Development (3 hours)
- MGT-410 Topics in Management (\_\_\_) (1-3 hours)
- MGT-610 Topics in Management (\_\_\_) (1-3 hours)
- MGT-620 Internship in Management (1-3 hours)
- MGT-630 International Experience in Management (1-3 hours)
- PSYCH-575 Industrial and Organizational Psychology (3 hours)

*Total minimum hours for a Bachelor of Business Administration Degree with a Major in Management, 120 hours.*

---

Revised: 10/09/2024

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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Management

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Major Courses - Management Major</b>			<b>21</b>
MGT	510	Operations Management	3
MGT	520	Quality Management	3
MGT	530	Advanced Organizational Behavior	3
MGT	540	Human Resources Management	3
		3 hours selected from	3
IB	330	International Business	
IB	340	International Marketing	
		6 hours selected from	6
ACCTG	422	Internal Auditing	
ACCTG	625	Fraud Examination	
COMM	450	Small Group Communication	
COMM	629	Theories of Communication	
COMM	755	Organizational Communication	
ECON	433	Sports Economics	
ECON	437	Economics of Sustainability	
ECON	468	Labor Economics	
ECON	485	Industrial Organization	
EST	293	Introduction to Industrial Safety	
HRD	596	Introduction to Human Resource Development	
MGT	410	Topics in Management	
MGT	550	Supply Chain Management	
MGT	610	Topics in Management	
MGT	630	International Experience in Management	
MGT	670	Internship in Management	
MGT	671	Internship in Supply Chain Management	
PSYCH	575	Industrial and Organizational Psychology	
<b>Core Courses - Kelce Core &amp; Prerequisites</b>			<b>51</b>
DSIS	130	Computer Information Systems	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
DSIS	420	Management Information Systems	3
FIN	326	Business Finance	3

BUS	101	Introduction to Business	3
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	690	Business Strategy	3
MKTG	330	Principles of Marketing	3
ECON	>300	Economics Elective	3
<b>Elective Courses -</b>			<b>14</b>
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	2
<b>Total Credit Hours -</b>			<b>86</b>
<b>Minor -</b>			<b>0</b>
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

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

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

### Revision

Major/Minor/Emphasis/Certification Name:

**Business Economics with Emphasis in International Business**

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

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

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

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

#### 1. Describe your Changes:

We are adding the newly created internship course to the list of international business electives.

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

We would like to promote internships for credit and there is no place currently in the emphasis's requirements for the internship course. As it stands currently, the internship course would only count as an open elective. We would like it to count toward the emphasis.

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

#### **Definition of an Emphasis**

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

#### **Definition of a Minor**

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

#### **Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached.
<input checked="" type="checkbox"/>	120 Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names.
<input checked="" type="checkbox"/>	Course hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active
<input type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 11/15/24

Signature: \_\_\_\_\_

*Alexander D. Binda*

-Approved: College Curriculum Committee

Date: 12/18/24

Signature: \_\_\_\_\_

*Jennifer Purales*

-Approved: Dean of College

Date: 12/18/24

Signature: \_\_\_\_\_

*Paul W. Gair*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# International Business Emphasis

**Degree: Bachelor of Business Administration**

**Major: Business Economics**

**Emphasis: International Business**

---

12 hours of coursework are required for all business majors prior to completing the Kelce Core. Note that these classes may also satisfy some Pitt State Pathway requirements.

The prerequisite courses include:

## Kelce Core Prerequisites

- DSIS-130 Computer Information Systems (3 hours)
- ECON-200 Principles of Microeconomics (3 hours)
- ECON-201 Principles of Macroeconomics (3 hours)

At the heart of the BBA is the Kelce College Core. The Core provides students with an integrative experience of the various business disciplines that allows students to develop a well-rounded understanding of how business works.

## Kelce Core Requirements

**See notes \*1**

- ACCTG-201 Financial Accounting (3 hours)
- ACCTG-202 Managerial Accounting (3 hours)
- BUS-101 Introduction to Business (3 hours)
- or  MGT-105 Introduction to Entrepreneurship (3 hours)
- BUS-210 Business Professionalism (3 hours)
- DSIS-420 Management Information Systems (3 hours)
- FIN-326 Business Finance (3 hours)
- MGT-330 Management and Organizational Behavior (3 hours)
- MGT-430 Legal and Social Environment of Business (3 hours)
- MGT-690 Business Strategy (3 hours)
- MKTG-330 Principles of Marketing (3 hours)
- QBA-210 Business Statistics (3 hours)
- QBA-310 Business Analytics I (3 hours)
- QBA-410 Business Analytics II (3 hours)

*Notes \*1: Plus 3 hours of ECON, 300-level or above*

## Emphasis Area

### Major Requirements

- ECON-318 Intermediate Microeconomics (3 hours)
- ECON-319 Intermediate Macroeconomics (3 hours)
- ECON-650 Econometrics (3 hours)
- ECON-665 Seminar in Applied Economics (3 hours)

### Emphasis Requirements

- ECON-440 International Economics (3 hours)
- IB-330 International Business (3 hours)

### Select 6 hours from:

- IB-340 International Marketing (3 hours)
- IB-520 Emerging Markets (3 hours)
- IB-530 Cross Cultural Analysis (3 hours)
- FIN-625 International Finance (3 hours)

### Plus International Experience

**See notes \*2**

- IB-630 Special Topics (International Experience - International Business) (1-3 hours)

*Notes \*2: A number of experiences may meet this requirement (e.g. study abroad and so forth). All International Experiences must be approved in advance by the International Business advisor.*

*Total minimum 120 hours required for the Bachelor of Business Administration Degree.*

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Revised: 10/09/2024



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

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

## Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - Business Economics with emphasis in International Business**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Major Courses - Business Economics Major</b>			<b>12</b>
ECON	318	Intermediate Microeconomics	3
ECON	319	Intermediate Macroeconomics	3
ECON	650	Econometrics	3
ECON	665	Seminar in Applied Economics	3
<b>Emphasis Courses - International Business</b>			<b>13-15</b>
ECON	440	International Economics	3
IB	330	International Business	3
IB	630	Special Topics (International Experience -International Business)	1-3
		6 hours from this list of electives	6
IB	340	International Marketing	
IB	520	Emerging Markets	
IB	530	Cross Cultural Analysis	
FIN	625	International Finance	
IB	670	Internship in International Business	
<b>Core Courses - Kelce Core &amp; Prerequisites</b>			<b>51</b>
DSIS	130	Computer Information Systems	3
ECON	200	Principles of Microeconomics	3
ECON	201	Principles of Macroeconomics	3
QBA	210	Business Statistics	3
QBA	310	Business Analytics I	3
QBA	410	Business Analytics II	3
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
DSIS	420	Management Information Systems	3
FIN	326	Business Finance	3
BUS	101	Introduction to Business	3
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
MGT	430	Legal and Social Environment of Business	3
MGT	690	Business Strategy	3
MKTG	330	Principles of Marketing	3
ECON	>300	Economics Elective	3
<b>Elective Courses -</b>			<b>8-10</b>
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	3
TBD	XXX	Open Elective	2
<b>Total Credit Hours -</b>			<b>86</b>
<b>Minor -</b>			<b>0</b>
<b>General Education, 34-35 hours -</b>			<b>34</b>
<b>Total Credit Hours:</b>			<b>120</b>

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

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

Your legislation will be returned if either is found.

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

**Revision**

Major/Minor/Emphasis/Certification Name:

**Accounting minor**

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

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

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

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

1. Describe your Changes:

We are changing the allowable electives to any ACCTG course greater than 399.

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

We would like to give accounting minors more flexibility with regard to their electives and would like to promote internships for credit and there is no place currently in the minor's requirements for the internship course.

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

Yes  No

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

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

Yes  No

6. Will additional resources or costs will be required?

Yes  No

If so, what will be needed?

### **Definition of an Emphasis**

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

### **Definition of a Minor**

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

### **Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached.
<input type="checkbox"/>	120 Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names.
<input checked="" type="checkbox"/>	Course hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active
<input type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director  
Date: 11/25/24 Signature: *Alexander D. Birch*

-Approved: College Curriculum Committee  
Date: 12/18/24 Signature: *Jennifer Purvoley*

-Approved: Dean of College  
Date: 12/16/24 Signature: *Paul W. Grier*

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: *Byron*

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Minor in Accounting

---

## Minor in Accounting (21 hours)

- ACCTG-201 Financial Accounting (3 hours)
- ACCTG-202 Managerial Accounting (3 hours)
- ACCTG-315 Intermediate Managerial Accounting (3 hours)
- ACCTG-318 Intermediate Financial Accounting I (3 hours)
- ACCTG-420 Accounting Information Systems (3 hours)

*Note: For the minor in accounting, DSIS 420 Management Information Systems may be substituted for ACCTG 420 Accounting Information Systems.*

## Two courses from the following (6 hours)

- ACCTG-410 Intermediate Financial Accounting II (3 hours)
  - ACCTG-422 Internal Auditing (3 hours)
  - ACCTG-625 Fraud Examination (3 hours)
- 

Revised: 10/09/2024



## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: 12/13/2024

Department: Kelce Undergraduate School

College of: Business



Contact Person: Lynn Murray

Proposal for a New: **Minor**

Modality of Program: All



Title of new Minor/Emphasis/Certificate: Minor in Entrepreneurship

Major: BBA in Management

Minor Required? No



New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

1. Purpose/Justification for New Minor/Emphasis/Certificate:

Entrepreneurship is vital to the health of the national, regional, and local economies. This certificate program, aimed at any campus major, will provide students with the theoretical foundation that, combined with experiential work, to develop and manage new ventures.

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

Yes  No

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? *If "yes", please provide an explanation and attach all documentation (emails) between departments.*

Yes  No

4. Does this new minor, emphasis, and certificate meet University catalog definitions? *These can be found at bottom of page 2.*

Yes  No

5. Will additional resources or costs be required?  Yes  No  
If so, what will be needed?

These resources have already been identified - for example, we are searching for an Entrepreneurship Coordinator who will work on a joint appointment through KCOB and EDCE

6. Describe the program assessment plan:

a. Enrollment targets = Year 1 = 5; year 2=7, year 3=10

b. Outcome expected and process to evaluate =

Using the AOL process developed by faculty as required by AACSB, student learning will be evaluated using direct and indirect measures against the college's identified student learning outcomes

c. Plan to discontinue if enrollment targets not met =

Teach out existing students and discontinue program

**Questions for certificate only: If you have questions, contact the Financial Aid Office, 4240.**

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

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **No**

2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

**No**

**Definition of an Emphasis**

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

**Definition of a Minor**

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**Definition of Certificate Program**

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



## Authorization Sign-Off Sheet

### Checklist

- ✓ Required fields completed.
- ✓ Listed courses are currently active
- ✓ Course Id's match Course names.
- ✓ Course hours are correct.
- Required 120 credit hour minimum met.
- ✓ Academic Planning Excel Attached
- Current Program Guide from Online Catalog
- KBOR Forms Attached, if applicable

-Approved: Department Chair/Director

Date: 11/18/24

Signature: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 12/18/24

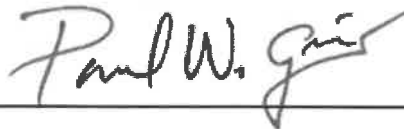
Signature: \_\_\_\_\_



-Approved: Dean of College

Date: 12/18/24

Signature: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**

[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

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

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

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

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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Entrepreneurship Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>18</b>
ENTR	201	Foundations of Entrepreneurship	3
ENTR	310	Entrepreneurial Finance	3
ENTR	320	Entrepreneurial Marketing	3
ENTR	410	Entrepreneurial Leadership	3
ENTR	690	Business Generation	3
<b>Select 3 hours from:</b>			<b>3</b>
ENTR	670	Internship in Entrepreneurship (1-3 hours)	
ENTR	510	Gorilla Consulting (1 hour, repeatable up to 3 times)	
<b>Total Credit Hours -</b>			<b>18</b>
<b>Minor -</b>			<b>18</b>
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>18</b>

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

## Request for New Emphasis/Minor/Certificate

Effective Date: FALL 2025

Submission Date: 12/13/2024

Department: Kelce Undergraduate School

College of: Business



Contact Person: Lynn Murray

Proposal for a New: **Certificate**

Modality of Program: All



Title of new Minor/Emphasis/Certificate: Certificate in Entrepreneurship

Major: BBA in Management

Minor Required? No



New Minor/Emphasis/Certificate – **REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.**

- Used to create new Minors/Emphases/Certificates and CAN require KBOR approval or notification. See KBOR requirements below.

- Approved requests become effective in the next academic catalog.

1. Purpose/Justification for New Minor/Emphasis/Certificate:

Entrepreneurship is vital to the health of the national, regional, and local economies. This certificate program, aimed at any campus major, will provide students with the theoretical foundation that, combined with experiential work, to develop and manage new ventures.

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

Yes  No

3. Does this relate to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? *If "yes", please provide an explanation and attach all documentation (emails) between departments.*

Yes  No

4. Does this new minor, emphasis, and certificate meet University catalog definitions? *These can be found at bottom of page 2.*

Yes  No

5. Will additional resources or costs be required?  Yes  No  
If so, what will be needed?

These resources have already been identified - for example, we are searching for an Entrepreneurship Coordinator who will work on a joint appointment through KCOB and EDCE

6. Describe the program assessment plan:

- a. Enrollment targets = Year 1 = 5; year 2=7, year 3=10  
b. Outcome expected and process to evaluate =

Using the AOL process developed by faculty as required by AACSB, student learning will be evaluated using direct and indirect measures against the college's identified student learning outcomes

- c. Plan to discontinue if enrollment targets not met =

Teach out existing students and discontinue program

**Questions for certificate only: If you have questions, contact the Financial Aid Office, 4240.**

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

1. Are students pursuing only this certificate eligible for federal financial assistance based on federal guidelines? **No**
2. Does the course content contained within this certificate provide relevance to employment opportunities or meet professional objectives for the student?

**No**

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

### Checklist

- |                                     |   |
|-------------------------------------|---|
| ✓ Required fields completed.        | Required 120 credit hour minimum met.     |
| Listed courses are currently active | ✓ Academic Planning Excel Attached        |
| ✓ Course Id's match Course names.   | Current Program Guide from Online Catalog |
| ✓ Course hours are correct.         | KBOR Forms Attached, if applicable        |

-Approved: Department Chair/Director

Date: 11/18/24

Signature: 

-Approved: College Curriculum Committee

Date: 12/18/24

Signature: 

-Approved: Dean of College

Date: 12/18/24

Signature: 

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: 

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**New Minors Where No Board-Approved Degree Program Exists will need KBOR Approval, it can be found at:**

[https://www.kansasregents.org/academic\\_affairs/new\\_program\\_approval](https://www.kansasregents.org/academic_affairs/new_program_approval)

Following Faculty Senate Approval, submit sign off sheet and final complete package, in electronic format, to the office of the provost (220 Russ) for forwarding to KBOR for board approval. (must be entered into KBOR PI/CIP system at time of submission).

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

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

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

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

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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Entrepreneurship Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>12</b>
ENTR	201	Foundations of Entrepreneurship	3
ENTR	320	Entrepreneurial Marketing	3
ENTR	310	Entrepreneurial Finance	3
<b>Select 3 hours of Approved Electives from:</b>			<b>3</b>
ENTR	670	Internship in Entrepreneurship (1-3 hours)	
ENTR	510	Gorilla Consulting (1 hour, repeatable up 3 times)	
<b>Total Credit Hours -</b>			<b>12</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>12</b>

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

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

Your legislation will be returned if either is found.

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

**Revision**

Major/Minor/Emphasis/Certification Name:

**Finance (minor)**

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

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

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

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

1. Describe your Changes:

We are including the prerequisites to FIN 326 in the requirements so that they are not hidden requirements and reducing the electives by 3 hours to keep the minor to 18 hours.

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

The requirements in the catalog show 15 hours, but in reality it is 21 hours because one of the required courses has 2 unlisted prerequisites. The catalog should clearly state the number of required hours so as not to mislead students/advisors.

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

#### **Definition of an Emphasis**

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

#### **Definition of a Minor**

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

#### **Definition of Certificate Program**

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



## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Program guide from current catalog. |
| <input checked="" type="checkbox"/> | Academic Planning Excel attached.   |
| <input type="checkbox"/>            | 120 Credit hours met.               |
| <input checked="" type="checkbox"/> | Course Id's match Course names.     |
| <input checked="" type="checkbox"/> | Course hours are correct.           |
| <input checked="" type="checkbox"/> | Listed courses are currently active |
| <input type="checkbox"/>            | Needed Documentation attached.      |

-Approved: Department Chair/Director

Date: 11/15/24

Signature: \_\_\_\_\_

*Alexander D. Binda*

-Approved: College Curriculum Committee

Date: 12/18/24

Signature: \_\_\_\_\_

*Jennifer Puraley*

-Approved: Dean of College

Date: 12/18/24

Signature: \_\_\_\_\_

*Paul W. Gini*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_

*Byron*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

## Minor in Finance

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This minor in Finance is available to all Bachelor of Business Administration degree seekers except finance majors. This minor will consist of a minimum of 15 semester hours of finance and accounting courses.

- ACCTG-201 Financial Accounting (3 hours)
- FIN-326 Business Finance (3 hours)

### Select 9 hours of 600-level courses from:

- FIN-621 Investments I (3 hours)
  - FIN-623 Financial Institutions and Markets (3 hours)
  - FIN-624 Investments II (3 hours)
  - FIN-625 International Finance (3 hours)
  - FIN-627 Advanced Business Finance (3 hours)
  - FIN-631 Seminar in Financial Management (3 hours)
- 

Revised: 10/09/2024

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

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

**Academic Planning Document for 2025-2026**

**Major/Emphasis/Minor/Certificate - Finance minor**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Major Courses - Business Economics Major</b>			<b>18</b>
ACCTG	201	Financial Accounting	3
ACCTG	202	Managerial Accounting	3
ECON	200	Principles of Microeconomics	3
FIN	326	Business Finance	3
		6 hours selected from	6
FIN	>600	Any Finance course numbered 600 or above	
<b>Total Credit Hours -</b>			<b>18</b>
<b>Minor -</b>			<b>18</b>
<b>General Education, 34-35 hours -</b>			<b>0</b>
<b>Total Credit Hours:</b>			<b>18</b>

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

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

### Revision

Major/Minor/Emphasis/Certification Name:

**Kansas Insurance Certificate**

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

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

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

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

#### 1. Describe your Changes:

We are changing the name of the certificate to "Financial Services Certificate" and adding two courses to the list of electives.

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

The Kansas Insurance & Financial Services Education Foundation has recommended that we change the name of the "Kansas Insurance Certificate" to the "Financial Services Certificate." The new name will more accurately reflect the certificate's scope and help reduce confusion among students who may assume that the insurance certificate limits them to careers solely in the insurance industry. Adding the electives will help us promote internships and align with the curriculum of other KBOR Institutions who offer the certificate.

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

Yes

No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached.
<input type="checkbox"/>	120 Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names.
<input checked="" type="checkbox"/>	Course hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active
<input type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director

Date: 11/15/24

Signature: \_\_\_\_\_

*Alexander D. Birch*

-Approved: College Curriculum Committee

Date: 12/18/24

Signature: \_\_\_\_\_

*Jennifer Purvaley*

-Approved: Dean of College

Date: 12/18/24

Signature: \_\_\_\_\_

*Paul W. Grier*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Kansas Insurance Certificate

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## Required Courses (12 hours)

FIN-208 Introduction to Risk Management and Insurance (3 hours)

FIN-210 Financial Planning (3 hours)

## Select two of the following:

ACCTG-411 Individual Taxation (3 hours)

AT-562 Damage Analysis, Estimating, and Insurance Appraisal (3 hours)

FIN-623 Financial Institutions and Markets (3 hours)

MGT-310 Business Statistics (3 hours)

MKTG-450 Personal Selling and Sales Management (3 hours)

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Revised: 10/09/2024

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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Financial Services Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>12</b>
FIN	208	Introduction to Risk Management and Insurance	3
FIN	210	Financial Planning	3
		Select 6 hours from:	6
ACCTG	411	Individual Taxation	
AT	562	Damage Analysis, Estimating, and Insurance Appraisal	
ECON	430	Money and Banking	
FIN	623	Financial Institutions and Markets	
FIN	671	Internship in Financial Services	
MKTG	450	Personal Selling and Sales Management	
QBA	210	Business Statistics	
<b>Total Credit Hours -</b>			<b>12</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>12</b>

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

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

Your legislation will be returned if either is found.



## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

### Revision

Major/Minor/Emphasis/Certification Name:

Management minor

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

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

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

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

#### 1. Describe your Changes:

We are adding a currently hidden requirement (MGT 330) to the minor because it is a prerequisite to required courses. We are also adding the newly created internship courses (MGT 670 and MGT 671) to and deleting the current/soon-to-be-former internship course (MGT 620) from the list of management electives. We are also adding the previously created MGT 550 to the list of electives. And finally, we are adjusting the hours of electives downward to balance the addition of the added requirement.

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

The minor requirements need to reflect correct course numberings. Adding electives gives students more choices to match their interests and career pursuits when completing their minor requirements.

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

Yes

No

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

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

Yes  No

6. Will additional resources or costs will be required?

Yes  No

If so, what will be needed?

#### **Definition of an Emphasis**

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

#### **Definition of a Minor**

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

#### **Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

<input checked="" type="checkbox"/>	Program guide from current catalog.
<input checked="" type="checkbox"/>	Academic Planning Excel attached.
<input type="checkbox"/>	120 Credit hours met.
<input checked="" type="checkbox"/>	Course Id's match Course names.
<input checked="" type="checkbox"/>	Course hours are correct.
<input checked="" type="checkbox"/>	Listed courses are currently active
<input type="checkbox"/>	Needed Documentation attached.

-Approved: Department Chair/Director  
Date: 11/15/24 Signature: *Alexander D. Binda*

-Approved: College Curriculum Committee  
Date: 12/18/24 Signature: *Jennifer Purvisley*

-Approved: Dean of College  
Date: 12/18/24 Signature: *Paul W. Grier*

-Approved: Council for Teacher Education (if applicable)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee  
Date: 2/18/25 Signature: *Ryan*

-Approved: Faculty Senate  
Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Minor in Management

---

## Core Requirement

MGT-210 Business Professionalism (3 hours)

## Select 9 hours from:

- MGT-510 Operations Management (3 hours)
- MGT-520 Quality Management (3 hours)
- MGT-530 Advanced Organizational Behavior (3 hours)
- MGT-540 Human Resources Management (3 hours)

## Select 3 hours from:

- IB-330 International Business (3 hours)
- IB-340 International Marketing (3 hours)

## Select 3 hours from:

- COMM-450 Small Group Communication (3 hours)
  - ECON-468 Labor Economics (3 hours)
  - HRD-596 Introduction to Human Resource Development (3 hours)
  - MGT-410 Topics in Management (\_\_\_) (1-3 hours)
  - MGT-610 Topics in Management (\_\_\_) (1-3 hours)
  - MGT-620 Internship in Management (1-3 hours)
  - MGT-630 International Experience in Management (1-3 hours)
  - PSYCH-575 Industrial and Organizational Psychology (3 hours)
- 

Revised: 10/09/2024

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

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

## Academic Planning Document for 2025-2026

### Major/Emphasis/Minor/Certificate - Management minor

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses - Management minor</b>			<b>18</b>
BUS	210	Business Professionalism	3
MGT	330	Management and Organizational Behavior	3
		Select 3 hours from	3
IB	330	International Business	
IB	340	International Marketing	
		Select 6 hours from	6
MGT	510	Operations Management	
MGT	520	Quality Management	
MGT	530	Advanced Organizational Behavior	
MGT	540	Human Resources Management	
MGT	550	Supply Chain Management	
		Select 3 hours from	3
COMM	450	Small Group Communication	
ECON	468	Labor Economics	
HRD	596	Introduction to Human Resource Development	
MGT	410	Topics in Management	
MGT	610	Topics in Management	
MGT	630	International Experience in Management	
MGT	670	Internship in Management	
MGT	671	Internship in Supply Chain Management	
PSYCH	575	Industrial and Organizational Psychology	
<b>Total Credit Hours -</b>			<b>0</b>
<b>Minor -</b>			<b>18</b>
<b>General Education, 34-35 hours -</b>			<b>0</b>
<b>Total Credit Hours:</b>			<b>18</b>

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

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

Your legislation will be returned if either is found.

## Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department: KUSB

College of: Business

Contact Person: Alex Binder

Minor Required? No

### Revision

Major/Minor/Emphasis/Certification Name:

**Certificate in Professional Sales and Sales Management**

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

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

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

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

#### 1. Describe your Changes:

We are adding the newly created internship course to and deleting the current/soon-to-be-former internship course from the list of electives.

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

The certificate requirements need to reflect correct course numberings.

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

Yes

No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

### **Definition of an Emphasis**

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

### **Definition of a Minor**

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

### **Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

**Checklist: Check once verified.**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Program guide from current catalog. |
| <input checked="" type="checkbox"/> | Academic Planning Excel attached.   |
| <input type="checkbox"/>            | 120 Credit hours met.               |
| <input checked="" type="checkbox"/> | Course Id's match Course names.     |
| <input checked="" type="checkbox"/> | Course hours are correct.           |
| <input checked="" type="checkbox"/> | Listed courses are currently active |
| <input type="checkbox"/>            | Needed Documentation attached.      |

-Approved: Department Chair/Director

Date: 11/15/24

Signature: \_\_\_\_\_

*Alexander D. Birch*

-Approved: College Curriculum Committee

Date: 12/18/24

Signature: \_\_\_\_\_

*Jennifer Purvaley*

-Approved: Dean of College

Date: 12/18/24

Signature: \_\_\_\_\_

*Paul W. Grier*

-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature: \_\_\_\_\_

*Ryan*

-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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



# Certificate in Professional Sales and Sales Management

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**See notes \*1**

- MKTG-330 Principles of Marketing (3 hours)
- MKTG-450 Personal Selling and Sales Management (3 hours)
- MKTG-451 Professional Selling and Negotiation (3 hours)

**Select 6 hours of Approved Electives from:**

- AT-682 Dealership Sales Operations (3 hours)
- AT-687 Corporate Sales, Service, and Parts Management (3 hours)
- GIT-580 Sales and Customer Service (3 hours)
- MKTG-420 Services Marketing (3 hours)
- MKTG-430 Retail and Channels Management (3 hours)
- MKTG-621 Internship in Professional Sales (3 hours)

*Notes \*1: Or other course approved by certificate advisor.*

---

Revised: 10/09/2024

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

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

### Academic Planning Document for 2025-2026

#### Major/Emphasis/Minor/Certificate - Professional Sales & Sales Management Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>15</b>
MKTG	330	Principles of Marketing	3
MKTG	450	Personal Selling and Sales Management	3
MKTG	451	Professional Selling and Negotiation	3
<b>Select 6 hours of Approved Electives from:</b>			<b>6</b>
AT	682	Dealership Sales Operations	
AT	687	Corporate Sales, Service, and Parts Management	
GC	561	Sales and Customer Service	
MKTG	420	Services Marketing	
MKTG	430	Retail and Channels Management	
MKTG	671	Internship in Professional Sales	
Or other course approved by certificate advisor.			
<b>Total Credit Hours -</b>			<b>15</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			
<b>Total Credit Hours:</b>			<b>15</b>

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

## Curriculum Revision Form

Effective Date: FALL

Submission Date: October 18, 2024

Department: Psychology and Counseling

College of: Education

Contact Person: Dr. Robin Blair, Chair

Minor Required? **Yes**

### Revision

Major/Minor/Emphasis/Certification Name:

**B.A. Psychology and B.S. Psychology**

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

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

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

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

#### 1. Describe your Changes:

The current core requirement course PSYCH 756 Social Psychology only has undergraduate students enrolling in this course. We are legislating a new course PSYCH 656 Social Psychology to replace PSYCH 756 as a core requirement.

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

Only undergraduate students take Social Psychology as part of the B.A. and B.S. Core Requirements.

Therefore we need to change the course from 756 to 656 to meet the undergraduate course requirement.

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

Yes  No

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

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

Yes     No

6. Will additional resources or costs will be required?

Yes     No

If so, what will be needed?

**Definition of an Emphasis**

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

**Definition of a Minor**

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

**Definition of Certificate Program**

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

## Authorization Sign-Off Sheet

### Checklist

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

-Approved: Department Chair/Director

Date: 0.22.24 Signature: \_\_\_\_\_

-Approved: College Curriculum Committee

Date: 12/3/24 Signature: \_\_\_\_\_

-Approved: Dean of College

Date: 10/22/24 Signature: \_\_\_\_\_

-Approved: Council for Teacher Education (if applicable)

Date: 10/14/24 Signature: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25 Signature: \_\_\_\_\_

-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

# Bachelor of Arts Degree with a Major in Psychology

**Degree: Bachelor of Arts**

**Major: Psychology**

---

## Core Requirements

See notes \*1

- \_\_\_ PSYCH-155 General Psychology (3 hours)
- \_\_\_ PSYCH-165 Psychology as a Profession I (2 hours)
- \_\_\_ PSYCH-263 Developmental Psychology (3 hours)
- \_\_\_ PSYCH-389 Research Methods in Psychology I (3 hours)
- \_\_\_ PSYCH-392 Research Methods in Psychology II (3 hours)
- \_\_\_ PSYCH-394 Principles of Learning (3 hours)
- \_\_\_ PSYCH-463 Cognitive Processes (3 hours)
- \_\_\_ PSYCH-571 Abnormal Psychology (3 hours)
- \_\_\_ PSYCH-665 Psychology as a Profession II (1 hour)
- \_\_\_ PSYCH-691 Evolutionary Psychology (3 hours)
- \_\_\_ PSYCH-698 Sensation and Perception (3 hours)
- or \_\_\_ PSYCH-724 Physiological Psychology (3 hours)
- \_\_\_ PSYCH-756 Social Psychology (3 hours)

Notes \*1: + 6 hours of Psychology electives to total ~~36~~<sup>39</sup> hours in the major.

## Other Requirements

### Math Requirement

- \_\_\_ MATH-143 Elementary Statistics (3 hours)

**- Nine hours of foreign language are required for the Bachelor of Arts degree. These nine hours are to be in one language.**

**- A minor of at least 20 hours in some other field is required.**

**- Additional electives needed to meet 120 credit hour total.**

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Revised: 09/16/2024

# Bachelor of Science Degree with a Major in Psychology

Degree: Bachelor of Science

Major: Psychology

Emphasis available: Developmental Disabilities, Human Resource Development, Psychology and Legal Issues, Psychology and the Military

## Core Requirements

See notes \*1

- PSYCH-155 General Psychology (3 hours)
- PSYCH-165 Psychology as a Profession I (2 hours)
- PSYCH-263 Developmental Psychology (3 hours)
- PSYCH-389 Research Methods in Psychology I (3 hours)
- PSYCH-392 Research Methods in Psychology II (3 hours)
- PSYCH-394 Principles of Learning (3 hours)
- PSYCH-463 Cognitive Processes (3 hours)
- PSYCH-571 Abnormal Psychology (3 hours)
- PSYCH-665 Psychology as a Profession II (1 hour)
- PSYCH-698 Sensation and Perception (3 hours)
- or  PSYCH-724 Physiological Psychology (3 hours)
- PSYCH-756 Social Psychology (3 hours)

Notes \*1: Plus 9 hours Psychology electives Total hours in the major,  
36 hours.

39

## Math Requirement

- MATH-143 Elementary Statistics (3 hours)

## Areas of Emphasis

### Developmental Disabilities

- REC-240 Introduction to Therapeutic Recreation (3 hours)
- FCS-390 Interacting with Children (3 hours)
- HRD-596 Introduction to Human Resource Development (3 hours)
- PSYCH-357 Educational Psychology (3 hours)
- PSYCH-736 Psychology of Family Development (3 hours)
- PSYCH-741 Introduction to Behavior Analysis (3 hours)
- PSYCH-781 Psychology of Exceptional Children (3 hours)

### Recommended general education course for this emphasis:

- NURS-303 Introduction to Public Health (3 hours)

### Choose one of the following three courses:

See notes \*2

- REC-441 Therapeutic Recreation Interventions for Older Adults (3 hours)
- HHP-462 Adapted Physical Education (2 hours)
- REC-469 Interventions in Therapeutic Recreation (3 hours)

Notes \*2: Students planning to work with school age youth with disabilities should take HHP 462. Students who want further expertise in therapeutic recreation with hands-on experience should take REC 469. Students who plan on working with clients who are age 50+ should take REC 441.

## Human Resource Development

### Required Courses (6 hours)

- PSYCH-575 Industrial and Organizational Psychology (3 hours)
- HRD-596 Introduction to Human Resource Development (3 hours)

### And 18 hours chosen from:

- HRD-390 Trade and Job Analysis (3 hours)
- HRD-520 Leadership in the Workplace (3 hours)
- HRD-525 History of Workforce Development (3 hours)
- HRD-530 Change Management (3 hours)
- HRD-535 Ethical Decision Making in Workforce Development (3 hours)
- HRD-545 Introduction to Organizational Development (3 hours)
- HRD-555 Diversity and Non-Exclusion in the Workforce (3 hours)
- HRD-556 Legal and Ethical Issues in the Workplace (3 hours)
- HRD-565 Workforce Supervision (3 hours)
- HRD-575 Instructional Media in Human Resource Development (3 hours)
- HRD-585 Career and Professional Development (3 hours)
- HRD-595 Developing a Learning Organization (3 hours)
- HRD-597 Organizational Staffing (3 hours)
- HRD-598 Talent Management (3 hours)
- HRD-625 Coaching Skills for Workforce Supervisors (3 hours)
- HRD-630 Employee and Labor Relations (3 hours)
- HRD-635 The Emotionally Intelligent Supervisor (3 hours)
- HRD-645 Building Teams in the Workplace (3 hours)
- HRD-653 Project Management Skills for Supervisors (3 hours)
- HRD-655 Effective Performance Improvement (3 hours)
- HRD-679 Presentation Skills (3 hours)
- MGT-330 Management and Organizational Behavior (3 hours)

Note: This course is a pre-requisite for MGT 540.

- MGT-430 Legal and Social Environment of Business (3 hours)

Note: -Seek advisement before selecting. -See course description for prerequisite information and junior standing is required.

- MGT-540 Human Resources Management (3 hours)

Note: See course description for prerequisite information.

- PSYCH-779 Fieldwork in Psychology: Human Resource Development Practicum (1-3 hours)
- TM-606 Industrial Supervision (3 hours)

## Psychology and Legal Issues

- JUST-104 Introduction to the Justice System (3 hours)
- or  JUST-309 Principles of Justice Studies (3 hours)
- PSYCH-430 Positive Psychology (3 hours)
- PSYCH-575 Industrial and Organizational Psychology (3 hours)

- \_\_\_ PSYCH-741 Introduction to Behavior Analysis (3 hours)
  - \_\_\_ PSYCH-771 Psychology and the Law (3 hours)
- Note: Offered in even number summers only.*
- \_\_\_ PSYCH-773 Criminal Psychopathology (3 hours)
- Note: Offered in even number summers only.*

**And 9 hours chosen from:**

**See notes \*3**

- \_\_\_ FCS-580 Family Violence and Child Abuse (3 hours)
- \_\_\_ JUST-480 Women, Crime, and Justice (3 hours)
- \_\_\_ JUST-500 Criminal Law and Society (3 hours)
- \_\_\_ JUST-501 Criminal Procedure (3 hours)
- \_\_\_ JUST-521 Special Topics in Justice Studies (\_\_\_) (1-3 hours)
- \_\_\_ JUST-522 Crime Scenes and the Law of Evidence (3 hours)
- \_\_\_ POLS-661 Constitutional Law I (3 hours)
- \_\_\_ SOC-527 Correctional Systems (3 hours)
- \_\_\_ SOC-547 Criminology (3 hours)
- \_\_\_ SOC-548 Juvenile Delinquency (3 hours)

*Notes \*3: Or other additional course(s) or workshops through advisement Completion of Option V requires enrollment during at least one summer session.*

*Note: Prerequisite: HIST 102, World History from 1500.*

- \_\_\_ HIST-674 American Military Experience, 1898 to Present (3 hours)
- Note: Prerequisite: HIST 202, American History from 1865 or permission of instructor.*
- \_\_\_ POLS-530 International Relations (3 hours)
  - \_\_\_ POLS-587 U.S. Foreign Policy (3 hours)
- Note: Prerequisite: HIST 202, American History from 1865 or permission of instructor.*
- \_\_\_ MIL-100 Military Science I (1 hour)
  - \_\_\_ MIL-102 Military Science I (1 hour)
  - \_\_\_ MIL-103 Military Science I Laboratory (1 hour)
- Note: Requires concurrent enrollment in MIL 100 or MIL 102, Military Science I.*

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Revised: 09/16/2024

## Psychology and the Military

### Emphasis Requirements

**See notes \*4**

- \_\_\_ PSYCH-362 Death and Dying (3 hours)
  - \_\_\_ PSYCH-605 Psychology and the Military (3 hours)
  - \_\_\_ PSYCH-705 Human Service Skills (3 hours)
- Notes \*4: Completion of Option VI requires enrollment during at least one summer session.*

### Select 9-15 hours of Restricted Psychology courses from:

- \_\_\_ PSYCH-430 Positive Psychology (3 hours)
  - \_\_\_ PSYCH-505 Power-Based Violence (3 hours)
- Note: Offered Odd number summers only.*
- \_\_\_ PSYCH-616 Introduction to Group Processes (3 hours)
  - \_\_\_ PSYCH-701 Ethics in Human Services (3 hours)
  - \_\_\_ PSYCH-711 Addictions I (3 hours)
- Note: Offered every summer.*
- \_\_\_ PSYCH-727 Pharmacology and Substance Abuse (3 hours)
- Note: Offered in even numbered summers only.*
- \_\_\_ PSYCH-736 Psychology of Family Development (3 hours)
  - \_\_\_ PSYCH-738 Human Sexuality (3 hours)
  - \_\_\_ PSYCH-741 Introduction to Behavior Analysis (3 hours)
  - \_\_\_ PSYCH-774 Family and Addictions (3 hours)
- Note: Offered even number summers only.*

### Select up to 6 hours from:

- \_\_\_ HIST-501 Special Topics in World History (\_\_\_) (1-3 hours)
  - \_\_\_ HIST-507 Modern Africa (3 hours)
- Note: Prerequisite: HIST 102, World History from 1500.*
- \_\_\_ HIST-510 Modern Middle East (3 hours)
- Note: Prerequisite: HIST 102, World History from 1500.*
- \_\_\_ HIST-547 History of the Islamic World (3 hours)
- Note: Prerequisite: HIST 102, World History from 1500.*
- \_\_\_ HIST-626 U.S. Iraq and Afghanistan (3 hours)



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

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

**Academic Planning Document for 2025-2026**

**Major/Emphasis/Minor/Certificate - B.A. Psychology**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>33</b>
PSYCH	155	General Psychology	3
PSYCH	165	Psychology as a Profession I	2
PSYCH	263	Developmental Psychology	3
PSYCH	389	Research Methods in Psychology I	3
PSYCH	392	Research Methods in Psychology II	3
PSYCH	394	Principles of Learning	3
PSYCH	463	Cognitive Psychology	3
PSYCH	571	Abnormal Psychology	3
PSYCH	656	Social Psychology	3
PSYCH	665	Psychology as a Profession II	1
PSYCH	691	Evolutionary Psychology	3
PSYCH	698	Sensation and Perception or	
PSYCH	or 724	Physiological Psychology	3
<b>Support Courses -</b>			<b>29</b>
		Foreign Language	9
		Minor	20
<b>Emphasis Courses -</b>			<b>0</b>
<b>Elective Courses -</b>			<b>23</b>
		Psychology Electives	6
		Other Credits to Meet 120 Hours	17
<b>Total Credit Hours -</b>			<b>85</b>

**Minor -**

**General Education, 34-35 hours - 35**

**Total Credit Hours: 120**

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

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

Your legislation will be returned if either is found.

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

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

## Academic Planning Document for 2025-2026

**Major/Emphasis/Minor/Certificate - B.S. Psychology**

Course Prefix	Course Num.	Course Name	Cr. Hr.
<b>Core Courses -</b>			<b>30</b>
PSYCH	155	General Psychology	3
PSYCH	165	Psychology as a Profession I	2
PSYCH	263	Developmental Psychology	3
PSYCH	389	Research Methods in Psychology I	3
PSYCH	392	Research Methods in Psychology II	3
PSYCH	394	Principles of Learning	3
PSYCH	463	Cognitive Psychology	3
PSYCH	571	Abnormal Psychology	3
PSYCH	656	Social Psychology	3
PSYCH	665	Psychology as a Profession II	1
PSYCH	698	Sensation and Perception or	
PSYCH	or 724	Physiological Psychology	3
<b>Support Courses -</b>			<b>0</b>
<b>Emphasis Courses -</b>			<b>24-30</b>
Choose an Emphasis (24-30 hours)			24-30
<b>Elective Courses -</b>			<b>31-25</b>
Psychology Electives			9
Other Credits to Meet 120 Hours			22-16
<b>Total Credit Hours -</b>			<b>85</b>
<b>Minor -</b>			
<b>General Education, 34-35 hours -</b>			<b>35</b>
<b>Total Credit Hours:</b>			<b>120</b>

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

## Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: 1-21-25

Department: SAET

College of: Technology

Contact Person: David Miller

Course/Program Name: MECET 423

**Notification Form** – Used for notifying faculty senate and registrar’s office of changes that don’t affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Adding MECET121 as prereq. Activities in MECET 423 require SolidWorks, which is the focus MECET121.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university? No  If "yes", please provide documentation (ex. email).

	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	MECET 220 Statics or equiv., CoReq: MECET 424	MECET 121 of equiv., MECET 220 Statics or equiv., CoReq: MECET 424
Other:		

## Authorization Sign-Off Sheet

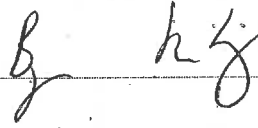
-Approved: Department Chairperson:

Date: 1/21/2025 Signature, Chairperson: \_\_\_\_\_



-Approved: Dean of College

Date: 1-21-25 Signature, Dean: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_ Signature, Recorder-Faculty Senate: \_\_\_\_\_

**Originating Departments:** After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

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

## Faculty Senate Notification Form

Effective Date: Fall 2025

Submission Date: 1-21-25

Department: SAET

College of: Technology

Contact Person: David Miller

Course/Program Name: MECET 424

**Notification Form** – Used for notifying faculty senate and registrar's office of changes that don't affect other departments.

- Admission Requirements
- Pre-requisites/Co-requisites -only removes or adds from your department.
- Modality -for the change or addition to teaching a face to face course to online or hybrid format.
- Other is for misc. situations that are not covered in the other areas.

1. Purpose/Justification for this notification:

Adding MECET121 as prereq. Activities in MECET 424 require SolidWorks, which is the focus MECET121.

2. Is this notification related to, and/or may affect, any other departments, unit curricula, or programs at PSU or any other Regent university?  No  If "yes", please provide documentation (ex. email).

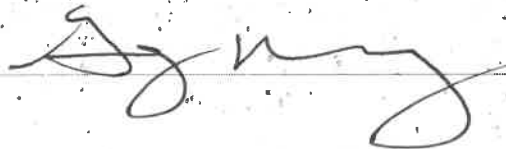
	Existing	New/Proposed
Modality of Program:	Select One	Select One
Admission Requirements:		
Pre/Co-Requisite(s):	Pre or CoReq: MECET 423	PreReq: MECET 121 Pre or CoReq: MECET 424
Other:		

### Authorization Sign-Off Sheet

-Approved: Department Chairperson

Date: 1/21/2025

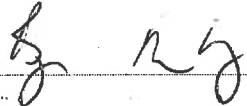
Signature, Chairperson:



-Approved: Dean of College

Date: 1-21-25

Signature, Dean:



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

**Originating Departments:** After completing this form, in its entirety, please have it signed by the chair and the dean. The College Admin will load to the "Approved College Curriculum" file in SharePoint. It will be added to the next 10-day viewing and then sent forward with the next Faculty Senate agenda.

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

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: November 2024

Department: SAET

College of: **Technology**

Contact Person: David Miller

Prefix: **MECET**

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

Course #: **428**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Lab activities require SolidWorks, which is taught in MECET 121

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

Yes  No

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

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

Yes  No

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

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

Yes  No

#### 5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Thermodynamics	Thermodynamics
Course Number:	<b>MECET 428</b>	<b>MECET 428</b>
Credits:	<b>3</b>	<b>3</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	Prerequisite: PHYS 100 or PHYS 104	Prerequisite: PHYS 100 or PHYS 104, MECET 121
Course Description:	Heat, temperature, laws of thermodynamics and their applications. Includes software simulations and project work to apply thermodynamic theories.	Heat, temperature, laws of thermodynamics and their applications. Includes software simulations and project work to apply thermodynamic theories.



## Authorization Sign-Off

**Checklist: Check once verified.**

<input type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 12/6/2024

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 1/13/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 1/13/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**Pittsburg State University**  
**Department of Engineering Technology**  
**Mechanical Engineering Technology Program**  
(Prepared by: David Miller 08/2024)

**COURSE TITLE:** MECET 428-01 - Thermodynamics

**COURSE SCHEDULE:** Face-to-Face, T/Th 2:00-3:15pm, KTC W203

**INSTRUCTOR:** David Miller, PhD  
Office: KTC W224c  
Office Hours: MW 1:30-2:30, TTh 1:00-2:00, F 10:00-11:00

Phone: (620) 235-6115  
E-mail: [djmiller@pittstate.edu](mailto:djmiller@pittstate.edu)

**COURSE DESCRIPTION:** MECET 428 – Thermodynamics. 3 Hours. (3 hours lecture). Heat, temperature, laws of thermodynamics and their applications. Includes software simulations and project work to apply thermodynamic theories. May be taken for honors. Prerequisite: PHYS 100 College Physics I or PHYS 104 Engineering Physics I.

**TEXTBOOK/MATERIALS REQUIRED:**

- Sonntag, R.E., Borgnakke, C., *Introduction to Engineering Thermodynamics*. (2<sup>nd</sup> Ed.), Wiley, ISBN 9780471737599 (available for checkout from the KTC Library)
- Scientific Calculator, Engineering Paper, Electronic Data Storage (Jump Drive or Cloud Storage)
- *FE Supplied Reference Handbook*. Free PDF from [NCEES website](http://www.ncees.org). (Optional, requires account)

**COURSE OBJECTIVES:**

- Objective 1 - Obtain knowledge of the fundamental principles of thermodynamics.
- Objective 2 - Apply these principles to practical, real-world processes in a variety of disciplines (ABET Objective 2).
- Objective 3 - Develop skills in the analysis of engineering design problems involving practical thermodynamic systems.
- Objective 4 - Apply algebra, analytical techniques, and spreadsheets for problem solving. (ABET Objective 1)

**COURSE TOPICS:**

- Introduction to the laws of thermodynamics
- Properties of perfect and mixed fluids
- Reversible vs. Irreversible processes
- Heat Engine Cycle, Steam Cycle and Combustion
- Applications of thermodynamic principles
- Fundamentals of heat-transfer modes

**GRADING SYSTEM:** Grades will be based on the following scale and proportional system

90 - 100	A		
80 - 89	B	Design Problems/Tutorials	15%
70 - 79	C	Quizzes	25%
60 - 69	D	Tests	60%
59 - 0	F		

## TENTATIVE SCHEDULE OF ACTIVITIES

*Subject to change*

<b>Week</b>	<b>Date</b>	<b>Class Content</b>	<b>Reading</b>	<b>Assignments Due</b>
1	08/20 08/22	Introduction, General Concepts & Definitions	Ch. 1 & 2	Quiz Syllabus Quiz
2	08/27 08/29	Pure Substances	Ch. 3	Quiz
3	09/03 09/05	Work and Heat	Ch. 4	Quiz
4	09/10 09/12	The First Law of Thermodynamics	Ch. 5	Quiz
5	09/17 09/19	Review <i>Exam 1</i>		
6	09/24 09/26	Analysis Using Control Volumes	Ch. 6	Quiz
7	10/01 10/03	The Second Law of Thermodynamics	Ch. 7	Quiz
8	10/08 10/10	Entropy	Ch. 8	Quiz
9	10/15 10/17	Analysis Using Control Volumes	Ch. 9	Quiz
10	10/22 10/24	Mixed Gasses	Ch. 10	Quiz
11	10/29 10/31	Review <i>Exam 2</i>		
12	11/05 11/07	Power & Refrigeration	Ch. 11	Quiz
13	11/12 11/14	Power & Refrigeration (cont'd) Chemical Reactions	Ch. 11, 12	Quiz
14	11/19 11/21	Chemical Reactions (cont'd) Intro to Heat Transfer	Ch 13	Quiz
15	11/26 11/28	<b>Thanksgiving Break – No Class</b>		
16	12/03 12/05	Review Lab Time to work on Tutorials		
17	12/10	<b>Exam 3 2:00-3:50pm</b>		

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at <https://www.pittstate.edu/registrar/syllabus-supplement.html>

### **Additional Details/Descriptions:**

**Course Prerequisites:** In order to succeed, students must be familiar with algebra, as well as concepts of physical units (temperature, pressure, energy, work, volume, length, time), orders of magnitude and scientific notation. Students should have a basic understanding of the Windows or Mac operating system (zipping and unzipping files, opening and saving files, etc). Use of Canvas and the Internet are required in this course. Prior knowledge about 3D modeling and simulation using SolidWorks is required.

**Attendance:** The course meets for lecture one hour and 15 minutes two times a week. Attendance may be taken during each lecture at the instructor's discretion. Attendance will NOT be taken for a grade; however, students are encouraged to attend at least one session to cover questions regarding the week's tutorial assignment. Thursdays will typically be reserved for quizzes; Quizzes will be given during normal class time in the scheduled location. In-person courses may shift to online activities in the event of campus closure/inclement weather; check Canvas for additional requirements should this become necessary.

**Classroom Etiquette:** Students are strongly encouraged to participate in the lectures through early preparation and questions or comments in class but are asked not to monopolize the entire class period. Students are required to behave in a professional manner and respect the learning environment of others. If students must come in late or leave early, please notify the instructor beforehand and do so in a quiet, non-disruptive manner. Please silence and store all electronic devices and refrain from engaging in distracting activities on the computers. The instructor reserves the right to remove any device deemed to be causing a disruption - this includes, but isn't limited to: cell phones, tablets, eReaders, eCigarettes.

**Homework:** Homework problems will be posted covering each topic and discussed in class. Homework will not be graded; rather they are meant for students to complete prior to a given class period to aid in the discussion. A student having difficulty with a homework problem is encouraged to discuss the problem with fellow students, tutors and the instructor. It is strongly recommended that students KEEP UP WITH THE HOMEWORK!!!

**Methods:** Solutions to problems solved on tests and homework must be logical and based on the subjects of the course. A solution must be understood by the student, fellow students, instructor, and other individuals, today and in the future. A standard solution approach will be required for all homework to support clear and concise communication of information. A solution will include: **name** and **date**, **design conditions** (given), **assumptions**, **formula**, **sketch** (schematic, flow diagram), **control volume/mass/surface** and clearly identified **answer** (with units). Illegible solutions may result in no credit.

**Quizzes:** Most weeks a short (10 minute) quiz will be given during the class period to re-enforce topics from the previous week's lecture and readings. Quizzes must be taken in the normal meeting location unless arranged ahead of time via email. Quizzes are closed-book, closed-note, closed-Internet, and closed-friend. The lowest quiz score will be dropped, so no make-ups will be permitted except in extreme circumstances. The instructor reserves the right to give additional quizzes at his discretion.

**Design Problems/Tutorials/Project:** Short real-world problems or software tutorials in simulation and analysis software packages will be assigned at various points throughout the semester to familiarize students with state-of-the-art tools used in systems analysis. Some class time may be given for work on tutorials, but it is expected that students spend time outside of class to complete the required work.

**Tests:** Three equally weighted tests will be given to evaluate the student's understanding of the course topics. Tests are comprehensive and administered on Canvas during the normal class meeting time. Students will be allowed to use the *FE Supplied Reference Handbook* during tests (hard copies will be provided for use during the exam for those on campus; students taking exams off campus are responsible for their own copies); other than this reference, all tests will be closed book, closed notes and closed

homework. Partial credit MAY be given based on student's hand written calculations at the instructor's discretion. Calculation sheets must be turned in at the conclusion of the exam and must follow the guidelines outlined in the Methods section above. Rescheduling tests will only be done under special circumstances and only by notifying the instructor ahead of time via email.

**Missed and Late Work:** No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. With the exception of documented emergencies, any missed work must be discussed in advance through email. If a student must miss class due to illness, that student should contact the faculty via email as soon as possible to make arrangements.

**Tutorial Write-ups:** Technical communication is important in industry, so it will be evaluated after each tutorial exercise. Each student is required to provide a written summary of his tutorial experience. Specifics about the format of the report will be covered at the time of assignment.

**Grading Policy:** Students must maintain a passing grade in the following course categories: Design Problems/Tutorials, Quizzes, and Tests. A failing grade in any of these categories will result in a maximum final grade of D in the class, regardless of the grades in the other class categories. Grading policies and rubrics for individual assignments will be provided at the time of announcement.

**Software:** The course will be administered with the Canvas system. The site will maintain course materials and be used for communications, problem submissions and grading. The site should be checked frequently. Exams use the Respondus Browser and possibly Respondus Monitor, so please make sure you are set up beforehand. The design problems/tutorials require students to have access to SolidWorks. This software is available in many labs in the KTC, but in many cases there are versions available for use on personal computers. Contact the instructor if you wish to obtain software for your own personal machine. Most Mac or Chrome computers do NOT support SolidWorks.

**Academic Dishonesty:** Submitting someone else's work as your own will not be tolerated in this class. Working together on homework assignments is encouraged, but EACH individual must show ALL work for EVERY problem themselves. Examples of academic dishonesty include, but aren't limited to: cheating on assignments or tests, submitting someone else's work as your own, giving your work to someone else, use of solution manuals/assignments from previous semesters, not citing sources on a writing assignment. Determination of what is or is not academic dishonesty is at the discretion of the instructor. If your work is considered to be an act of academic dishonesty all parties will automatically receive a zero on that assignment, and the University Office of Student Rights and Responsibilities will be notified. Your actions could also cause you to receive an 'F' in the course and could result in severe penalties, up to and including dismissal from the university.

**Communication Policy:** Students are encouraged to interact with the instructor outside of class via email. Questions sent via Canvas or email will typically be answered within less than 24 hours if received between 8:00am Mondays and 4:00pm Fridays; however, any questions asked outside of the "normal business week" may result in longer than normal response times. The instructor will not discuss homework/tests/assignments within 24 hours of the due date or 24 hours of when they are handed back.

**SPECIAL CONCERNS:** Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact me as soon as possible to make necessary accommodations; 7-10 days prior notice prior to an exam is appreciated to allow time to provide necessary materials to the Testing Center.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: **November 2024**

Department: **SAET**

College of: **Technology**

Contact Person: **David Miller**

Prefix: **MECET**

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

Course #: **522**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Lab activities require SolidWorks, which is taught in MECET 121

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

PSU Faculty Senate 24-25

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Dynamics	Dynamics
Course Number:	<b>MECET 522</b>	<b>MECET 522</b>
Credits:	<b>3</b>	<b>3</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	Prerequisite: MECET 220 Statics	Prerequisite: MECET 121 Engineering Graphics I, MECET 220 Statics
Course Description:	Study of forces acting on rigid bodies in motion. Kinematics and kinetics of particles, systems of particles, dynamics of machines and vibrations. Forces and acceleration analysis using Newton's second law and energy and momentum methods. Includes software simulations of impact, vibration, etc	Study of forces acting on rigid bodies in motion. Kinematics and kinetics of particles, systems of particles, dynamics of machines and vibrations. Forces and acceleration analysis using Newton's second law and energy and momentum methods. Includes software simulations of impact, vibration, etc

## Authorization Sign-Off

**Checklist: Check once verified.**

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

-Approved: Department Chair/Director

Date: 12/6/2024

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 1/13/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 1/13/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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





## TENTATIVE SCHEDULE OF ACTIVITIES

*Subject to change*

<b>Week</b>	<b>Date</b>	<b>Class Content</b>	<b>Reading</b>	<b>Notes</b>
1	08/20 08/22	Intro, Motion of a Point	Ch. 11	Syllabus Quiz
2	08/27 08/29			SolidWorks Tutorial
3	09/03 09/05	Planar Kinematics of Rigid Bodies	Ch. 15	
4	09/10 09/12			Ex #1: Ch 11 & 15
5	09/17 09/19	Force, Mass & Acceleration	Ch. 12	
6	09/24 09/26			
7	10/01 10/03	Planar Dynamics of Rigid Bodies	Ch. 16	SolidWorks Tutorial
8	10/08 10/10			Ex #2: Ch 12 & 16
9	10/15 10/17	Energy & Momentum Methods	Ch. 13	SolidWorks Tutorial
10	10/22 10/24			
11	10/29 10/31	Energy & Momentum in Rigid-body Dynamics	Ch. 17	SolidWorks Tutorial
12	11/05 11/07	Systems of Particles	Ch. 14	
13	11/12 11/14			Ex #3: Ch 13, 14, 17
14	11/19 11/21	Vibrations, Stability	Ch. 19	SolidWorks Tutorial
15	11/26 11/28	<b>Thanksgiving Break – No Class</b>		
16	12/03 12/05	<b>Review for Final Software Practical Exam</b>		
17	12/12	<b>Final Exam 9:30-11:20 am</b>		

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at <https://www.pittstate.edu/registrar/syllabus-supplement.html>

## **Additional Details/Descriptions:**

**Course Prerequisites:** In order to succeed, students must be familiar with algebra, geometry, trigonometry, vectors, free body diagrams, differential and integral calculus, as well as concepts of physical units (mass, force, acceleration, work, energy, area, length, time), orders of magnitude, scientific notation, and numerical precision. Students should have a basic understanding of the Windows or Mac operating system (zipping and unzipping files, opening and saving files, etc). Use of Canvas and the Internet are required in this course. Prior knowledge about 3D modeling and simulation using SolidWorks is required.

**Attendance/Participation:** Attendance and meaningful participation in group work are considered in evaluating performance in the work place and may be considered in this class. The course meets for lecture one hour and 15 minutes twice a week. Attendance may be taken before each meeting; an absence is defined as not being present at the time of roll call. Students with more than 3 unexcused absences may have their grade lowered by a letter grade; after 6 absences they may be dropped from the class at the instructor's discretion. Students not participating in weekly group activities may receive no points for that activity; determination of meaningful participation is up to the instructor. In-person courses may shift to online activities in the event of campus closure/inclement weather; check Canvas for additional requirements should this become necessary.

**Classroom Etiquette:** Students are strongly encouraged to participate in the lectures through early preparation and questions or comments in class but are asked not to monopolize the entire class period. Students are required to behave in a professional manner and respect the learning environment of others. If students must come in late or leave early, please notify the instructor beforehand and do so in a quiet, non-disruptive manner. Please silence and store all electronic devices and refrain from engaging in distracting activities on the computers. The instructor reserves the right to remove any device deemed to be causing a disruption - this includes, but isn't limited to: cell phones, tablets, eReaders, eCigarettes.

**Grading Policy:** Students must maintain a passing grade in the following course categories: Design Problems/Tutorials, Tests, and Final Exam. A failing grade in any of these categories will result in a maximum final grade of D in the class, regardless of the grades in the other class categories. Grading policies and rubrics for individual assignments will be provided at the time of announcement.

**Homework:** Homework problems will be posted covering each topic and discussed in class. Homework will not be graded; rather they are meant for students to complete prior to a given class period to aid in the discussion. A student having difficulty with a homework problem is encouraged to discuss the problem with fellow students, tutors and the instructor. It is strongly recommended that students **KEEP UP WITH THE HOMEWORK!!!**

**Methods:** Solutions to problems solved on tests and homework must be logical and based on the subjects of the course. A solution must be understood by the student, fellow students, instructor, and other individuals, today and in the future. A standard solution approach will be required for all homework to support clear and concise communication of information. A solution will include: **name and date, design conditions** (given), **assumptions, formula, free body diagram, sketch** (forces, angles, areas, key points) and clearly identified **answer** (with units). Illegible solutions may result in no credit.

**Missed and Late Work:** No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. With the exception of documented emergencies, any missed work must be discussed in advance through email. If a student must miss class due to illness, that student should contact the faculty via email as soon as possible to make arrangements.

**Design Problems/Tutorials:** Short real-world problems or software tutorials in simulation and analysis software packages will be assigned at various points throughout the semester to familiarize students with state-of-the-art tools used in systems analysis. Some class time may be given for work on tutorials, but it is expected that students spend time outside of class to complete the required work.

**Tests:** Three equally weighted tests will be given to evaluate the student's understanding of the course topics. Tests are comprehensive and administered on CANVAS during the normal class meeting time. Students will be allowed to use *the FE Supplied Reference Handbook* during tests (copies will be provided for use during the exam); other than this reference, all tests will be closed book, closed notes and closed homework. Partial credit MAY be given based on student's hand written calculations at the instructor's discretion. Calculation sheets must be turned in at the conclusion of the exam and must follow the guidelines outlined in the Methods section above. Rescheduling tests will only be done under special circumstances and only by notifying the instructor ahead of time via email.

**Quizzes:** There are no scheduled quizzes; however, the instructor reserves the right to give quizzes at his discretion.

**Final Examination:** The final exam for this course will consist of two portions: a classical exam given during the final exam period scheduled for the course and a practical portion to be administered during one of the last class periods. The written exam will comprehensively cover lecture topics and will follow the format for the other unit exams; the practical portion will be administered using SolidWorks and will consist of topics covered in the tutorials.

**Software:** The course will be administered with the Canvas system. The site will maintain course materials and be used for communications, problem submissions and grading. The site should be checked frequently. Exams use the Respondus Browser, so please make sure you are set up beforehand. The design problems/tutorials require students to have access to SolidWorks. This software is available in many labs in the KTC, but in many cases there are versions available for use on personal computers. Contact the instructor if you wish to obtain software for your own personal machine. Most Mac or Chrome computers do NOT support SolidWorks.

**Academic Dishonesty:** Submitting someone else's work as your own will not be tolerated in this class. Working together on homework assignments is encouraged, but EACH individual must show ALL work for EVERY problem themselves. Examples of academic dishonesty include, but aren't limited to: cheating on assignments or tests, submitting someone else's work as your own, giving your work to someone else, use of solution manuals/assignments from previous semesters, not citing sources on a writing assignment. Determination of what is or is not academic dishonesty is at the discretion of the instructor. If your work is considered to be an act of academic dishonesty all parties will automatically receive a zero on that assignment, and the University Office of Student Rights and Responsibilities will be notified. Your actions could also cause you to receive an 'F' in the course and could result in severe penalties, up to and including dismissal from the university.

**Communication Policy:** Students are encouraged to interact with the instructor outside of class in person, via phone conversations and over the Internet. Questions sent via Canvas or email will typically be answered within less than 24 hours if received between 8:00am Mondays and 4:00pm Fridays; however, any questions asked outside of the "normal business week" may result in longer than normal response times. The instructor will not discuss homework/tests/assignments within 24 hours of the due date or 24 hours of when they are handed back.

**SPECIAL CONCERNS:** Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact me as soon as possible to make necessary accommodations; 7-10 days prior notice prior to an exam is appreciated to allow time to provide necessary materials to the Testing Center.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: November 2024

Department: SAET

College of: **Technology**

Contact Person: David Miller

Prefix: **MECET**

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

Course #: **523**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Lab activities require SolidWorks, which is taught in MECET 121

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

Yes  No

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

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

Yes  No

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

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

Yes  No

#### 5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Mechanical Design I	Mechanical Design I
Course Number:	<b>MECET 523</b>	<b>MECET 523</b>
Credits:	<b>3</b>	<b>3</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	Prerequisite: MECET 423 Mechanics of Materials or equiv.	Prerequisite: MECET 121, MECET 423 or equivalent.
Course Description:	Principles for selecting and interfacing standard mechanical system components. Topics include tolerance analysis, fasteners, shafts, couplings, brakes, clutches, gears, belt and chain drives, bearings, seals, cams, motors, and other power transmission components. Extensive use of engineering handbooks, vendor catalogs, and computer software.	Principles for selecting and interfacing standard mechanical system components. Topics include tolerance analysis, fasteners, shafts, couplings, brakes, clutches, gears, belt and chain drives, bearings, seals, cams, motors, and other power transmission components. Extensive use of engineering handbooks, vendor catalogs, and computer software.

## Authorization Sign-Off

**Checklist: Check once verified.**

<input type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 12/6/2024

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 1/13/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 1/13/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**Pittsburg State University**  
**Department of Engineering Technology**  
**Mechanical Engineering Technology Program**  
(Prepared by: Daniel Maxwell, 01/2024)

**COURSE TITLE:** MECET 523-01- Mechanical Design 1

**COURSE SCHEDULE:** Face-to-Face, Tuesday/Thursday, 11:00-12:15, KTC W201/W202

**INSTRUCTOR:** Daniel Maxwell

Phone: (620) 235-4374

Office Hours: As posted in Canvas

Office: KTC W224d

E-mail: [dmaxwell@pittstate.edu](mailto:dmaxwell@pittstate.edu)

**COURSE DESCRIPTION:** MECET 523 – Mechanical Design I. (3 hours lecture). Principles for selecting and interfacing standard mechanical system components. Topics include tolerance analysis, fasteners, shafts, couplings, brakes, clutches, gears, belt and chain drives, bearings, seals, cams, motors, and other power transmission components. Extensive use of engineering handbooks, vendor catalogs, and computer software. Prerequisite: MECET 423 Mechanics of Materials or equivalent.

**TEXTBOOK/MATERIALS REQUIRED:**

- Mott, Robert A., *Machine Elements in Mechanical Design*, (6<sup>th</sup> Ed.), Pearson. ISBN: 978-0-13-444118-4

**COURSE OBJECTIVES:**

- Objective 1 - To develop basic information supporting material definition and selection and the impact of material choice on loading, stress and failure of a component. (Outcome 2)
- Objective 2 - To develop an understanding of the connection between design activities and cost, production, maintainability, reliability, quality, etc. (Outcome 2)
- Objective 3 - To apply design and analysis procedures to various machine elements. (Outcome 2)
- Objective 4 – To demonstrate the ability to use computer programs to support design and analysis tasks. (Outcome 4)

**COURSE TOPICS:**

- Nature of Mechanical Design
- Materials in Mechanical Design
- Finite Element Analysis
- Design for Different Types of Loading
- Stress and Column Analysis
- Combined Stresses and Mohr's Circle
- Fasteners and Springs
- Keys and Bearings
- Tolerances and Fits
- Bolted and Welded Frames

**GRADING SYSTEM:**

90 - 100%	A	Attendance	5%
80 - 89	B	Quizzes	20%
70 - 79	C	Projects	25%
60 - 69	D	MidTerm Examination	25%
0 - 59	F	Final Examination	25%



## TENTATIVE SCHEDULE OF ACTIVITIES

*This schedule is tentative and subject to change.*

<u>Week</u>	<u>Date</u>	<u>Class Content</u>	<u>Reading</u>	<u>Assignments</u>
1	01/16 01/18	Introduction, Mechanical Design Overview Material considerations in design	Chapter 1 Chapter 2	HW 1 HW 2
2	01/23 01/25	Stress and Deformation Analysis Combined Stresses and Mohr's Circle	Chapter 3 Chapter 4	HW 3 HW 4
3	01/30 02/01	Design for Different Types of Loading Endurance Limits and Goodman Criteria	Chapter 5	HW 5
4	02/06 02/08	Design Examples Columns	Chapter 5 Chapter 6	HW 6
5	02/13 02/15	Finite Element Analysis Discussion and Practice		
6	02/20 02/22	Keys, Splines, Couplings and Seals	Chapter 11	HW 11
7	02/27 02/29	Tolerances and Fits	Chapter 13	HW 13
8	<b>03/05</b> <b>03/07</b>	<b>MidTerm Exam Part 1</b> <b>MidTerm Exam Part 2</b>		
9	<b>03/12</b> <b>03/14</b>	<b>Spring Break</b>		
10	03/19 03/21	CSWA-Simulation Review CSWA-Simulation Exam		
11	03/26 03/28	Rolling Contact Bearings	Chapter 14	HW 14
12	04/02 04/04	Plain Surface Bearings	Chapter 16	HW 16
13	04/09 04/11	Linear Motion Elements Fasteners	Chapter 17 Chapter 19	HW 17 HW 19
14	04/16 04/18	Springs	Chapter 18	HW 18
15	04/23 04/25	Frames, Bolted and Welded Connections	Chapter 20	HW 20
16	04/30 05/02	CSWA-S Exam Review		
17	<b>05/07</b>	<b>Final Exam: 11:00-12:50</b>		

See the Syllabus page for the course in Canvas for additional information regarding policies, resources and other important general information.

### **Additional Details/Descriptions Follow:**

**Attendance:** The course meets for lecture 75 minutes two times a week. Attendance will comprise a portion of the grade, arriving late may incur a penalty. Classes missed due to documented illness or University Sponsored Activity will not be counted as absent, however students are responsible to make up missed material through reading and arranging possible make-up of assignments with the instructor.

**Campus Closure:** In-person courses may shift to online activities in the event of campus closure/inclement weather. Full participation in that event may require a webcam, microphone and steady high-speed internet connection, as well as Respondus Lock-Down Browser. Attendance, quiz and exam policies may require modification in such an event.

**Classroom Etiquette:** Students are strongly encouraged to participate in the lectures through early preparation and questions or comments in class but are asked not to monopolize the entire class period. Students are required to behave in a professional manner and respect the learning environment of others. If students must come in late or leave early, please notify the instructor beforehand and do so in a quiet, non-disruptive manner. Please silence and store all electronic devices and refrain from engaging in distracting activities on the computers. The instructor reserves the right to remove any device deemed to be causing a disruption - this includes, but isn't limited to: cell phones, tablets, eReaders, eCigarettes. Students are expected to follow the PSU COVID-19 related guideline including wearing of masks, social distancing, and staying home when exhibiting symptoms of illness.

**Homework:** Homework will be assigned covering each major topic via pages in Canvas and will typically come from problems in the textbook. Homework problems will have answers provided, either in the back of the book or by the instructor. The student should work on the problem until they understand how to obtain the correct answer. This provides the student the opportunity to resolve problems on their own and avoid simple errors. Homework problems will not be submitted; however, material for the quizzes and exams will be similar to the homework so students are highly encouraged to complete the homework.

**Quizzes:** Quizzes to ascertain comprehension of the material and its applications will be assigned. These may cover material discussed in class that day. These may also include less formal in-class problem solving.

**Projects:** As an overall mechanical design course, much of the assigned work will be in the form of projects. These projects will involve detailed use of SolidWorks FEA and Excel. Details of each project, including scoring rubrics, will be provided. Successful completion of FEA projects in particular will help students prepare for the CSWA-Simulation exam.

**MidTerm Examination:** The midterm exam for this course will be a classical exam given during the week before spring break. The exam may cover two class periods and include all topics discussed to that point or prerequisite course topics.

**Final Examination:** The final exam for this course will be a classical exam given during the final exam period schedule for the course. The exam will be comprehensive, and may include all course topics and all prerequisite course topics.

**Missed and Late Work:** No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. Absences due to documented school events must be discussed in advance through email. One homework quiz and one content quiz will be dropped to cover unanticipated life events.

**Academic Dishonesty:** Submitting someone else's work as your own will not be tolerated in this class. Working together on homework assignments is encouraged, but EACH individual must show ALL work for EVERY problem themselves. Examples of academic dishonesty include, but aren't limited to: cheating on assignments or tests, submitting someone else's work as your own, giving your work to someone else, use of solution manuals/assignments from previous semesters, not citing sources on a writing assignment. Plagiarism includes copying from printed solution manuals, from other students, from the web, etc. Determination of what is or is not academic dishonesty is at the discretion of the instructor. If your work is considered to be an act of academic dishonesty all parties involved will automatically receive a zero on that assignment. Your actions could also cause you to receive an 'F' in the course and could result in severe penalties, up to and including dismissal from the university.

**Canvas:** The course will be administered with the CANVAS system. The site will maintain course materials and be used for communications, problem submissions, and grading. The site should be checked frequently. Students can track their grades through Canvas. Grades for quizzes that are automatically graded by Canvas will be available immediately. Grades for quizzes and tests that require instructor evaluation will generally be available before the next class. Grades for projects/tutorials will generally be available within a week.

**Communication Policy:** Students are encouraged to interact with the instructor outside of class in person, via phone conversations and over the Internet. Questions sent via Canvas or email will typically be answered within less than 24 hours if received between 8:00am Mondays and 4:00pm Fridays; however, any questions asked outside of the "normal business week" may result in longer than normal response times.

**Special Concerns:** Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations; 7-10 days prior notice prior to an exam is appreciated to allow time to provide necessary materials to the Testing Center.

## Faculty Senate Course Form

Effective Date: **Fall 2025**

Submission Date: November 2024

Department: SAET

College of: **Technology**

Contact Person: David Miller

Prefix: **MECET**

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

Course #: **682**

### Course Form:

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

#### 1. Purpose/Justification for the Changes:

Lab activities require SolidWorks, which is taught in MECET 121

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

Yes  No

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

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

Yes  No

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

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

Yes  No

5. Will additional resources or costs be required?

Yes  No

If so, what will be needed?

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

Yes       No

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

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

**Course Numbers cannot be changed, only created.**

	Existing	New/Proposed
Title:	Heat Transfer	Heat Transfer
Course Number:	<b>MECET 682</b>	<b>MECET 682</b>
Credits:	<b>3</b>	<b>3</b>
Grading System:	<b>A-F, IN</b>	<b>A-F, IN</b>
Pre/Co-Requisite(s):	Pre: MATH 150, Pre/Co MECET 524	Pre: MATH 150, MECET 121; Pre/Co MECET 524
Course Description:	Principles of heat transfer including conduction, convection, and radiation involved with materials and processing techniques. Manual and computer assisted calculations with applications in design.	Principles of heat transfer including conduction, convection, and radiation involved with materials and processing techniques. Manual and computer assisted calculations with applications in design.

## Authorization Sign-Off

**Checklist: Check once verified.**

<input type="checkbox"/>	Required fields completed.
<input type="checkbox"/>	Syllabus attached for new courses
<input type="checkbox"/>	Assignment Strategies Attached

-Approved: Department Chair/Director

Date: 12/6/2024

Signature, Chair/Director: \_\_\_\_\_



-Approved: College Curriculum Committee

Date: 1/13/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Dean of College

Date: 1/13/25

Signature, Dean: \_\_\_\_\_



-Approved: Council for Teacher Education (if applicable)

Date: \_\_\_\_\_

Signature, Council Chair: \_\_\_\_\_

-Approved: University Undergraduate Curriculum Committee

Date: 2/18/25

Signature, Committee Chair: \_\_\_\_\_



-Approved: Faculty Senate

Date: \_\_\_\_\_

Signature, Recorder Faculty Senate: \_\_\_\_\_

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

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

**Pittsburg State University**  
**Department of Engineering Technology**  
**Mechanical Engineering Technology Program**  
(Prepared by: David Miller 11/2023)

**COURSE TITLE:** MECET 682 - Heat Transfer

**COURSE SCHEDULE:** Face-to-Face, Tuesday/Thursday, 9:30-10:45, Room KTC W202

**INSTRUCTOR:** David Miller, PhD  
Office: KTC W224c  
Office Hour: 9-10 MWF, 1-2 TTh

Phone: 620-235-6115  
E-mail: [djmiller@pittstate.edu](mailto:djmiller@pittstate.edu)

**COURSE DESCRIPTION:** MECET 682 - Heat Transfer. 3 Hours. (3 hours lecture). Principles of heat transfer including conduction, convection, and radiation involved with materials and processing techniques. Manual and computer assisted calculations with applications in manufacturing. Closed to students with credit in ETECH 682 Thermodynamics and Heat Transfer. Prerequisite: MATH 150 Calculus I. Prerequisite or corequisite: ETECH 524 Fluid Mechanics I. May be taken for honors.

**TEXTBOOK/MATERIALS:**

- Bergman, T.L., Lavine, A.S., Incropera F.P. & DeWitt, D.P., *Introduction to Heat Transfer.*, (6<sup>th</sup> Edition), Wiley, ISBN 978-0-470-50196-2
- Kurowski, P.M. *Thermal Analysis with SolidWorks Simulation 2019.* SDC Publications. ISBN 978-1-630-57242-6
- *FE Supplied Reference Handbook.* Free PDF from [NCEES website](#). (Optional, requires account)
- Scientific Calculator, Engineering Paper
- Electronic Data Storage Device (Jump Drive or Cloud Storage)

**COURSE OBJECTIVES:**

- Obtain knowledge of the fundamental principles of heat transfer
- Apply these principles to practical, real-world processes.
- Develop skills in the analysis of engineering design problems involving practical heat transfer systems.
- Apply differential and integral calculus, analytical techniques, spreadsheets and the finite difference method for problem solving. (ABET Objective 1)
- Apply fundamental knowledge of heat transfer by using various software simulation packages (ABET Objectives 2 & 4)

**COURSE TOPICS:**

- Fundamentals of heat-transfer modes
- Steady State and transient Conduction
- Convection including External and Internal flow and Free Convection.
- Boiling and Condensation
- Heat exchangers
- Radiation

**GRADING SYSTEM:** Grades will be based on the following scale and proportions:

90 – 100%	A	Attendance/Participation	10%
80 – 89%	B	Tests	50%
70 – 79%	C	Design Problems/Tutorials	40%
60 – 69%	D		
59 – 0%	F		

## TENTATIVE SCHEDULE OF ACTIVITIES

*Subject to change*

<b>WEEK</b>	<b>DATES</b>	<b>CLASS CONTENT</b>	<b>READING</b>	<b>ASSIGNMENTS</b>
1	01/16 01/18	Introduction to heat transfer	Bergman Ch. 1	Kurowski Ch1 Syllabus Quiz
2	01/23 01/25	Introduction to conduction	Bergman Ch. 2	Kurowski Ch3
3	01/30 02/01	One dimensional steady state conduction	Bergman Ch. 3	Kurowski Ch5
4	02/06 02/08	Two dimensional steady state conduction	Bergman Ch. 4	Thermal Analysis of a Bi-Metal Loop
5	02/13 02/15	Transient Conduction	Bergman Ch. 5	Kurowski Ch8
6	02/20 02/22	Review <i>Exam 1</i>		
7	02/27 02/29	Introduction to Convection	Bergman Ch. 6	Kurowski Ch6
8	03/05 03/07	External Flow	Bergman Ch. 7	Thermal Analysis of a Heat Sink
9	03/12 03/14	<b>Spring Break – No Class Meeting</b>		
10	03/19 03/21	Internal Flow	Bergman Ch. 8	Coffee Heater with Thermostat
11	03/26 03/28	Free Convection	Bergman Ch. 9	Heater with Fins
12	04/02 04/04	Review <i>Exam 2</i>		
13	04/09 04/11	Boiling and Condensation	Bergman Ch. 10	Kurowski Ch9
14	04/16 04/18	Heat Exchangers	Bergman Ch. 11	Heat Exchanger
15	04/23 04/25	Radiation Heat Transfer & Exchange between surfaces	Bergman Ch.12, 13	Kurowski Ch13
16	04/30 05/02	Review <b>Lab Practical Exam</b>		
17	05/09	<b>Exam #3 – 9:30-11:20</b>		

Pittsburg State University encourages students to take full advantage of campus resources. Information about the campus resources and other information, notifications, and policies (academic integrity, dead week, etc.) students should be aware of, can be found through the syllabus supplement link for the current semester that can be found on PSU's web site at ... <https://www.pittstate.edu/registrar/syllabus-supplement.html>



### **Additional Details/Descriptions:**

**Course Prerequisites:** In order to succeed, students must be familiar with algebra, geometry, differential and integral calculus, as well as concepts of physical units (temperature, energy, area, length, time), orders of magnitude and scientific notation. Students should have a basic understanding of the Windows or Mac operating system (zipping and unzipping files, opening and saving files, etc). Use of Canvas and the Internet are required in this course. Prior knowledge about 3D modeling and simulation using SolidWorks is required.

**Attendance/Participation:** Attendance and meaningful participation in group work are considered in evaluating performance in the work place and will be considered in this class. The course meets for lecture one hour and 15 minutes twice a week. Attendance may be taken before each meeting; an absence is defined as not being present at the time of roll call. Students with more than 3 unexcused absences may have their grade lowered by a letter grade; after 6 absences they may be dropped from the class at the instructor's discretion. Students not participating in weekly group activities may receive no points for that activity; determination of meaningful participation is up to the instructor. In-person courses may shift to online activities in the event of campus closure/inclement weather; check Canvas for additional requirements should this become necessary.

**Classroom Etiquette:** Students are strongly encouraged to participate in the lectures through early preparation and questions or comments in class but are asked not to monopolize the entire class period. Students are required to behave in a professional manner and respect the learning environment of others. If students must come in late or leave early, please notify the instructor beforehand and do so in a quiet, non-disruptive manner. Please silence and store all electronic devices and refrain from engaging in distracting activities on the computers. The instructor reserves the right to remove any device deemed to be causing a disruption - this includes, but isn't limited to: cell phones, tablets, eReaders, eCigarettes.

**Homework:** Homework problems will be posted covering each topic and discussed in class. Homework will not be graded; rather they are meant for students to complete prior to a given class period to aid in the discussion. A student having difficulty with a homework problem is encouraged to discuss the problem with fellow students, tutors and the instructor. It is strongly recommended that students KEEP UP WITH THE HOMEWORK!!!

**Methods:** Solutions to problems solved on tests and homework must be logical and based on the subjects of the course. A solution must be understood by the student, fellow students, instructor, and other individuals, today and in the future. A standard solution approach will be required to support clear and concise communication of information. A solution will include: **name and date, design conditions** (given), **assumptions, formula, sketch** (dimensions & orientation, temps, material properties) and clearly identified **answer** (with units). Illegible solutions may result in no credit.

**Quizzes:** There are no scheduled quizzes; however, the instructor reserves the right to give quizzes at his discretion.

**Design Problems/Tutorials:** Short real-world problems or software tutorials in simulation and analysis software packages will be assigned most weeks throughout the semester to familiarize students with state-of-the-art tools used in heat transfer analysis. Some class time may be given for work on tutorials, but it is expected that students spend time outside of class to complete the required work. Specific instructions for deliverables from each tutorial will be provided at the time they are assigned; deliverables may include (but aren't limited to): a Canvas quiz, a written report, SolidWorks documentation.

**Tests:** Three equally weighted tests will be given to evaluate the student's understanding of the course topics. Tests are comprehensive and administered on CANVAS. Students will be allowed to use the *FE Supplied Reference Handbook* during tests; other than this reference, all tests will be closed book, closed notes and closed homework. Partial credit MAY be given based on student's hand written calculations at the instructor's discretion. Calculation sheets must be turned in at the

conclusion of the exam and must follow the guidelines outlined in the Methods section above. Rescheduling tests will only be done under special circumstances and only by notifying the instructor ahead of time via email.

**Final Practical Exam:** A practical SolidWorks exam will be administered during one of the last class periods using SolidWorks and will consist of topics covered in the tutorials.

**Grading Policy:** In addition to the policy on Attendance grades discussed above, students must maintain a passing grade in the following course categories: Design Problems/Tutorials, Tests, and the Lab Practical Exam. A failing grade in any of these categories will result in a final grade of D in the class, regardless of the grades in the other class categories. Grading policies and rubrics for individual assignments will be provided at the time of announcement.

**Missed and Late Work:** No work will be accepted after the given due date unless due to a documented medical necessity or a documented school event. With the exception of medical emergencies, any missed work must be discussed in advance through email.

**Software:** The course will be administered with the Canvas system. The site will maintain course materials and be used for communications, problem submissions and grading. The site should be checked frequently. Exams use the Respondus Browser, so please make sure you are set up beforehand. The design problems/tutorials require students to have access to SolidWorks. This software is available in many labs in the KTC, but in many cases there are versions available for use on personal computers. Contact the instructor if you wish to obtain software for your own personal machine.

**Academic Dishonesty:** Submitting someone else's work as your own will not be tolerated in this class. Working together on homework assignments is encouraged, but EACH individual must show ALL work for EVERY problem themselves. Examples of academic dishonesty include, but aren't limited to: cheating on assignments or tests, submitting someone else's work as your own, giving your work to someone else, use of solution manuals/assignments from previous semesters, not citing sources on a writing assignment. Plagiarism includes copying from printed solution manuals, from other students, from the web, etc. Determination of what is or is not academic dishonesty is at the discretion of the instructor. If your work is considered to be an act of academic dishonesty all parties will automatically receive a zero on that assignment. Your actions could also cause you to receive an 'F' in the course and could result in severe penalties, up to and including dismissal from the university.

**Communication Policy:** Students are encouraged to interact with the instructor outside of class in person, via phone conversations and over the Internet; the preferred method of communication is via email. Questions sent via Canvas or email will typically be answered within less than 24 hours if received between 8:00am Mondays and 4:00pm Fridays; however, any questions asked outside of the "normal business week" may result in longer than normal response times. The instructor will not discuss homework/tests/assignments within 24 hours of the due date or 24 hours of when they are handed back. Feedback on quizzes and assignments will usually be based on the scope of the assignment; the rule of thumb is "however long you had to do it, expect it to take that long to get feedback."

**SPECIAL CONCERNS:** Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations; 7-10 days prior notice prior to an exam is appreciated to allow time to provide necessary materials to the Testing Center. Information about academic support services can also be obtained from the PSU Center for Student Accommodations.